



Town of Blackfalds
Standing Committee of Council Meeting
July 19 at 7:00 p.m.
AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
 - 2.1 Agenda for July 19, 2021
3. **Delegation**

None
4. **Public Hearing**

None
5. **Business Arising from Minutes**

None
6. **Business**
 - 6.1 Blackfalds Fire Service Operations Update (*verbal*)
 - 6.2 [Request for Direction, Council Remuneration Compensation](#)
 - 6.3 [Request for Direction, Elected Officials Development Opportunities Policy](#)
 - 6.4 [Request for Direction, Development Fees & Fines Bylaw](#)
7. **Action Correspondence**
 - 7.1 [Alberta Association of Community Peace Officers Communications Request](#)
8. **Information**
 - 8.1 Centre Plaza Update (*verbal*)
 - 8.2 [Interim Police Advisory Quarterly Report](#)
9. **Round Table Discussion**

None
10. **Adoption of Minutes**

None
11. **Notices of Motion**

None
12. **Business for the Good of Council**

None
13. **Confidential**

None
14. **Adjournment**

Future Meetings/Events:

- Regular Council Meeting – Tuesday, July 27, 2021
- Regular Council Meeting – Tuesday, August 10, 2021



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

MEETING DATE: July 19, 2021

PREPARED BY: Myron Thompson – Chief Administrative Officer

SUBJECT: Council Remuneration and Compensation Policy 156/21

BACKGROUND:

The Council Remuneration and Compensation Policy sets out the compensation to be provided to members of Council for duties performed. This policy provides guidelines for the provision of remuneration to elected officials through the various provisions including honorariums, per diems, benefits, expenses, and professional development. The policy is updated every four (4) years in the year preceding the municipal election.

DISCUSSION:

The establishment of the Council Remuneration Review Committee and their role in review and recommendations for remuneration and compensation for the incoming Council is an important part of the process. At the June 22nd, 2021 Regular Meeting of Council the Committee was formally established and an updated Council Remuneration Review Committee Terms of Reference was approved. The Committee met on July 5th and will meet again on July 21st. It is expected that the Committee will be making recommendations on changes for Council remuneration and compensation at a Council meeting in August.

A draft of the policy is before the Committee to review other updated policy changes other than the compensation provisions. Some areas where additional discussion and direction could be provided includes that of professional development, especially with expanded opportunities and the shift to virtual meetings, seminars, conferences, etc. as well as budgetary considerations.

The draft is provided to the Committee to assist in discussion. The policy will be brought forward to Council for formal adoption incorporating any further changes resulting from the Committee discussion and following the recommendation of the Council Remuneration Review Committee. Please note that Appendix "B" Council Remuneration Review Committee Terms of Reference included in the draft policy is the document approved on June 22nd, 2021

FINANCIAL IMPLICATIONS:

There are no financial implications at this time.



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

ADMINISTRATIVE RECOMMENDATION:

That the Standing Committee of Council provides input and direction in the updating of the Council Remuneration and Compensation Policy 156/21.

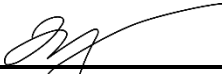
ALTERNATIVES:

- A. That the Standing Committee of Council refer back to Administration for more information.

ATTACHMENTS:

- *Council Remuneration and Compensation Policy 156/21 (Draft with markups)*
- *Council Remuneration and Compensation Policy 156/21 (Draft - clean)*

Approvals:



CAO Myron Thompson

Policy No.: 156/21 Policy Title: Council Remuneration & Compensation Department: Office of the CAO Council Approval: Reviewed: July 2021 Revised: July 2021 Supersedes Policy/Bylaw: <ul style="list-style-type: none"> • Council Remuneration & Compensation Policy 132/17 • Council Remuneration & Compensation Policy (September 2011) 	Date: Resolution #:
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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

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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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 _____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 _____ 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

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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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 at indicated in 2.1 is as follows:

2.2.1 Chief Elected Official \$ _____

2.2.2 Councillor \$ _____

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 \$ _____

3.3.2 Flat Rate \$ _____

- 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 child (if they are choosing family coverage for extended health care) and every 2 years 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. Travel & Subsistence

- 5.1 Council member expenses incurred shall be reimbursed as per Appendix "C" – Reimbursements, and upon submission and approval of a claim form.
- 5.2 The Mayor shall be responsible for approving Councillor's expense claims and the Deputy Mayor responsible for approving the Mayor's expense claims.
- 5.3 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.
- 5.4 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.

6. Professional Development

- 6.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities.

7. Electronic Device and Internet Connection Reimbursement

- 7.1 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.
- 7.2 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.
- 7.3 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. Telephone

- 8.1 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.

9. General

- 9.1 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.
- 9.2 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.
- 9.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 9.4 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.
- 9.5 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.
- 9.6 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.

10. General

- 10.1 Review of this policy will take place through procedures identified in Appendix "B" – Council Remuneration Review Committee.

Appendix “B” – Terms of Reference – Council Remuneration Review Committee

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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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

PROCEDURE	Policy No.: 156/21 Policy Title: Council Remuneration Policy Department: Office of the CAO
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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
Sundry Allowance	\$8.25 per 24-hour period away on Town business



Town of Blackfalds POLICY

Policy No.: 132/17	
Policy Title: Council Remuneration & Compensation	
Department: Office of the CAO	M# 72/17 Date: 2017 03 28
Council Approval: March 28 2017	
Reviewed:	
Revised:	
Supersedes Policy/Bylaw: Council Remuneration & Compensation Policy (Sept. 13 2011 – RES. 288/11)	

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1. Policy Statement

- 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 ~~Provincial standards~~.

2. Reason for Policy

- 2.1 To outline the remuneration and compensation provided to Mayor and Council ~~Town of Blackfalds~~ through honorarium, per diem rates, expenses, benefits, and professional development, as well as the process for reviews and adjustments ~~adjustments and reviews~~ 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.

~~Policy # 132/17 / Council Remuneration and Compensation / 2017 / Page 1 of 3~~



Town of Blackfalds POLICY

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 Council Remuneration Review Committee to:

5.3.1 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



Town of Blackfalds POLICY

PROCEDURE

Policy No.: 132/17	
Policy Title: Council Remuneration & Compensation	
Department: Office of the CAO	

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1. Preamble

- 1.1 The remuneration and compensation is reviewed on a four year cycle, conducted in the year of and 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 **132/17**.

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Remuneration and compensation levels are established through a ~~fifty (50%)~~ 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, as made available through current Municipal Affairs Financial Indicator data. A dollar amount per capita modifier will be used and is derived by utilizing the ~~fifty (50%)~~ 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 made annually to reflect changes in the Alberta Consumer Price Index and which will align with salary and wage adjustments provided to Municipal employees.

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~~ 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

Approval

Chief Administrative Officer

March 28 2017

Date



Town of Blackfalds POLICY

Appendix "A" – Compensation Provided to Mayor and Council

Policy No.: 132/17	RES. 72/17
Policy Title: Council Remuneration & Compensation Policy	Date of Council approval:
Department: Office of the CAO	March 28 2017

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1. Preamble:

Council's Salary/Honorarium will be in place for a four (4) year election term cycle with only annual adjustments made based on the Consumer Price Index (CPI), as approved by Council and will be in alignment with and amounts provided to Municipal employees. Council has the duty to participate in Council meetings and Council 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 to cover 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 at indicated in 2.1 ~~the these meetings~~ is as follows:

2.2.1 Chief Elected Official \$3,410 (2019 monthly rate)

2.2.2 Councillor \$1,870 (2019 monthly rate)

2.2.2

2.3 Additional honorariums or fees paid from other organizations such as regional or provincial body or commission board 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.

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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 \$220-240/day (4 plus hours)

3.3.2 Flat Rate \$110-120/day (2-4 hours)



Town of Blackfalds POLICY

- 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~~ 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 \$5000 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 child (if they are choosing family coverage for extended health care) and every 2 years 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 dependant life Insurance.

4.3 Exclusions:

- 4.3.1 Coverage excludes short and long term disability.

5. Travel & Subsistence

- 5.1 Council member expenses incurred shall be reimbursed as per Appendix "C" – Reimbursements, and upon submission and approval of a claim form.
- 5.2 The Mayor shall be responsible for approving Councillor's expense claims and the Deputy Mayor responsible for approving the Mayor's expense claims.
- 5.3 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.
- 5.4.5.4 The administrative vehicle will be provided for Councillor use for out of town travel that is not overnight. Booking of vehicle will be made through the Civic Centre reception. For extended travel expense reimbursement will be provided as per Appendix "C" or alternate arrangements will be made in provision of a Municipal fleet unit.

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6. Professional Development

- 6.1 Professional development will be provided to Mayor and Council as outlined in Policy 155.21 Elected Officials Development Opportunities

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6.7. Electronic Device and Internet Connection Reimbursement

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- 7.1 Members of Council will receive an electronic device 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.

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- 6.7.2 Reimbursement for an average high speed internet connection is in effect to offset the personal costs to Council. A paperless agenda and electronic communications, 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.

- 6.7.3 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.

7. Telephone

- 7.1 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. The phone number associated with the cell phone will then be advertised and distributed as the contact information for Council.

8. General

- 8.1 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



Town of Blackfalds POLICY

payment according to this policy. Honorariums shall be paid no later than the last banking day of each month.

- 8.2 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.
- 8.3 Emergency payments for honorariums may be requested by Council upon arrangements with the Chief Administrative Officer, preferably with one weeks' notice.
- 8.4 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.
- 8.5 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.



Town of Blackfalds POLICY

8.6 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.

~~8.7 In accordance with Revenue Canada's provision for Municipal Officials, one third (1/3) of the total allowance and honoraria paid to the municipal officials shall be deemed to be in lieu of expenses. The remaining two thirds (2/3) is income from the elected or appointed office and is therefore subject to income tax and considered as earnings.~~

9 Review

9.1 Review of this policy will take place through procedures identified in Appendix "B" – Council Remuneration Review Committee.



Town of Blackfalds POLICY

Appendix "B" – Terms of Reference – Council Remuneration Review Committee

Policy No.: 132/17	RES. 72/17
Policy Title: Council Remuneration & Compensation Policy	Date of Council approval:
Department: Office of the CAO	March 28 2017

1. Preamble:

A Council Remuneration Review Committee consisting of 5 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 Council will duly consider all recommendations brought forward by the Committee;
- 2.1.2 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 Ensure that a person or person(s) qualified in matters relating to Human Resources assist in the information gathering as well as the analysis and facilitation process;
- 2.2.3 Provide any information necessary information to the Committee required to fulfill their duties;
- 2.2.4 Utilize comparable Communities (minimum of 10) within the Province to be surveyed utilizing indicators (i.e. population, per capita equalized assessment) contained in the most recent Financial Indicator Graphs established by Municipal Affairs;
- 2.2.5 Ensure the survey information is collected and compiled at the beginning of the year prior to an election and available for when the committee is ready to meet.

3. Council Remuneration Committee

- 3.1 Will elect a Chair and Vice Chair for the Committee;
- 3.2 Will establish meetings and utilize these meeting to review and consider information provided to them to assist in decision making;
- 3.3 Will make recommendations to Council in relation to Council Remuneration (Salary/Honorarium);



Town of Blackfalds POLICY

- 3.4 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.);
- 3.5 Will make recommendations to Council in relation to a Benefits Package;
- 3.6 Will make recommendations on the compensation rate through establishment of a market average of those communities surveyed;
- 3.7 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.

4. Remuneration Committee Chair Duties

- 4.1 Spokesperson for the Committee except for specifically authorized instances;
- 4.2 Will ensure that deliberation during Committee meetings will be fair, transparent, efficient and thorough;
- 4.3 Will chair Committee meetings with all the commonly accepted power of that position (Roberts Rules)
- 4.4 Will ensure that decisions are documented in written format and that recommendations are put in writing for presentation.
- 4.5 Will make formal presentation to Council at a Standing Committee of Council or Regular Council meeting.

5. PROCEDURES FOR COUNCIL REMUNERATION COMMITTEE:

- 5.1 The committee will be established by the end of September of the year prior in which the Municipal election takes place. The committee will complete their review and make recommendation prior to mid-November of that year.
- 5.2 The Committee will consist of eight (8) members including five (5) citizens from the Community, the CAO, and Administrative staff appointed by the CAO. Staff members will be non-voting.
- 5.3 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.
- 5.4 The CAO may also appoint a Human Resource Consultant to participate on the Committee. This individual will not have voting rights.
- 5.5 The Term of the Committee shall be appointed for a term not to exceed one year and a new committee will be established one year ahead of a municipal election.
- 5.6 Meeting dates and times shall be held at the discretion of the Committee and a quorum shall consist of three members.
- 5.7 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.



