

VILLAGE OF CAROLINE
REGULAR COUNCIL MEETING AGENDA
Thursday, February 3rd, 2022, 5:30pm
Village of Caroline Council Chambers, 5004-50 Ave.
Virtual Meeting

1. CALL TO ORDER
2. ADOPTION OF AGENDA:
3. ADOPTION OF MINUTES:
 - 3.1. Council Meeting Minutes January 20th, 2022 Pages 1-4
4. DELEGATION(S):
 - 4.1 None
5. STAFF REPORTS
 - 5.1 CAO Report
6. COMMITTEE & BOARD REPORTS:
 - 6.1 Mayor Report
 - Promotional Items
 - Honoraria
 - 6.2 Councillor Reports
7. BUSINESS:
 - 7.1 Presentation by Roy Bedford with Alberta Municipal Affairs
 - 7.2 Procedural Bylaw amendments Page 5
8. DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:
 - 8.1 Code of Conduct Pages 6-9
 - 8.2 Renumeration Pages 10-14
 - 8.3 Alberta Municipalities: Police Review Pages 15-25
 - 8.4 Letter from Map Program Pages 26-27
9. CLOSED SESSION
 - 9.1 None
10. ADJOURNMENT

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Thursday January 20th, 2022, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Virtual Attendance: Councilors: Mary Ann Wold, Debbie Nelson, Barbara Gibson, John Rimmer, Donny Nichols

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

1. Call to Order

Mayor Nelson called the meeting to order at 5:32 pm

2. Adoption of Agenda

Motion 262.01.20

Moved by Councillor Rimmer to adopt agenda

CARRIED

3. Adoption of Minutes

Motion 263.01.20

Moved by Councillor Rimmer to adopt January 6th, 2022 Council minutes as presented.

CARRIED

4. Delegation(s):

4.1 None

5. Staff Reports

5.1. CAO Report (verbal) CAO reported on

Motion 264.01.20

Moved by Councillor Nichols that the CAO verbal report be received as information

CARRIED

6. Committee & Board Reports

6.1 Mayor Report

- Meeting with RCMP Traffic Division
- Meeting with CAEP
- Meeting with Seniors Housing
- Meeting with Nazarene Church

6.2 Council Reports

Councillor Gibson

- Meeting with FCSS
- Meeting with David Thompson Regional Palliative Care
- Meeting with Parkland Library
- Meeting with Emergency Management

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Councillor Wold

- Meeting with Caroline Neighbourhood Place

Councillor Nichols

- Reported on AG Society

Councillor Rimmer

- Nothing to report

Motion 265.01.20

Moved by Councillor Rimmer to accept Councilor reports as presented.

CARRIED

7. Business

7.1. Council Orientation

Preliminary orientation was presented by the CAO

CARRIED

7.2. Update of Procedural Bylaw

Motion 266.01.20

Moved by Councillor Gibson that the Council of the Village of Caroline Table this Item until the February 3rd Council Meeting.

CARRIED

7.3. Bylaw Enforcement Bylaw 2021-07

Motion 267.01.20

Moved by Councillor Rimmer that Council approve first reading to Bylaw #2021-07

CARRIED

Motion 268.01.20

Moved by Councillor Nichols that Council approve the second reading of Bylaw #2021-07

CARRIED

Motion 269.01.20

Moved by Councillor Rimmer that Council approve the third reading of Bylaw #2021-07

CARRIED

7.4. 2022 Interim Capital Budget

Motion 270.01.20

Moved by Councillor Rimmer That the Council of the Village of Caroline approve the Interim 2022 Capital Budget.

CARRIED

7.5 Five Year Capital Plan

Motion 271.01.20

Moved by Councillor Wold that the Council of the Village of Caroline approve the Five Year Capital Budget in principle.

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Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Thursday January 20th, 2022, at 5:30pm with Information posted on Village Facebook Page for public live stream for attendees through Zoom.

CARRIED

7.6 Yellowhead AHS Suicide Prevention Meeting

Motion 272.01.20

Moved by Councillor Gibson that this be Received as Information.

CARRIED

8. Discussion, Correspondence, and Information Items

8.1. Email from Honorable Nate Horner

8.2. Student Bursary Policy

8.3. Letter From the Town of Tofield

Motion 273.01.20

Moved by Councillor Nichols that Items 8.1 to 8.3 be received as Information.