Town of Blackfalds POLICY

Appendix "C" – Council Member Expenses / Reimbursement

Policy No.: 132/17	RES. 72/17
Policy Title: Council Remuneration & Compensation Policy	Date of Council approval:
Department: Office of the CAO	March 28 2017

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
Sundry Allowance	\$8.25 per 24-hour period away on Town business



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

MEETING DATE: July 19, 2021

PREPARED BY: Myron Thompson – Chief Administrative Officer

SUBJECT: Elected Officials Development Opportunities Policy 155/21

BACKGROUND:

The Elected Officials Professional Development Policy is used to outline the parameters for Council to attend professional development sessions which support their role. Administration recognizes that Elected Officials benefit from training and development opportunities which enable them to perform their governance role and keep informed on current and emerging local government issues.

DISCUSSION:

The previous Elected Officials Development Opportunities Policy has not been updated since 2008 therefore a new policy has been drafted for review of the Standing Committee of Council. . Notable changes to the procedure include outlining how common or mandatory professional development opportunities will be expensed, when a per diem will be issued, and what is funded in the Elected Official's professional development budget (i.e. travel, subsistence, course materials). Another addition to the Policy is a scoring guide, which can be used as a guide to determine the value of professional development opportunities that are not in the scope of those normally attended. It is a way to help Council determine the value of the written professional development requests. The scoring guide considers the Council member's years left in office, relevance to the position, if the course is for elected officials, budgetary considerations, and value for training cost. There is also a bonus point to be awarded by the Mayor for professional development requests that may have additional important skills, such as inclusion or teambuilding.

Also a consideration to be included in the review and discussion on this item is if should budgeted allotment for per diems be provided for each Council member or should the professional development funds all be derived from a singular general fund.

FINANCIAL IMPLICATIONS:

Currently, the Mayor has an annual budget of \$9,800 for professional development opportunities, and Councillors have an annual budget of \$5,200 available to fund their training and development. These amounts are subject to adjustments based on annual operating budget deliberations.



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

ADMINISTRATIVE RECOMMENDATION:

That the Standing Committee of Council provides input and direction in the updating of Elected Officials Development Opportunities Policy 155/21.


ALTERNATIVES:

- A. That the Standing Committee of Council refer back to Administration for more information.

ATTACHMENTS:

- *Elected Officials Development Opportunities Policy 155/21*
- *Elected Officials Development Opportunities Policy (2008)*

Approvals:



CAO Myron Thompson

Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration Effective Date: Reviewed: Revised: Supersedes Policy/Bylaw: Elected Officials Development Opportunities Policy (September 2008)	Resolution No: Date:
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Policy Statement

The Town of Blackfalds encourages the ongoing professional development of its Elected Officials. Funds are established to assist Council in participating in such professional development.

Reason for Policy

- 1.1 To outline the parameters for Council's participation in professional development which will support their role in serving on Council.
- 1.2 Elected Officials benefit from training and development opportunities which enable them to perform their governance role per the *Municipal Government Act* and keep informed on current and emerging local government issues.

2. Definitions

- 2.1 **Elected Officials:** the current Mayor and Council members representing the Town of Blackfalds.
- 2.2 **CAO:** means Chief Administrative Officer.
- 2.3 **Professional Development:** means annual conventions, courses, seminars, workshops, orientation, and other training, both in person or virtually.

3. Responsibilities

- 3.1 Municipal Council to:
 - 3.1.1 Approve by resolution this policy and any amendments;

- 3.1.2 Report on professional development activities during the Round Table discussion at the Town of Blackfalds' Regular Council Meeting.
- 3.1.3 Consider procedures for the successful implementation of this policy.
- 3.1.4 Submit requests for professional development.
- 3.1.5 Attend professional development training as needed.
- 3.2 Chief Administrative Officer to:
 - 3.2.1 Implement this policy and approve procedures;
 - 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4. End of Policy

PROCEDURE	Policy No.: 155.21 Policy Title: Elected Officials Development Opportunities Policy Department: Administration
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1. Preamble

- 1.1 The purpose of the Elected Officials Development Opportunities Policy is to encourage and support participation and attendance of Council at conventions, conferences, seminars, courses and other professional development training during their tenure.

2. Training and Development

- 2.1 The Town of Blackfalds considers it important that Council members develop a knowledge and awareness pertaining to governance and their mandate of effectively representing their electorate.
- 2.2 The Town of Blackfalds recognizes that certain conventions must be available for all of Council to attend including the annual Alberta Urban Municipalities Association (AUMA), while at some conventions, the Town need only be represented by a few Council members including the annual Federation of Canadian Municipalities (FCM) Conference.

3. Budget

- 3.1 The annual budget will have an assignment of funds for professional development opportunities for all members of Council. Additional funding for the Mayor is provided due to the increased attendance requirement for the position of Mayor.
- 3.2 The budget amounts for annual professional development opportunities are subject to adjustments based on annual operating budget deliberations.
- 3.3 The annual professional development budget for Elected Officials will also include travel and subsistence costs, which will be reimbursed per the Council Remuneration Policy.
- 3.4 Costs for spouses or partners to accompany the Council member to any professional development function will not be funded by the municipality.
- 3.5 Council professional development budget amounts may be reallocated from one Council member to another upon Council approval.
- 3.6 Courses that are mandatory for newly elected Councillors to take (i.e. Council Orientation) will be expensed through a cost centre other than the individual Councillor's assigned professional development budget.

- 3.7 Travel and subsistence costs for Council members assigned to external boards and committees that meet on a regular basis will be considered during budget deliberations as an additional budget requirement.
- 3.8 Council members will be responsible for all expenses unrelated to approved professional development requests.

4. Per Diems

- 4.1 As per the Council Remuneration and Compensation Policy, a per diem will be provided to members of Council for attendance at conferences, conventions, workshops, seminars, courses, meetings or other recognized and budget approved activities as their general role on Council or as part of their responsibility as a member of committees and boards.
- 4.2 Per the Council Remuneration Policy, a per diem will be provided to Council members for attendance at municipal workshops, open houses, retreats, and budget meetings.
- 4.3 Per diems will not be provided for time required to complete supplemental educational courses (i.e. courses in the Municipal Elected Leaders Certificate).
- 4.4 Per diem meeting rates are as follows, per the Council Remuneration Policy:
 - 4.4.1 Flat Rate \$____/day (4 plus hours)
 - 4.4.2 Flat Rate \$____/day (2-4 hours)

5. Approvals

- 5.1 Council members attendance at conferences, conventions, workshops, seminars, courses, meetings that are required as a part of Council's responsibilities or as a member of Committees and Boards will not require approval.
- 5.2 Requests for participation at conventions, conferences, seminars, courses and other professional development training other than those offered through AUMA or FCM or associated with any board, committee or agency aligned with the municipality will require approval of Council.
- 5.3 The professional development scoring sheet (Appendix A) may be utilized to assist in determining the value of those professional development opportunities outside the scope of those normally attended.
- 5.4 Elected Officials will reference in their written submission how their professional development training addresses points in the professional development rubric.
- 5.5 Estimated costs for conventions, conferences, seminars, courses, and training, as well as additional materials such as textbooks must be included in the request.

- 5.6 No approvals are required for conventions, conferences, seminars, courses and other professional development training that have no cost to the municipality. Reimbursement for travel and subsistence costs for free professional development training is at the discretion of the Mayor.

6. Annual Conferences

- 6.1 All members of Council may attend the annual Alberta Urban Municipalities (AUMA) Conference.
- 6.2 AUMA Conference attendance, travel and subsistence costs will be funded from each Elected Official's professional development budget.
- 6.3 The Mayor and up to three Councillors may attend the annual Federation of Canadian Municipalities (FCM) Conference. The members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.
- 6.4 Costs for attendance to the annual FCM Conference attendance, travel and subsistence is funded through a separate budget cost centre and not from each Elected Official's professional development budget.

7. Registration

- 7.1 The Executive Assistant may register Council members for courses and conferences as requested. Receipts must be submitted to Accounts Payable for processing.
- 7.2 Council members may register themselves using their municipal credit cards. Receipts must be submitted to Accounts Payable for processing.

8. Reporting

- 8.1 Council members will report on professional development training and activities during the Round Table discussion at the Town of Blackfalds' Regular Council Meeting.

9. Exceptions

- 9.1 Exceptions to this policy must be documented and formally approved in writing by the CAO.

10. Appendix

- 10.1 Appendix "A" – Council Professional Development Training Scoring Sheet

11. End of Policy



Town of Blackfalds Municipal Policy Handbook

Policy Name: Elected Officials Development Opportunities Policy

Date of Approval by Council: Sept. 24/09

Resolution No.:403/96

Last Date of Review: January 22, 2008

Next Date of Review:

Policy Statement:

The Town of Blackfalds encourages the ongoing professional development of its Elected Officials. In the annual budget, funds will be established to assist Council in participating in such professional development.

GUIDELINES:

1. Professional development will consist of conferences, seminars, workshops and upgrading courses and attendance at federal and provincial association functions.
2. Revision to this policy or to payment made according to this policy may be reviewed by the Council from time to time.
3. Approvals and disbursements of funds will be within budgeted allotment from the Council as a whole to demonstrate accountability.
4. Elected Officials will have access to funds budgeted and approved for professional development.
5. Upon Council approval, Council budget amounts may be reallocated from one Council member to another.

PROCEDURES:

1. The Executive Assistant may register Council members for courses and conferences as requested. Completed registration forms must be accompanied by a Purchase Order and submitted to Accounts Payable for processing.

Council members wishing to register themselves may do so using the municipal credit card. Completed registration forms or confirmation of registration must be submitted to the Executive Assistant for processing and submission to Accounts Payable.

2. Approvals will be made on the basis of availability of funds and educational merit.
3. Elected Officials shall not be restricted to time constraints or number of opportunities attended for development opportunities, bearing in mind these positions may attend conventions in addition to specific upgrading courses.
4. Elected Officials may present a verbal report of all conferences, seminars, workshops and other educational sessions attending during the past month at the round table discussions scheduled during the regular meeting.

ELECTED OFFICIAL PROFESSIONAL DEVELOPMENT POLICY

5. Expenses and allowances will be paid for professional development in accordance with the existing Council Remuneration and Compensation Policy. Per Diem rates may be charged for retreats and budget meetings.
6. Elected Officials will be paid at the current rate for mileage on the basis of actual distance travelled in their own vehicle or have a receipt for public transportation.
7. All members of Council may attend the annual AUMA Conference.
8. The Mayor or their designate may attend the annual Federal of Canadian Municipalities conference accompanied by up to two members of Council. The two members of Council shall be determined each year with a rotation to ensure all Council members have an opportunity to represent the community.
9. Full costs for attendance at conferences, courses, seminars, workshops, upgrading courses as well as provincial and federal association functions shall be included in the annual operating budget. Costs for spouses to accompany the Council member to any such function will not be covered by the Municipality.

Council Professional Development Training Scoring Sheet

<u>Scoring</u>	<u>5 points</u>	<u>4 points</u>	<u>3 points</u>	<u>2 points</u>	<u>1 point</u>	<u>0 points</u>	<u>Points</u>
Years left in Office	4 years	3 years	2 years	1 year	less than 1 year		
Training Relevance to Position			Very relevant	Somewhat relevant	Slightly relevant	Not relevant	
Is the program specifically targeted towards Elected Officials?				Yes		No	
Does the Elected Official have enough in their budget to pay for the training, materials (such as textbooks), and any per diem expenses that may occur?	Yes					No	
Value for training cost (based on written request from Elected Official and background information provided).	Excellent	Good	Average	Poor	Terrible		
Bonus point (to be awarded at the discretion of the Mayor and may be awarded for training that includes teambuilding, inclusion, etc.)							

Total: /20



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

MEETING DATE: July 19, 2021

PREPARED BY: Preston Weran, Director of Property and Infrastructure Services

SUBJECT: Development Fees and Fines Bylaw Update

BACKGROUND:

Pursuant to the Municipal Government Act (Part 2 s.8 & s.557), Council is delegated the power under bylaws to establish fees for licenses, permits and approvals for the purpose of raising revenue and to establish offences and penalties associated with noncompliance.

The Town's current Fees and Fines is included as "Schedule D" in the current LUB and was adopted in 2010. Since this time, the LUB has been amended many times. With the rewrite of the LUB coming forward, there has been a need to review and update this schedule to ensure the Town's fees reflect the appropriate administrative costs to carry out business and match fees with surrounding municipalities as best as possible.

DISCUSSION:

In review of the LUB, it was recommended and confirmed by legal that the Fees and Fines section be taken out of the current LUB and included separately as its own Bylaw combined with the other schedules for ease of review and amendments. This Bylaw will reference the Land Use Bylaw and vice versa. Attached are the Bylaw Schedules that will be included as part of the final Bylaw document when it is finalized and brought forward for Council's consideration. In addition, the current Bylaw with the schedule and 2 previous bylaws (since rescinded) are also attached for Council's review.

Upon a thorough review of the current Fees and Fines Schedule, several changes and new additions have been included for consideration. For reference, the following document has been included:

- A detailed spread sheet outlining development fees with a comparison to surrounding similar municipalities.

The Draft "Development Fees and Fines" Bylaw has been sent to legal for collaboration with the LUB, there is a priority placed on the Offences and Penalties Section. The Planning and Development department is bringing forward the rates, as included in the attached schedules for review and comment prior to Council. Subsequent to SCC's approval, the draft Development Fees and Fines Bylaw and the draft Land Use Bylaw will be presented to Council after the legal review is completed in conjunction with the LUB review.

The Development Fees and Fines Bylaw is divided into four separate sections:

- **Schedule A:** Miscellaneous Fees, Development Permit Application Fees, and Plans, Statutory Documents and Subdivision Fees. The tables indicate the existing and proposed fees.
- **Schedule B:** Building Permit Fees.



**TOWN OF BLACKFALDS
STANDING COMMITTEE OF COUNCIL
REQUEST FOR DIRECTION**

- **Schedule C:** Safety Codes Fees: electrical, plumbing, gas private sewage, other fees, and refund/ cancellation fees.
- **Schedule D:** Offences and Penalties.

On an appropriate date, after the open house with developers and builders, we will have first reading of both Bylaws at the same Council Meeting. We would anticipate this first reading to occur sometime towards the end of August or early September. This would include the consolidation of changes from legal review and preparation of a final Development Fees and Fines Bylaw in conjunction with the LUB process.

ADMINISTRATION RECOMMENDATION:

That the Standing Committee of Council provides input and direction in the updating and development of the draft Development Fees and Fines Bylaw Schedules as presented and that will form part of the new Bylaw 1261.21.

ALTERNATIVES:

- A. That the Standing Committee support the Draft Development Fees and Fines Bylaw Schedules as revised.
- B. That Standing Committee refer this item back to Administration for more information..

Attachments:

- *Comparison spread sheet*
- *Bylaw 1261.21 (new) – Schedules A,B,C and D*
- *Bylaw 1198/16 (existing) including schedule*
- *Bylaws 1003/06 & 1113/10 (rescinded) with schedules*



CAO Myron Thompson



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DEVELOPMENT FEES AND FINES BYLAW 1261.21

Prepared by
Planning and Development

Bylaw Adopted:

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DEVELOPMENT FEES AND FINES

Schedule A

Development Fees

MISCELLANEOUS FEES

		EXISTING	PROPOSED
NEW	Building Condominium Endorsement Fee		\$50
	Compliance Letter	\$50	\$75
	Compliance Letter – Rush Service (Less than 3 Business Days)	\$100	\$125
	Commencing Development Prior to Issuance of Permit	Double DP and BP Fees	Double DP and BP Fees
	Copies of Statutory Documents & Plans	\$25	\$25
	Development Security Deposit per unit	\$1,000	\$1,000
NEW	Encroachment Agreement (excludes registration)		\$150
	Environmental Assessment Search	\$25	\$25
NEW	Land Title Search	\$10	\$20
NEW	Land Use Designation/Zoning Letter		\$25
	Maps - Small	\$10	\$10
	Maps – Large	\$25	\$25
	Signs – Permanent	\$85	\$100
	Signs – Temporary	\$85	\$50
	Subdivision and Development Appeal Fee	\$100	\$300
	Variance to Land Use Bylaw	Double DP Fee	Double DP Fee

DEVELOPMENT PERMIT APPLICATION FEES

RESIDENTIAL DEVELOPMENT		EXISTING	PROPOSED
	Minimum Development Permit Fee	\$75	\$75
	Residential (Detached, Duplex) (Per Unit)	\$75	\$100
	Row Housing, Stacked Row Housing		\$75 + \$25/Unit
	Multiple Housing Development (including Apartments)		\$75 + \$25/Unit
	Manufactured or Modular Home	\$75	\$100
RESIDENTIAL DEVELOPMENT - MINOR		EXISTING	PROPOSED
	Accessory Building (detached garage)	\$75	\$75
	Accessory Suite	\$150	\$200
	Additions (including attached garage)	\$75	\$75
	Decks, Accessory Building (Sheds)	\$75	\$75
NEW	Home Based Business 1, 2, 3	Minor \$75 Major \$150	1 \$75 2 \$100 3 \$150

DEVELOPMENT FEES AND FINES

COMMERCIAL, INDUSTRIAL DEVELOPMENT	EXISTING	PROPOSED
Change in Use	\$150	\$150
Striping and Grading	\$150	\$150
Commercial, Industrial Institutional Development Includes Accessory Buildings, Sheds, Garages or Additions	\$150	\$200

PLANS, STATUTORY DOCUMENTS AND SUBDIVISION FEES

	EXISTING	PROPOSED
Land Use Bylaw Amendments & Redesignations	\$1,200	\$1,500
Area Structure Plans	\$1,200	\$1,500
Outline Plans, Concept Plans, Non-Statutory Plans		\$75
NEW Subdivision Revisions		\$500
Statutory Plan Amendments (MDP, ASP, ARP & IDP) and Non- Statutory Plan amendments (Concept Plans, Outline Plans)		\$500 \$500
Subdivision Appeal Fee	\$100	\$300
Subdivision Application Fee:		
1-2 Parcels	\$1,000	\$1,000
3-5 Parcels	\$1,200	\$1,200 + \$200 /Lot
6 or more Parcels	\$1,200 first 5 lots and \$200/lot thereafter	\$1,200+ \$200/Lot
Subdivision Endorsement Fee	\$95 / Lot	\$100/Lot
NEW Subdivision Extension Fee		\$500

DEVELOPMENT FEES AND FINES

Schedule B

Building Permit Fees

Building Permit Fee	1. Shall be calculated at \$5.50 for each one thousand dollars (\$1,000) of construction cost or part thereof, with <ol style="list-style-type: none">the minimum accepted project cost being no less than \$1183.93/ m² (\$110.00/ ft²) for a residential development project, PLUS\$215.28 per/ m² (\$20.00/ ft²) for an attached garage, if applicable.
	2. An additional \$30.00/ application shall be charged to cover the costs incurred to enter inspection data into the POSSE system.
	3. A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit.
Detached Residential Garage	A minimum fee of \$95.00 shall be charged for the issuance of any Building Permit for a detached residential garage.
Damage Deposit	\$1,000.00
Demolition Permit	\$75.00
Re-inspection of a building	\$80.00

DEVELOPMENT FEES AND FINES

Schedule C

Safety Codes Fees

ELECTRICAL - CONTRACTORS ONLY

Non-residential and residential over 5000 ft ²	
Value of Electrical Installation (including labour and materials)	Permit Fee
0 - 1,000	\$175
1,001 - 2,500	\$215
2,501 - 5,000	\$285
5,001 - 10,000	\$390
10,001 - 15,000	\$485
15,001 - 20,000	\$570
20,001 - 30,000	\$725
30,001 - 40,000	\$895
40,001 - 50,000	\$1,060
50,001 - 75,000	\$1,250
75,001 - 100,000	\$1,445
100,001 - 125,000	\$1,615
125,001 - 150,000	\$1,785
150,001 - 200,000	\$2,125
200,001 - 250,000	\$2,295
250,001 - 300,000	\$2,495
300,001 - 400,000	\$2,895
400,001 - 500,000	\$3,265
over 500,000	\$3,265+ \$6.25/ \$1,000

DEVELOPMENT FEES AND FINES

ELECTRICAL PERMITS FEES – RESIDENTIAL

Description	Permit Fee Contractors	Permit Fee Homeowners
*Main floor(s) w/o basement development w/o garage	\$195	\$295
*Main floor(s) with basement development w/o garage	\$255	\$355
*Main floor(s) with basement development and garage	\$285	\$385
*Main floor(s) w/o basement development with garage	\$215	\$315
Addition with basement development	\$175	\$275
Addition without basement development	\$150	\$250
Basement Development	\$150	\$250
Detached/Attached Garage	\$125	\$225
Service / Panel Change	\$125	\$175
Hot Tub	\$125	\$175
A/C Unit	\$125	\$175
*Manufactured home connection	\$125	\$175
Manufactured home connection plus basement development	\$195	\$295

*If total developed ft² exceeds 5000, fee is calculated by value of material and labour

DEVELOPMENT FEES AND FINES

Other Electrical	
Project	Permit Fee*
Temporary services	\$125
Annual permit	\$500
Any minor residential electrical work (valued under \$500 material & labour) not mentioned above where only one inspection is required	\$125
Any minor residential electrical work (valued from \$500 to \$1,000 material & labour) not mentioned above where only one inspection is required	\$150

*If total developed ft² exceeds 5000, fee is calculated by value of material and labour

PLUMBING PERMIT FEES – CONTRACTOR ONLY

Residential and Non-residential	
Number of Fixtures/Drops	Permit Fee*
1 - 5	\$165
6 - 10	\$215
11 - 20	\$290
over 20	\$290 + \$5/fixture

Other Plumbing	
Project	Permit Fee*
Manufactured home / ready to move home on blocks or piles	\$155
Service connection	\$150

DEVELOPMENT FEES AND FINES

PLUMBING PERMIT FEES – HOMEOWNER

Residential	
Number of Fixtures/Drops	Permit Fee*
1 - 5	\$175
6 - 15	\$315
16 - 20	\$390
over 20	\$300 + \$5 / fixture

Other Plumbing	
Project	Permit Fee*
Manufactured home / ready to move home on blocks or piles	\$175
Service connection	\$150

GAS PERMIT FEES

Residential - Homeowners and Contractors	
Number of outlets	Permit Fee*
1	\$150
2 - 5	\$190
6 - 10	\$250
11 - 15	\$310
16 - 20	\$375
21 - 25	\$410
over 25	\$410 + \$10 / outlet

DEVELOPMENT FEES AND FINES

Other Gas	
Undertaking	Permit Fee*
Propane cylinder refill centres	\$285
Temporary services / heat	\$160
Service re-connection	\$180
Propane tank set	\$150
Grain dryer	\$360
Annual permit	\$500
Furnace Replacement	\$150

Non-residential (Contractors Only)	
BTU	Permit Fee*
0 – 100,000	\$130
100,001 – 200,000	\$165
200,001 – 400,000	\$205
400,001 – 1,000,000	\$335
1,000,001 – 2,000,000	\$385
Over 2,000,000	\$385 + \$7/additional 100,000 BTUs or portion thereof

PRIVATE SEWAGE

Private Sewage	
Project	Permit Fee*
Fields, Mounds, Open Discharge, Treatment Plants, Lagoons	\$465
Septic tank Holding tank	\$325

DEVELOPMENT FEES AND FINES

OTHER FEES

Description	Permit Fee*
Re-open closed permit after 30 days (except for expired permits)	\$125
Fees for starting work without a permit if work has been concealed	Double the permit fee

REFUND/CANCELLATION FEES

Permit status	Fee charged by Agency	Refund
Plumbing, gas and electrical permit that has not expired, no inspections completed	10% of permit fee (minimum \$75)	90% (minimum \$75)
Building and PSDS permit issued	25% of permit fee for Plans Review (minimum \$125)	75% (minimum \$125)
Any inspections completed or permit expired	100% of permit fee	0%

DEVELOPMENT FEES AND FINES

Schedule D

Offences and Penalties

Offences and Penalties					
Section	Part	Offence	First	Fines	
				Second	Third and Subsequent
2	OPERATIONAL	2.6(2)	Commencement of any development without a Development Permit	Two times the Development Permit application fee	
2		2.8(8)	Operate a Mobile Commercial Sales Unit for longer than seven (7) days on one parcel	\$250	\$500
2		2.14.2	Continuation of development with expired permit	Two times the Development Permit application fee	
3	GENERAL REGULATIONS	3.10(1)	Commencing demolition without a Development Permit	\$1,000	\$2,000
3		3.17.1(a)	Allowing unrepaired, dismantled, inoperable, dilapidated vehicles or equipment on parcel	\$250	\$500
3		3.17.1(b)	Temporary structure, canvas, or fabric covered building on parcel without Development Permit	\$100	\$200
3		3.17.1(c)	Allow excavation, storage or piling up of construction materials on parcel	\$250	\$500
3		3.17.1(d)	Allow motor vehicle, boats, utility/cargo trailer, off highway or recreational vehicle to be parked or to remain on any part of any landscaped area of any front yard of the parcel in a Residential District	\$100	\$200
3		3.17.1(e)	Allow commercial vehicle to be parked on a parcel in a residential district when not loading/unloading	\$250	\$500
3		3.17.1(f)(i)	Allow recreation vehicle to be parked on front yard parking pad or overhanging sidewalk/curb	\$100	\$200
3		3.17.1(f)(ii)	Allow recreation vehicle to be parked on side yard off parking adjacent to a paved public roadway	\$100	\$200
3		3.17.1(g)	Parking a recreation vehicle, boat or utility trailer in a manner that reduces the number of available off-street parking stalls	\$100	\$200
3		3.17.1(h)	Allow or permit a recreation vehicle to be used for living or sleeping accommodations in a residential district	\$100	\$200

DEVELOPMENT FEES AND FINES

Offences and Penalties						
			Fines			
Section	Part	Offence	First	Second	Third and Subsequent	
3	3.19.1(6)	Failure to park a motor vehicle in a front or side yard in a residential district on a driveway or on an approved parking pad	\$100	\$200	\$400	
3	3.21.1(2)	Excavation, stripping or grading without a Development Permit	\$500	\$1,000	\$2,000	
4	SPECIFIC USE REGULATIONS	4.11(2)	Placement of a shipping container in a residential district in a manner not provided for in this Bylaw.	\$100	\$200	\$400
5	SIGNS	5.0	Contravention or failure to comply with any provision relating to signs in this Bylaw	\$250	\$500	\$1,000
5		5.5.2(5)	Sign Impound Fees – Temporary and Portable Signs (per sign)	\$100	\$200	\$400
5		5.11.5(1)(f)	Failure to remove garage sale sign	\$250	\$500	\$1,000
5		5.9.5(9)	Failure to remove election signs	\$100	\$200	\$400

~~TOWN OF BLACKFALDS~~

~~LAND USE BYLAW # 1198/16~~

~~SCHEDULE D~~

~~FINE SCHEDULE~~



BYLAW 1198/16 – SCHEDULE “D”

Offences and Penalties					
Part	Section	Offence	-----Fines-----		
			First	Second	Third and Subsequent
3	3.2.8	Operate a Mobile Commercial Sales Unit for longer than seven (7) days on one parcel	\$250	\$500	\$1,000
3	3.2.16	Failure to remove campaign sign	\$50	\$100	\$200
3	3.2.17	Failure to remove garage sale sign	\$250	\$500	\$1,000
4	4.5	Commencing Demolition without a development permit	\$1,000	\$2,000	\$4,000
5	5.2.1(a)	Allowing unrepaired, dismantled, inoperable, dilapidated vehicles or equipment on parcel	\$250	\$500	\$1,000
5	5.2.1(b)	Allow temporary structure on parcel	\$100	\$200	\$400
5	5.2.1(c)	Allow excavation, storage or piling up of construction materials on parcel	\$250	\$500	\$1,000
5	5.2.1(d)	Allow motor vehicle, boats, utility/cargo trailer, off highway or recreational vehicle to be parked on grass in front yard or on a vacant lot	\$100	\$200	\$400
5	5.2.1(e)	Allow commercial vehicle to be parked on a parcel in a residential district when not loading/unloading	\$250	\$500	\$1,000
5	5.2.1(f)(i)	Allow recreation vehicle to be parked on front yard off parking pad or overhanging sidewalk/curb	\$100	\$200	\$400
5	5.2.1(f)(ii)	Allow recreation vehicle to be parked on side yard off parking pad adjacent to a paved public roadway	\$100	\$200	\$400
5	5.2.2	Use of recreation vehicle parked in residential district for living/sleeping accommodations or tourist use recreation vehicle for living/sleeping accommodations for more than seven (7) days	\$100	\$200	\$400
5	5.2.3	Outdoor storage in front yard of materials, products, equipment or machinery not required as part of sale, promotion or display of merchandise in commercial or industrial district	\$100	\$200	\$400
5	5.2.4	Outdoor storage in rear yard and/or side yard of materials, products, equipment or machinery in any district without approved screening	\$100	\$200	\$400

11	11.3	Excavation, stripping or grading without a development permit	\$500	\$1,000	\$2,000
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**TOWN OF BLACKFALDS
BY-LAW 1113/10**

**~~A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH RATES TO BE CHARGED FOR VARIOUS GOODS AND SERVICES
PROVIDED BY THE TOWN OF BLACKFALDS~~**

~~WHEREAS paragraph 8 of the Municipal Government Act Revised Statues of Alberta
2000 and amendments thereto authorize a Municipality, by bylaw, to establish fees for
licenses, permits and approvals, and~~

~~WHEREAS paragraph 630.1 authorizes a municipality to establish fees for planning
functions, and~~

~~WHEREAS paragraph 6 gives municipality natural persons powers, which imply the
power to charge for, goods and services provided.~~

~~NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BLACKFALDS, IN
THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:~~

~~This Bylaw is amending Schedule "B" the **Rate Bylaw 1053/07** of the Town of
Blackfalds.~~

- ~~1. That the rates specified in the Schedules attached be charged for the goods and
services specified.~~

EFFECTIVE DATE

- ~~1. This Bylaw shall come into effect.~~

READ for the first time this _____ day of A.D., 2010.

(RES. /10)

Melodie Stol
Mayor

Corinne Newman
Chief Administrative Officer

READ for the second time this _____ day of A.D., 2010.

(RES. /10)

Melodie Stol
Mayor

Corinne Newman
Chief Administrative Officer

READ for the third time this _____ day of A.D., 2010.

(RES. /10)

Melodie Stol
Chief Elected Official

Corinne Newman
Chief Administrative Officer

TOWN OF BLACKFALDS
BY-LAW 1113/10

SCHEDULE “B”

PLANNING AND DEVELOPMENT FEES

~~DEVELOPMENT PERMIT FEES~~

~~Application Fees~~

~~Residential permits~~

~~\$75.00/unit~~

~~Multi-family~~

~~(Calculated by number of units)~~

~~4-10 units~~

~~\$100.00~~

~~11-20~~

~~\$125.00~~

~~21-50~~

~~\$150.00~~

~~51 units and over~~

~~\$200.00~~

~~Commercial~~

~~Building area based on less than:~~

~~500 m²~~

~~\$150.00~~

~~501 m²—2000 m²~~

~~\$200.00~~

~~2001 m² and over~~

~~\$250.00~~

~~Industrial~~

~~Building area based on less than:~~

~~500 m²~~

~~\$150.00~~

~~501 m²—2000 m²~~

~~\$200.00~~

~~2001 m²—over~~

~~\$250.00~~

~~Institutional~~

~~Under 500 m²~~

~~\$150.00~~

~~Over 500 m²~~

~~\$200.00~~

~~MPC Review~~

~~Fee shall be equal to the Development Application Fee to have MPC review a discretionary use or review an application for variance of the Land Use Bylaw requirements~~

~~SUBDIVISION FEES~~

~~Application Fees~~

~~Endorsement Fees~~

~~1—2 parcels~~

~~\$1000.00~~

~~\$95.00 per lot~~

~~3—5 parcels~~

~~\$1200.00~~

~~\$95.00 per lot~~

~~6 and more parcels~~

~~\$1200.00 for the~~

~~\$95.00 per lot~~

~~first 5 lots and~~

~~\$200.00 per lot thereafter~~

~~STATUTORY DOCUMENT AMENDMENTS~~

~~Land Use Bylaw~~

~~\$1200.00 including advertising costs~~

~~Municipal Development Plan~~

~~\$1200.00 including advertising costs~~

~~Area Structure Plan~~

~~\$1200.00 including advertising costs~~

~~AGREEMENTS~~

~~Encroachment~~

~~\$100.00 plus legal fee~~

~~BY-LAW 1113/10~~

~~SCHEDULE “B”~~

~~PLANNING AND DEVELOPMENT FEES~~

~~APPEAL FEES~~

~~SUBDIVISION AND DEVELOPMENT APPEALS~~

~~Upon the service of a Notice of Appeal upon the Secretary of the Board, the Appellant shall pay to the Town of Blackfalds the followings fees:~~

~~Subdivision Application Appeal \$100.00~~

~~Development Permit Appeals \$100.00~~

~~PENALTIES~~

~~Penalty if construction has commenced prior to a building permit being approved:~~

~~First Offence: Double the Development Permit and Building Permit Fee~~

~~CERTIFICATE OF COMPLIANCE~~

~~Regular Service~~

~~* issued within 5 days from receipt of pertinent documents \$50.00~~

~~Rush Service and/or relaxation required~~

~~* less than 3 days \$100.00~~

~~COPIES OF STATUTORY DOCUMENTS or PLANS~~

~~Per plan \$25.00 plus GST~~

~~SALE OF MAPS~~

~~Large size map \$25.00 plus GST~~

~~Small Maps \$10.00 plus GST~~

~~DEVELOPMENT SECURITY DEPOSIT~~

~~Residential \$1000.00/unit (maximum amount \$20,000.00 for 20 or more units)~~

~~Deposits are refundable once conditions of development permit have been met.~~

TOWN OF BLACKFALDS

~~BYLAW 1003/06~~

~~SCHEDULE A~~

~~FEE SCHEDULE~~

- ~~1. The building permit fee provided in this bylaw shall be calculated at \$5.50 for each one thousand dollars (\$1,000.00) of construction cost or part thereof, with the minimum accepted project cost being no less than 1183.93 per square metre (\$110.00 per square foot) for a residential development project plus 215.28 per square metre (\$20.00 per square foot) for an attached garage, if applicable.~~
- ~~2. In addition to fees charged in (1) above, an additional \$30.00 per application shall be charged to cover the costs incurred by Dransfield Inspection Services to enter inspection data into the POSSE system.~~
- ~~3. A minimum fee of \$80.00 shall be charged for the issuance of any Building Permit.~~
- ~~4. The building permit fee for detached residential garages shall be a minimum of \$80.00.~~
- ~~5. Damage Deposit shall be \$1,000.00.~~
- ~~6. Demolition permit fee shall be \$80.00.~~
- ~~7. The fee for re-inspection of a building shall be \$80.00.~~

TOWN OF BLACKFALDS

~~BY-LAW 1003/06~~

~~BEING A BY-LAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND "SCHEDULE A" OF BY-LAW AND DELETE AMENDING 847/99 AND BY-LAW 972/04 IN THEIR ENTIRETY.~~

~~A By-law of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M 26.1 of the Revised Statutes of Alberta 2000 and amendments thereto, to provide for the amendment to Schedule "A" of By-law 838/98 and amending By-law 847/99, and the deletion of By-law 972/04 in its entirety.~~

~~NOW THEREFORE~~ the Municipal Council of the Town of Blackfalds, duly assembled, enacts as follows:

- ~~1) That Schedule "A" of By-law No. 838/98 as attached.~~
- ~~2) That Amending By-law No. 847/99 and 972/04 be deleted in its entirety.~~
- ~~3) That this By-law becomes effective upon third and final reading.~~

~~READ for the first time this 27th day of June, A.D. 2006.~~

~~(RES.229/06)~~

~~Wayne Tutty
Chief Elected Official~~

~~SANDRA BANCROFT
Director of Corporate Services~~

~~READ for the second time this 27th day of June, A.D. 2006.~~

~~(RES.230/06)~~

~~Wayne Tutty
Chief Elected Official~~

~~SANDRA BANCROFT
Director of Corporate Services~~

Subdivision and Development Fees													
MISCELLANEOUS FEES		Blackfalds		City of Lacombe	Red Deer	Wetaskiwin	Rocky Mtn. House	Innisfail	Penhold	Ponoka	Rimbey	Stettler	Svlan Lake
		EXISTING	PROPOSED										
New	Building Condominium Endorsement Fee (Per Unit)	\$ -	\$ 50.00	\$ 40.00	\$ 49.70					\$ 40.00	\$ 40.00		\$ 100.00
	Compliance Letter (Residential & Commercial)	\$ 50.00	\$ 75.00	\$ 75.00	\$ 93.00								\$ 100.00
	Compliance Letter - Express Service (3 Business Days)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 93.00							\$ 80.00	
	Commencing Development Prior to Issuance of Permit	2 x DP and BP Fee						2x DP Fee	2x DP Fee	2x DP Fee	10% Const.Cost		2x DP Fee
	Copies of Statutory Documents & Plans	\$ 25.00	\$ 25.00										
	Demolition Permit	\$ 75.00	\$ 75.00				\$ 60.00	\$ 50.00	\$ 100.00			NIL	\$ 200.00
	Development Agreement MINOR		\$ 500.00	\$ 300.00		\$ 1,000.00							\$ 2,500.00
	MAJOR		\$ 2,000.00	\$ 300.00		\$ 2,000.00		\$ 3,000.00					\$ 3,000.00
	Per Gross Hectare							\$ 500.00					\$ 350.00
	Development Appeal Fee	\$ 100.00	\$ 250.00	\$ 250.00		\$ 160.00							
	Development Security Deposit Per Dwelling	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00				\$ 1,000.00					\$ 1,000.00
	Accessory Building, Additions, Demolitions	\$ -	\$ -										\$ 600.00
	Accessory Suite	\$ -	\$ -										
New	Encroachment Agreement (excludes legal & registration fees)	\$ 100.00	\$ 200.00	\$ 100.00		\$ 200.00	\$ 50.00		\$ 275.00				\$ 350.00
	Environmental Assessment Search	\$ 25.00	\$ 50.00	\$ 100.00			\$ 50.00					\$ 35.00	
New	Land Title Search (our cost is \$10.00/title)	\$ -	\$ 20.00										
New	Land Use Designation/Zoning Letter	\$ 25.00	\$ 50.00	\$ 50.00				\$ 100.00	\$ 50.00				\$ 75.00
	Signs - Permanent	\$ 85.00	\$ 75.00	\$ 75.00	\$ 67.80			\$ 50.00	\$ 100.00				\$ 75.00
	Signs - Temporary	\$ 85.00	\$ 25.00										\$ 25.00
	Time Extension - Development Permit	\$ -	\$ 25.00						\$ 50.00				
	Variance to Land Use Bylaw	Double DP Fee	Double DP Fee						\$ 100.00	\$ 150.00			\$ 300.00
DEVELOPMENT PERMIT FEES		EXISTING	PROPOSED										
RESIDENTIAL DEVELOPMENT				City of Lacombe	Red Deer	Wetaskiwin	Rocky Mtn. House	Innisfail	Penhold	Ponoka	Rimbey	Stettler	Svlan Lake
	Minimum Development Permit Fee	\$ 75.00	\$ 75.00	\$ 100.00	\$ 93.00		\$ 100.00	\$ 100.00	\$ 75.00	\$ 50.00	\$ 70.00	\$ 75.00	
	Basement Development	\$ -	\$ -	\$ 95.00	\$ 93.00			\$ 100.00				\$ 75.00	
	Residential (Detached and Duplex)	\$ 75.00	\$ 100.00	\$ 100.00	\$ 93.00		\$ 100.00	\$ 100.00		\$ 100.00	\$ 70.00	\$75.00+\$25 Unit	\$ 150.00
	Row Housing, Stacked Row Housing												
	4-10 Units	\$ 100.00	\$ 125.00	\$ 150.00	\$247.50+\$18.40/Unit		\$75+\$25/Unit	\$150+\$25/Unit	\$ 100.00		\$ 100.00	\$75.00+\$25 Unit	\$150+\$50 Unit
	11-20 Units	\$ 125.00	\$ 150.00	150.00 +\$25/unit	\$434+\$18.90 Unit		\$75+\$25/Unit	\$150+\$25/Unit	\$ 125.00			\$75.00+\$25 Unit	\$150+\$50 Unit
	21-50 Units	\$ 150.00	\$ 175.00	150.00 +\$25/unit			\$75+\$25/Unit	\$150+\$25/Unit	\$ 150.00	\$ 100.00		\$75.00+\$25 Unit	\$150+\$50 Unit
	Over 51 Units	\$ 200.00	\$ 225.00	150.00 +\$25/unit			\$75+\$25/Unit	\$150+\$25/Unit	\$ 150.00			\$75.00+\$25 Unit	\$150+\$50 Unit
	Multiple Housing Development (Including Apartments)		\$75+ \$25/Unit									\$75.00+\$25 Unit	\$150+\$50 Unit
	Manufactured or Modular Home	\$ 145.00	\$ 100.00						\$ 100.00	\$ 100.00	\$ 70.00		\$ 150.00
	RESIDENTIAL DEVELOPMENT - MINOR												
	Accessory Building (detached garage)	\$ 75.00	\$ 75.00	\$ 100.00	\$ 93.00		\$ 50.00	\$ 50.00		\$ 50.00	\$ 70.00	\$ 50.00	
	Accessory Suite	\$ 150.00	\$ 150.00		\$ 247.75	\$ 75.00	\$ 100.00	\$ 100.00		\$ 50.00			\$ 150.00
	Additions	\$ 75.00	\$ 75.00				\$ 50.00	\$ 100.00		\$ 50.00	\$ 70.00	\$ 50.00	
	Decks, Accessory Building (Shed)	\$ 75.00	\$ 75.00				\$ 50.00		\$ 75.00	\$ 50.00	\$ 70.00	\$ 50.00	
	Home Based Business 1	\$ 75.00	\$ 75.00	\$ 100.00		\$ 75.00	\$ 50.00		\$ 100.00			\$ 70.00	\$ 75.00
	2	\$ 150.00	\$ 100.00	\$ 150.00		\$ 150.00	\$ 100.00		\$ 100.00				\$ 150.00
New	3	\$ -	\$ 150.00										\$ 150.00
				City of Lacombe	Red Deer	Wetaskiwin	Rocky Mtn. House	Innisfail	Penhold	Ponoka	Rimbey	Stettler	Svlan Lake

COMMERCIAL, INDUSTRIAL DEVELOPMENT		EXISTING	PROPOSED										
	Change in Use	\$ 75.00	\$ 100.00	\$ 100.00	\$ 75.30	\$ 150.00					\$ 150.00	\$ 125.00	\$ 250.00
	Stripping and Grading	\$ 150.00	\$ 150.00	\$ 300.00				\$ 100.00					
	Commerical, Industrial, Institutional Development Includes Accessory Buildings, Sheds, Garages or Additions						\$ 75.00				\$ 70.00	\$ 125.00	\$ 300.00
	500 m2	\$ 150.00		\$ 200.00	310.00 + 43.45 100 m2		\$ 125.00					\$ 125.00	
	501 m2 - 2,000 m2	\$ 200.00		\$ 200.00	310.00 + 43.45 100 m2							\$ 125.00	
	2,001 m2 +	\$ 250.00		\$ 200.00	310.00 + 43.45 100 m2							\$ 125.00	
	Development Deposit		\$ 1,000.00	\$ 2,000.00				\$ 5,000.00					\$ 2,000.00
	Telecommunications Development	\$ 150.00		\$ 500.00	\$ 2,080.00								

PLANS, STATUTORY DOCUMENTS & SUBDIVISION FEES		EXISTING	PROPOSED	City of Lacombe	Red Deer	Wetaskiwin	Rocky Mtn. House	Innisfail	Penhold	Ponoka	Rimbey	Stettler	Svian Lake
	MDP Amendment	\$ 1,200.00		\$ 3,000.00	\$ 4,000.00								
	IDP Amendment				\$ 4,000.00								
	Land Use Bylaw Amendments Text Amendments	\$ 1,200.00		\$ 750.00		\$ 750.00						\$ 100.00	
	Redesignations	\$ 1,200.00		\$ 1,000.00		\$ 750.00						\$ 100.00	
	New Land Use District	\$ 1,200.00		\$ 1,500.00									
	Area Structure Plans New	\$ 1,200.00		\$ 3,000.00	\$ 5,000.00								
	Area Structure Plans Amendments	\$ 1,200.00			\$ 3,750.00								
	Outline Plans, Concept Plans, Non Statutory Plans MINOR	\$ 1,200.00	\$ 750.00	\$ 3,000.00	\$ 1,875.00				\$ 1,000.00		\$ 750.00		\$ 1,000.00
	MAJOR Amendments	\$ 1,200.00			\$ 3,750.00				\$ 2,000.00		\$ 1,500.00		\$ 2,000.00
New	Road Closure (Bylaw)	\$ -											
New	Subdivision Revisions	\$ -											
	Statutory Plan Admentments (MDP, ASP, ARP, IDP) and Non Statutory Plan Amendments (Concept & Outline Plans)		\$ 500.00										
			\$ 500.00										
	Subdivision Appeal Fee	\$ 100.00	\$ 300.00	\$ 250.00			\$ -	\$ 500.00	\$ 275.00	\$ 250.00			
	Subdivsion Application Fee 1-2 Lots	\$ 1,000.00		\$ 850.00	\$ 1,210.00		\$ 1,200.00				900.+100/lot		1200 + \$225/lot
	3-5 Lots	\$ 1,200.00		\$ 1,100.00	1210 + 240/lot		1200 + \$225/lot				1000 +200/lot		1200 + \$225/lot
	6 or More Lots (First 6 Lots)	\$ 1,200.00		1100 +\$175 for each lot	1210 + 240/lot		1200 + \$225/lot						1200 + \$225/lot
	Per Lot over 6	\$ 200.00	\$ 200.00										
	Subdivsion Endorsement Fee (per lot)	\$ 95.00	\$ 100.00	\$ 100.00	\$ 115.00		\$ 100.00		\$ -		\$ 100.00		\$ 100.00
New	Subdivsion Extension Fee	\$ -	\$ 500.00	\$ 50.00			\$ 200.00			\$ 50.00	\$ 250.00		\$ 200.00
	Title Separation	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 550.00						\$ 800.00		\$ 500.00

Alberta Association of Community Peace Officers



June 17, 2021

AACPO Update

RE: RCMP Radio Talkgroup Access

On May 26th Mark Sproule and I met with A/Comm John Ferguson with RCMP 'K' Division to discuss the RCMP 6-month pilot project that started in 2020 involving CPO's sharing of RCMP talk groups.

After discussing the success of the pilot project, we were hoping to move ahead and onboard additional authorized employers, but the RCMP indicated they needed to suspend the project due to a staff shortage in their informatics department. The RCMP assured us that they are committed to the completion of this project and that they have submitted a request for additional staff and are currently waiting to hear from the Provincial Gov't. regarding the request. A/Comm Ferguson did assure us that employers who have already entered into updated MOUs with the RCMP for this access will be honored however, no more agencies will be brought on board at this time.

Unfortunately, this was not the news we were expecting to hear, but the AACPO's work with the RCMP in ensuring access to RCMP talk groups was successful and we remain excited that the RCMP is committed to the completion of the project.

At this time, we are requesting this be brought to the attention of your senior administration and Councils for discussion and support. Options could include letters to the Justice Minister, the Rural Municipalities of Alberta, and the Alberta Urban Municipalities Association to support this project and the requests from the RCMP.

Although we were disappointed by this development, we will continue to work with the RCMP and municipalities to get this project completed.

Thank you for your continued support and understanding,

Sincerely,

Ms. Terri MILLER

President, Alberta Association of Community Peace Officers

president@aacpo.ca

AACPO
Box 324
Blackfalds, Alberta T0M 0J0

www.aacpo.ca

Alberta Police Interim Advisory Board: Report on Governance

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Introduction

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

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the structure and scope of the Advisory Board. On completion of the interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin.

The interim Board has been mandated to:

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

This report contains the interim Board's recommendations and advice on the operational Board's scope; terms of reference; recruitment and selection process; and governance documents (Mandate Items #1, 2, and 3).

Development of Draft Governance Documents

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

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

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

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

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

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

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

Key Decision Points

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

Decision Point 1: Operational Board Financial Support

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

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

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

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

Decision Point 2: Operational Board Recruitment Process

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

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

Decision Point 3: Permanent Operational Board

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

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

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

Next Steps and Implementation

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

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

Appendix 1 – Terms of Reference

ALBERTA POLICE ADVISORY BOARD TERMS OF REFERENCE

BACKGROUND

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

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

MANDATE / RESPONSIBILITIES

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

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

SCOPE

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

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

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

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

MEMBERSHIP

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

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

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

Non-voting members of the Board include:

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

Chair

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

Vice Chair

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

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

BOARD MEMBER TERMS

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

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

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

RESPONSIBILITIES

Conduct

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

Conflict of Interest

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

Duties

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

Meetings

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

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

Reporting

Board members

Within the context of confidentiality provisions, the Board:

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

Minister and Justice and Solicitor General

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

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

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

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

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

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

Quorum

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

Voting

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

FUNDING SUPPORT

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

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

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

EXPENSES

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

CONFIDENTIALITY

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

express permission from the originator of the information.

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

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

Appendix 2 – Code of Conduct

ALBERTA POLICE ADVISORY BOARD CODE OF CONDUCT

I. Preamble

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

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

II. Core Values

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

III. Guiding Principles

These principles guide the behaviour and decisions of Board members:

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

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

IV. Behavioural Standards

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

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

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

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

Gifts and Gratuities

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

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

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

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

Confidential Information and Conflicts of Interest

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

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

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

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

V. Administrative Processes

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

a. Declaration

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

b. Administration

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

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

c. Disclosure

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

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

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

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

d. Reporting a Potential Breach by Another Member

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

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

e. Responding to a Potential Breach

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

f. Consequences of a Breach

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

g. Review of a Decision

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

h. Unresolved Conflict

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

i. Leave from Board

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

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

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

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

j. Removal or Resignation from Board

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

VI. Other Resources

a. Where to Get Advice

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

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

b. Questions to Consider

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

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

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

VII. Affirmation

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

Appendix 3 – Conflict of Interest

ALBERTA POLICE ADVISORY BOARD CONFLICT OF INTEREST DECLARATION EXPLANATION AND INSTRUCTIONS

Appointment to Board

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

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

What is a real or perceived conflict of interest?

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

When does a real or perceived conflict of interest exist?

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

What do private interests include?

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

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

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

What do private interests not include?

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

ALBERTA POLICE ADVISORY BOARD CONFLICT OF INTEREST DECLARATION

Name of Board Member: _____

Declaration

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

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

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

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

Board Member's Signature: _____

Date: _____

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

For Program Area's Use:

Follow up required: Y / N Date Completed (dd/mm/yy): _____

Appendix 4 – Recruitment and Selection Proposal

ALBERTA POLICE ADVISORY BOARD RECRUITMENT AND SELECTION PROPOSAL

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

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

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

Recruitment and selection recommendations

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

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

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

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

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

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

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

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

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

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

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

Recruitment and selection documents

- Document 1: Competency Matrix

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

- Document 2: Position Profile

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

- Document 3: Application/Interview Questions

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

- Document 4: Evaluation Matrix

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

- Document 5: Selection Process

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

ALBERTA POLICE ADVISORY BOARD BOARD MEMBER COMPETENCY DESCRIPTIONS AND MATRIX

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

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

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

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

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

ALBERTA POLICE ADVISORY BOARD PUBLIC BOARD MEMBER POSITION PROFILE

Role(s) Required

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

Role Description

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

Board members contribute to:

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

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

About the Agency

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

Competencies and Experience

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

Specialized Knowledge and Expertise

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

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

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

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

Remuneration, Time Commitment and Meeting Location

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

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

Additional Notes

To be eligible for appointment a candidate must:

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

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

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

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

ALBERTA POLICE ADVISORY BOARD BOARD MEMBER APPLICATION INTERVIEW QUESTIONS

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

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

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

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

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

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

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

Purpose: Links to all competencies.

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

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

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

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

6. Describe your previous experience in leadership roles.

Purpose: Links to "leadership/teamwork" competency.

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

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

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

Purpose: Links to “community engagement” competency.

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

Purpose: Links to all competencies.

ALBERTA POLICE ADVISORY BOARD APPLICANT EVALUATION MATRIX

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

Applicant name: _____

Applicant community: _____

RCMP District: _____

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

Supplementary considerations

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

ALBERTA POLICE ADVISORY BOARD MEMBER RECRUITMENT AND SELECTION PROCESS

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

Recruitment and Selection Committee Members

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

Recruitment Process

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

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

Recruitment and Selection Decision-Making

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

Recruitment and Selection Two-Part Process

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

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

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

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

Recruitment and Selection Timeline

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

Board Member Orientation, Learning, and Development

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

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

Evaluation and Succession Planning

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

Appendix 5 – Compliance with Best Practices

ALBERTA POLICE ADVISORY BOARD COMPLIANCE WITH GOVERNANCE POLICY BEST PRACTICES

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

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

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

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

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

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

Appendix 6 – Stakeholder Survey Results

ALBERTA POLICE INTERIM ADVISORY BOARD STAKEHOLDER ENGAGEMENT AND GOVERNANCE SURVEY RESULTS

Overview

In March 2021, the Alberta Police Interim Advisory Board distributed a survey to municipalities to learn more about municipal perspectives on Board governance. This survey received 131 responses from 98 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

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

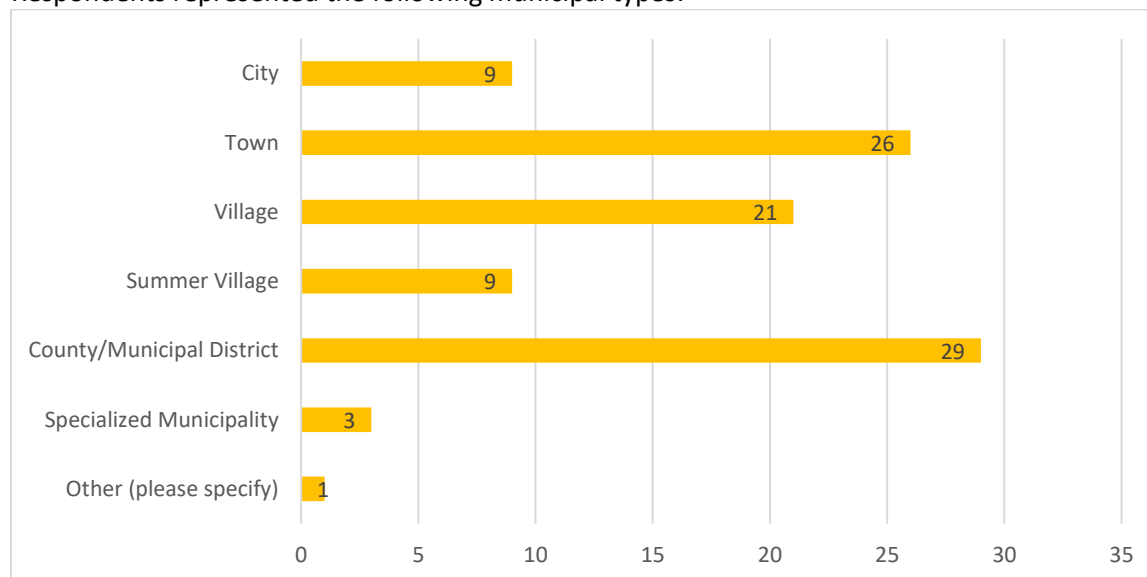
- Respondents clearly identified police costs, funding, and service levels as priority issues for the Board moving forward.
- Respondents generally agreed that the Board should play a role in communications between the Government of Alberta/RCMP and municipalities. However, a very large number of respondents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

Survey Results

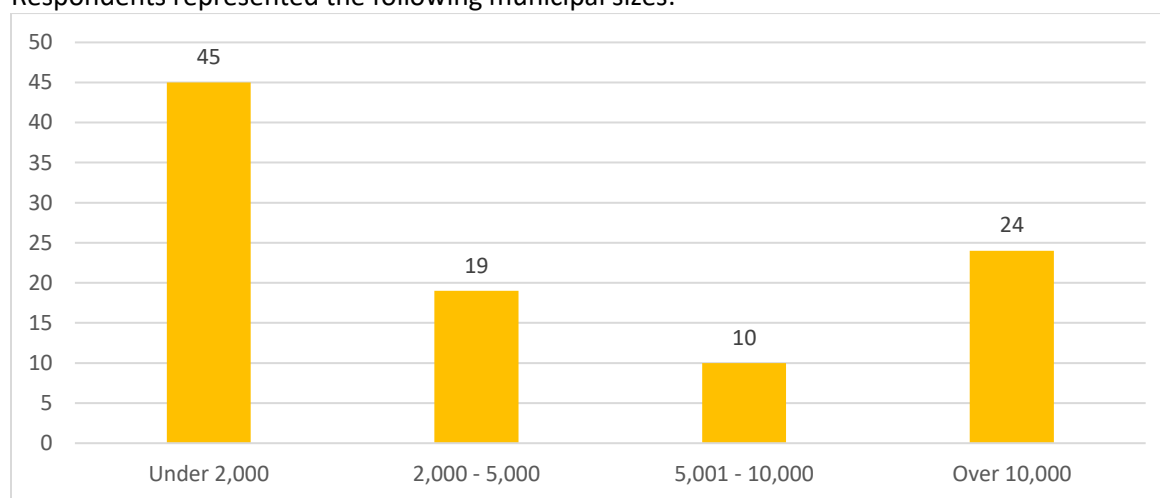
Demographic Information

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

Respondents represented the following municipal types:



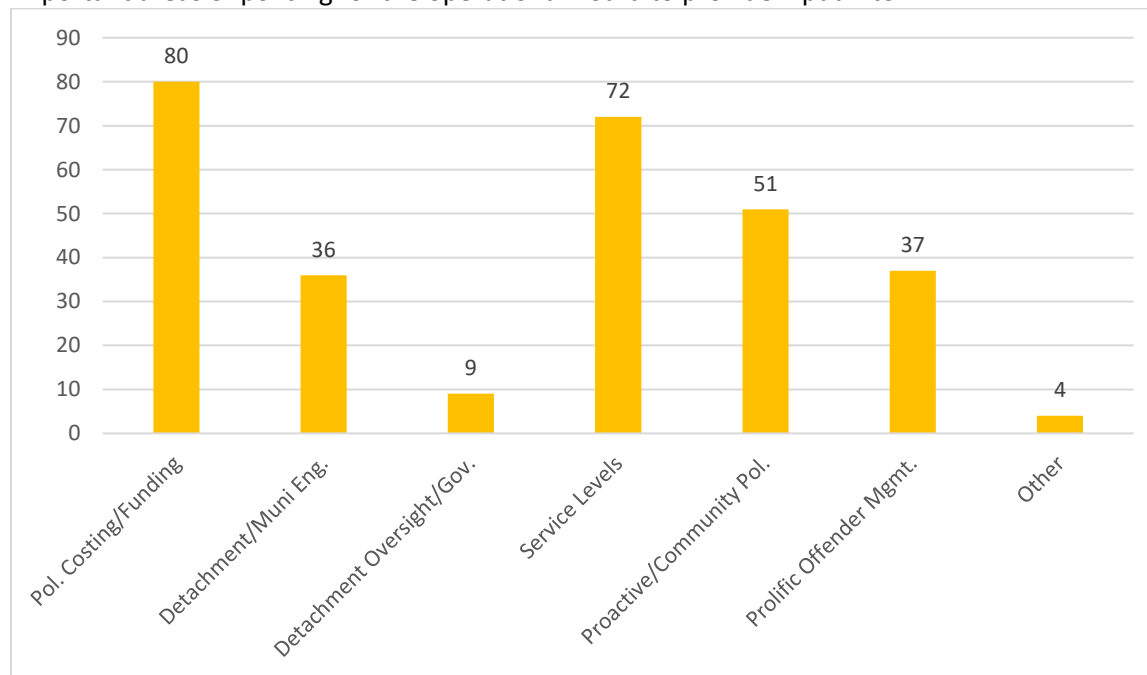
Respondents represented the following municipal sizes:



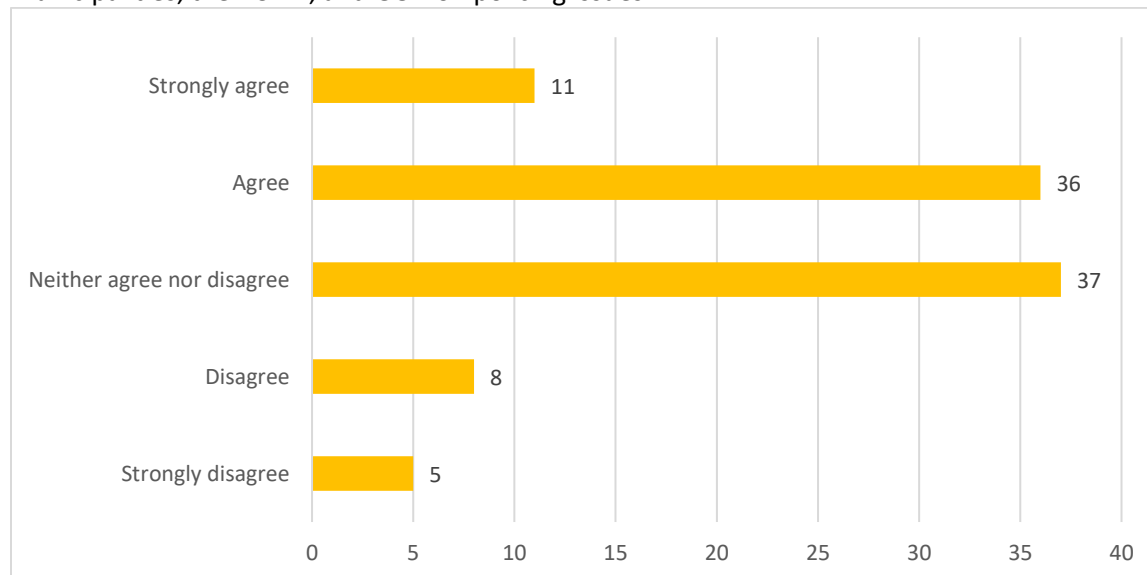
Board scope and deliverables

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

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



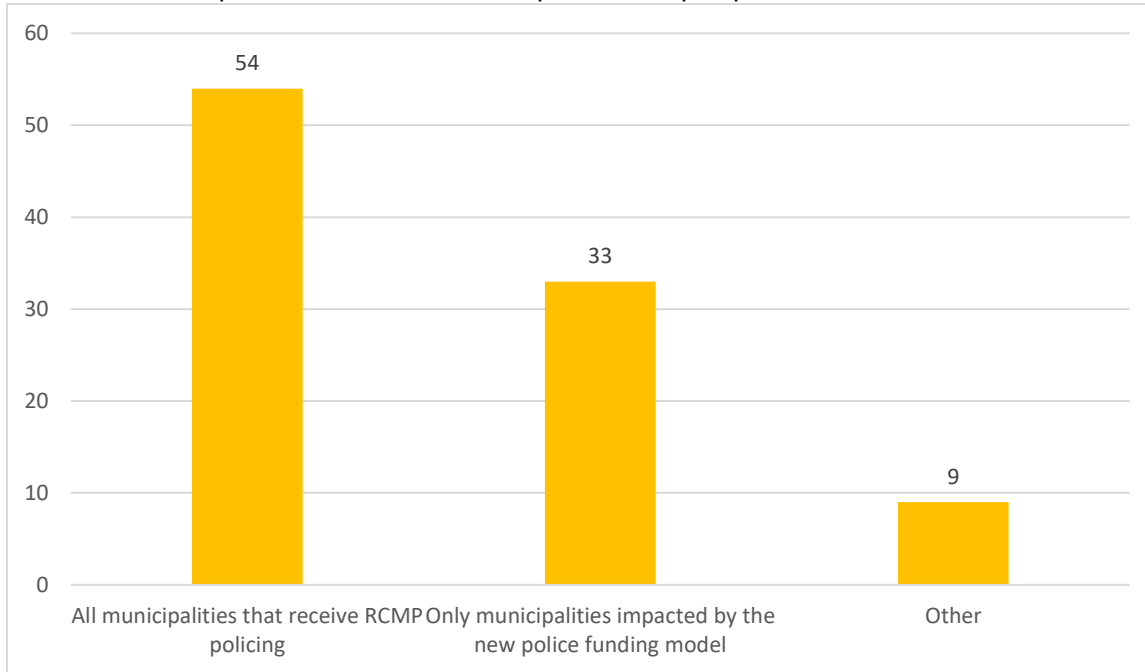
Question 6: The operational Board is well-positioned to serve as a communications conduit between municipalities, the RCMP, and GOA on policing issues.



Board representation

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

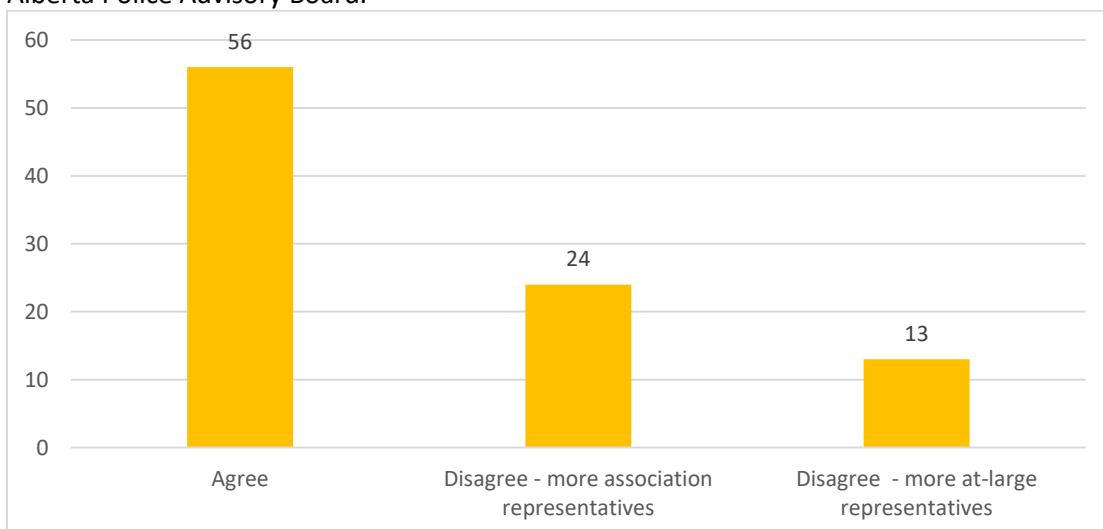
Question 7: The operational Board should represent the perspectives of:



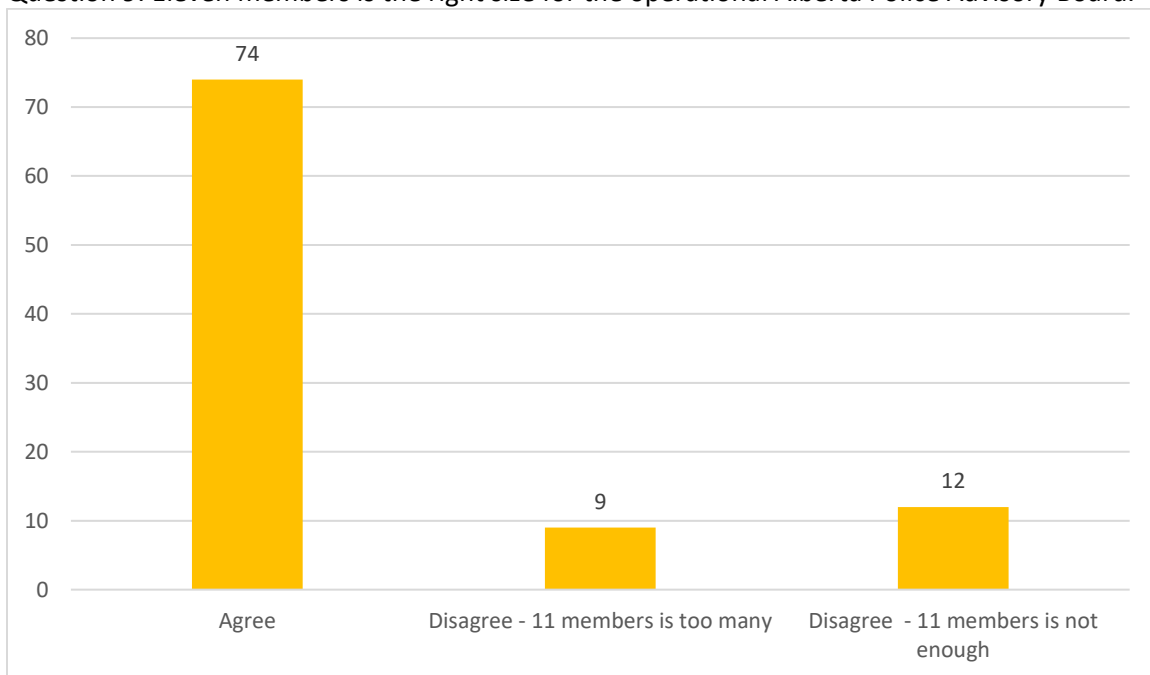
Board size, composition, and term

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

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



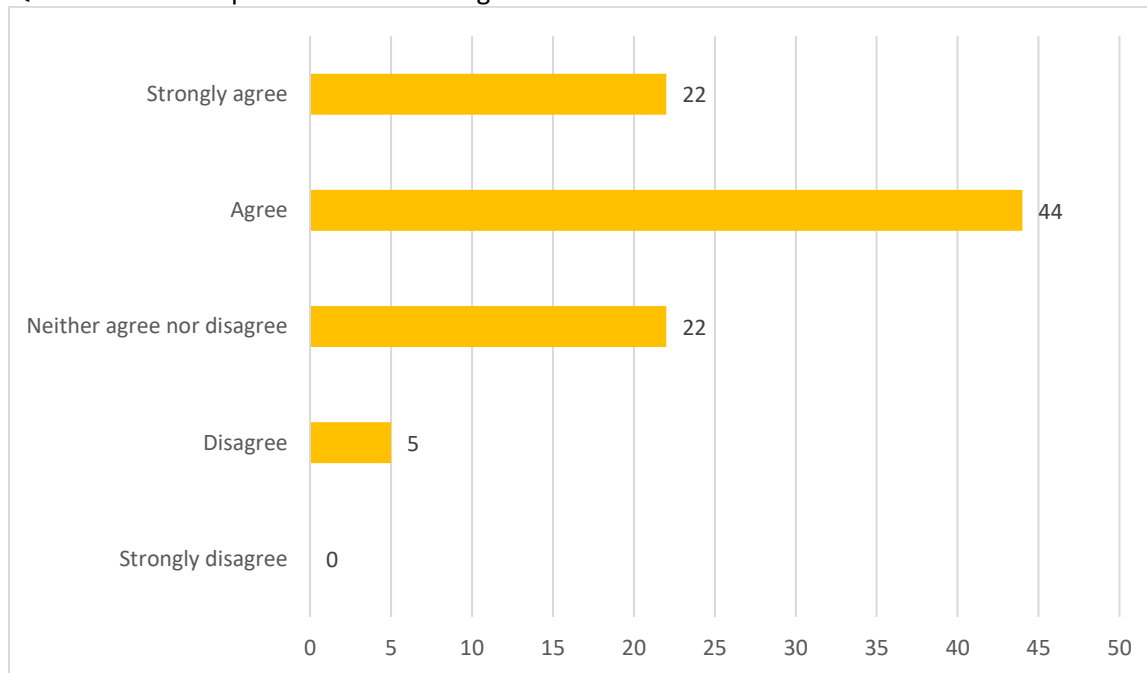
Question 9: Eleven members is the right size for the operational Alberta Police Advisory Board.



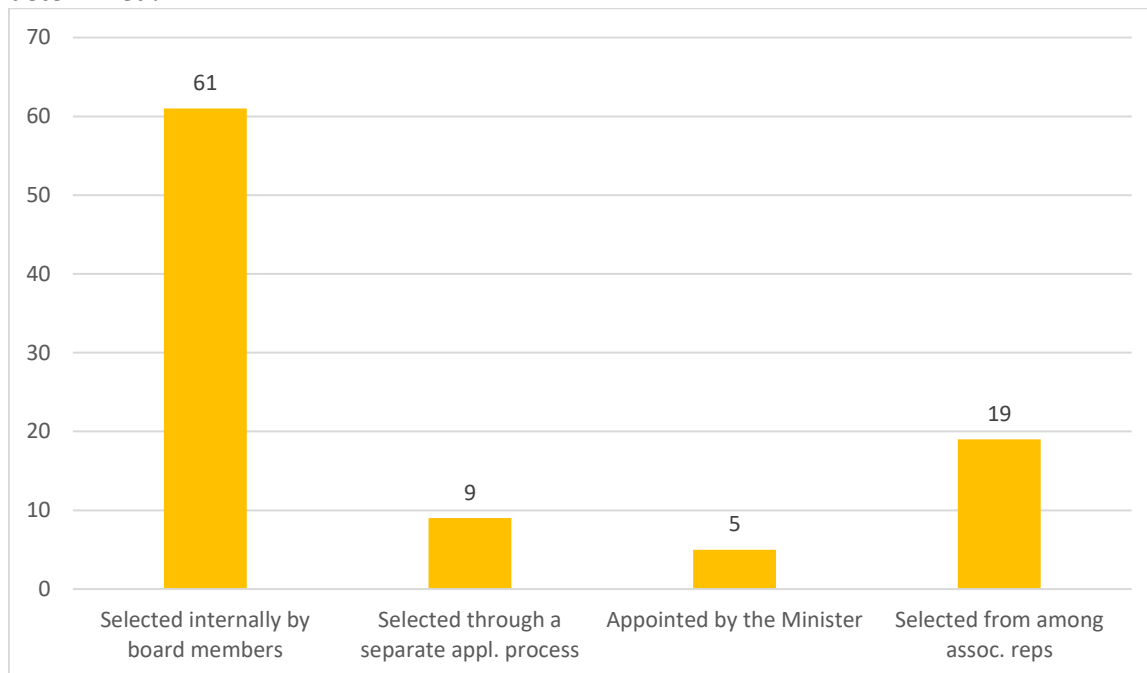
Question 10: If you answered “Disagree” to question 8, what is the right size for the operational Alberta Police Advisory Board?



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



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



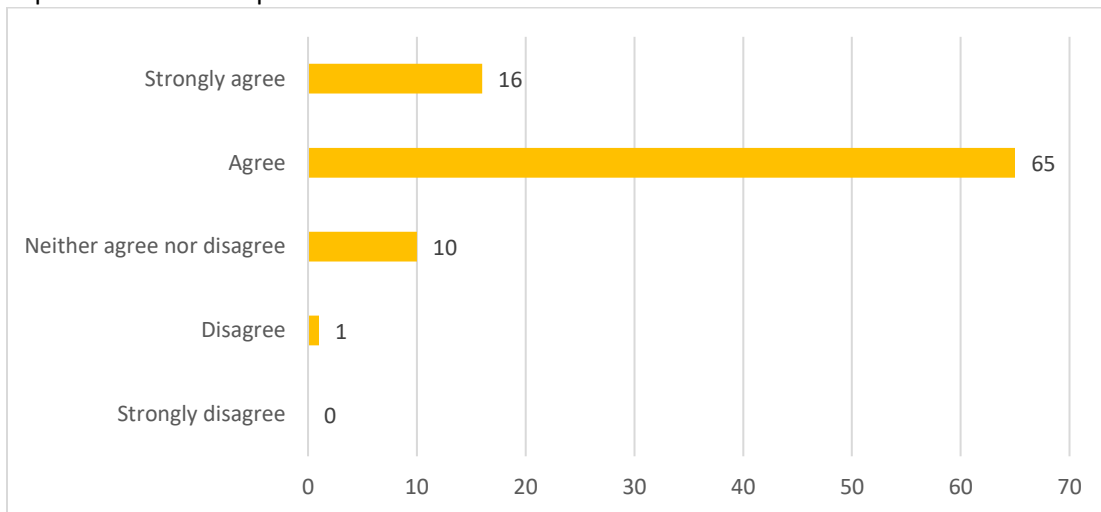
Question 13 asked respondents if they had any other comments on the hypothetical example, or general comments related to the Board size, composition, and chairperson selection process.

Board member characteristics and competencies

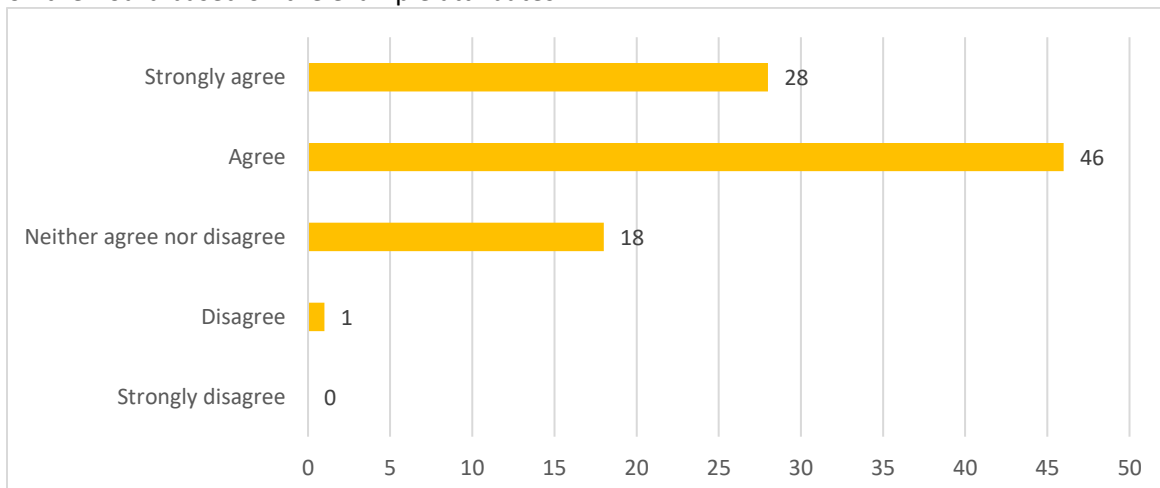
This section focused on determining the proper competencies, experiences, etc. needed for Board members to effectively contribute to the operational Board's mandate. The section was based around the following example attributes previously supported by the interim Board:

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

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



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



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

June 30, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This update outlines the work that the interim board has undertaken since we last reported February 15th:

Interim Board's Mandate

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

Interim Board's Focus

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

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

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

Interim Board's Engagement with Municipalities

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

- Police Summit
- RMA Convention
- AAPG

Quarterly Template from RCMP

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

Enhanced Policing Document

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

Funding Reconciliation

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

RCMP Update on Staffing

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

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

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

Sincerely,



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



RCMP Provincial Policing Report

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

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

DATE:

PROVINCIAL POLICE SERVICE COMPOSITION

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

*current could include mat leave, long term leave etc., which should be noted in explanation below.

* Pending – status of members/PSs leaving or coming to the detachment

¹ The number of approved Provincial Police Service positions on the detachment Organisation Chart

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

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

1 REPORTING SCHEDULE

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

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

2 MANAGEMENT OF THE POLICE SERVICE:

2.1 Objectives, Priorities and Goals for 2020/21:

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

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

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

2.1.1 OBJECTIVE:

Sample Text: Control Property Crime

Initiative #1:

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

Current Status and Results:

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

Initiative #2:

Current Status and Results:

2.1.2 OBJECTIVE:

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

Initiative #1:

Sample text: _Community Mobilization

Current Status and Results:

Initiative #2:

Sample text: Drug Enforcement activities

Current Status and Results:

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

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

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

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

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

3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY

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

Police Funding Regulation

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

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

Provincial Police Services

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

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

Enhanced Policing Program



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

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

OPTION 1 – PPS Full Time/Long Term Positions

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

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

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

Option 1s

As of April 1, 2020

TERMINATED

AGREEMENTS with JSG
MUNICIPAL COST (JSG now PAYING)

CONTINUED/UNCHANGED

POSITIONS
DUTIES/RESPONSIBILITIES
MOUs with RCMP

OPTION 2 – Short Term Services

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

The Police Funding Model

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

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

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

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

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

The PFM Formula for Cost Distribution



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

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

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

Future Status of EPP and PFM

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

Provincial Police Transition Study

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



PPSA Police Funding Model – 2020/21 Positions

Updated: June 7, 2021

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

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

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

The following public service employee positions have been allocated:

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

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



Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Filled	2020-12-10
	CANMORE	General Duty	Filled	2020-08-11
	COCHRANE	General Duty	Filled	2020-10-16
		General Duty	Filled	2020-09-30
		General Duty	Filled	2020-10-27
	DIDSBURY	General Duty	Filled	2020-09-15
	HIGH RIVER	General Duty	Filled	2020-11-03
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
	SAD GIS	General Investigative Services	Filled	2020-11-13
		General Investigative Services	Pending	
		General Investigative Services	Filled	2020-12-10
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Filled	2020-10-12
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Filled	2020-11-30
	ROCKY MOUNTAIN HOUSE	General Duty	Filled	2020-07-22
		General Duty	Filled	2020-07-22
	STETTLER	General Duty	Filled	2021-01-25
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Filled	2020-11-28
	THORSBY	General Duty	Filled	2020-09-14
		General Duty	Filled	2020-11-16
	WETASKIWIN	General Duty	Filled	2020-07-18
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Filled	2020-12-21
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Filled	2020-10-12
	ST PAUL	General Duty	Filled	2020-10-29
	VEGREVILLE	General Duty	Filled	2020-07-22
	WESTLOCK	General Duty	Filled	2020-11-13



Police Funding Model - Year 1 - Regular Members - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Filled	2020-11-23
		General Duty	Filled	2020-09-25
		General Duty	Filled	2020-09-12
	HIGH LEVEL	General Duty	Filled	2020-10-08
	MAYERTHORPE	General Duty	Filled	2020-07-02
	VALLEYVIEW	General Duty	Filled	2020-07-02
	WHITECOURT	General Duty	Filled	2020-07-02
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-02
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Filled	2021-03-12
		Hate Crimes	Pending	
		Offender Management	Pending	
		Offender Management	Filled	2021-07-01
		Offender Management	Filled	2021-07-01
		Offender Management	Pending	
		Police Dog Services	Filled	2020-10-30
		Police Dog Services	Pending	
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Child Advocacy Center - Zebra Centre	Filled	2020-04-01



Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Filled	2021-02-19
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Filled	2021-04-01
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Filled	2021-06-07
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
	TURNER VALLEY	Detachment support	Pending	2021-04-05
Central Alberta District	BASHAW	Detachment support	Filled	2021-03-01
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Filled	2021-05-17
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
	THORSBY	Detachment support	Filled	2021-01-12
Eastern Alberta District	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Filled	2021-04-21
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Filled	2021-04-12
	TWO HILLS	Detachment support	Filled	2021-01-05
	WOOD BUFFALO	Detachment support	Filled	2021-03-08
		Detachment support	Filled	2020-11-12
Western Alberta District	BEAVERLODGE	Detachment support	Filled	2020-12-21
	FOX CREEK	Detachment support	Filled	2020-10-28
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Filled	2020-09-21
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Filled	2020-12-21
	PEACE RIVER	Detachment support	Filled	2021-01-06
	RED EARTH CREEK	Detachment support	Filled	2021-04-29
	VALLEYVIEW	Detachment support	Filled	2021-01-11



Police Funding Model - Year 1 - Civilian Support - as of June 7, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Filled	2021-02-12
			Filled	2021-01-04
			Filled	2020-10-01
		Scenes of Crime Officers	Pending	
			Pending	
			Pending	
			Pending	
		Court Case Management	Filled	2019-05-01
	Community and Indigenous Policing	Community Engagement and Outreach Specialists	Pending	
			Pending	
			Pending	
			Pending	
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Filled	2021-04-01
			Filled	2021-04-01
			Filled	2021-04-01
			Pending	
		Crime Reduction - Administrative Support	Filled	2021-01-13
		Forensic Identification Services Clerk - St. Paul Intellex	Filled	2020-04-01
			Filled	2021-08-23