CARRIED

8.4. Letter of support for the city of Cold Lake and Streamlining Foreign Physician Assessments

8.5 Letter of support for Fast Tracking Immigrant Nurses for Certification in Alberta

Motion 274.01.20

Moved by Councillor Rimmer that items 8.4 and 8.5 be received as information

CARRIED

9. Closed Session

None

10.0 Adjournment

Motion 275.01.20

Moved by Councillor Rimmer that the meeting be adjourned

CARRIED

The meeting adjourned at 7:00pm

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MAYOR

CAO

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9. Closed Session

None

10.0 Adjournment

Motion 275.01.20

Moved by Councillor Rimmer that the meeting be adjourned

CARRIED

The meeting adjourned at 7:00pm

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MAYOR

CAO

Sandy Buckberry

From: Craig Curtis
Sent: January 18, 2022 7:21 AM
To: Sandy Buckberry
Subject: FW: Question regarding delegation of authority and presiding over meetings

Please add this to the agenda after the Procedure bylaw as an additional page but not an additional item

From: Billie Fortler <bfortler@mltalkins.com>
Sent: January 17, 2022 8:04 PM
To: Craig Curtis <ccurtis@villageofearollne.com>
Subject: FW: Question regarding delegation of authority and presiding over meetings

Good evening Craig,

I understand that a question has come up as to the duty of the Mayor to preside over meetings and the power to delegate to another Councillor or Deputy Mayor. In particular, I understand that the Mayor of the Village was unable to preside over a recent meeting due to medical reasons and was asked to recuse herself from the meeting by the CAO. The Municipal Government Act indicates under section 154(1)(a) that the Mayor must "preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside..." (I will discuss relevant sections of the Village's Procedural Bylaw below). However, section 152(2)(a) of the MGA allows for the Deputy Mayor to act for the Mayor when they are "unable to perform the duties of the chief elected official". This would presumably allow the Deputy Mayor to preside over a meeting if the Mayor was unable to perform this duty. This section is not clear as to whether the Mayor would have to recuse themselves from a meeting if they were present at the meeting, but unable to preside over it for medical reasons. Therefore, I would recommend following the direction of section 154(1)(a) and providing guidance in the Procedural Bylaw as to the process to be followed when the Mayor is not able to preside over a meeting because of their absence, but also for reason of certain medical circumstances.

In the present version, section 4.3 of the Procedural Bylaw indicates that "After the Mayor has been appointed by council from among the councillors, then he/she shall preside over the meeting", however the "meeting" referenced here refers to the first organizational meeting of Council following the general election. I recommend that the Bylaw be amended to clarify that the Mayor shall preside over all Council meetings called under the Bylaw (not just the first organizational meeting), unless in the event that the Mayor is unable to preside over a meeting, whether for reason of absence or medical circumstances, the Mayor may delegate the power and authority to preside over a meeting to any Councillor. We should also clarify that if the Mayor has delegated such authority due to medical reasons, whether they should be permitted to remain in the meeting, or should recuse themselves.

Alternatively, we can simply add the language that was previously presented to the Council as follows: the Mayor shall preside over all meetings of Council, but may delegate such power and authority to any Councillor.

Please let me know if you have any questions or concerns with the above and if you would like me to proceed with either of the two proposed amendment options as outlined above.

Kind regards,

Billie Fortler
Lawyer
P: +1 (403) 693-4333 | E: bfortler@mltalkins.com

Visit our [COVID-19 Resource Centre](#) for help navigating the changing business and legal environment.

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2100 Livingston Place
222 3rd Ave SW
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VILLAGE OF CAROLINE
POLICY HUM-08-002

COUNCIL RELATIONSHIP AND CODE OF CONDUCT POLICY

Date Approved: March 24, 2017

Resolution No: 71 03 17

Date Effective: March 24, 2017

Initial Policy Date: March 11, 2008

Replaces: HUM-05-004

Revision Date: March 11, 2008

Policy Statement:

The Village of Caroline Council, in keeping with their role and responsibilities as the duly elected government of the municipality, will conduct themselves in a professional, dignified, and courteous manner both in and out of the Council Chambers.

To ensure the integrity of Council, all Town Council Members will be familiar with the conflict of interest provisions, voting requirements, and statutory rules of conduct in the Municipal Government Act (MGA).

Purpose:

1. Maintain public confidence in the integrity of its government.
2. Provide guidance to Council so as to ensure that each member is accorded reasonable and fair treatment.
3. Through the provision of clear expectations assist Council Members in avoiding negative outcomes arising from the method in which they fulfill their roles.
4. Preserve the integrity of Council and administration.
5. Protect the individual rights of Council and Administration as normal citizens.
6. Ensure that municipal decisions and policy are made in the proper manner with outcomes that can withstand challenges.

1. Definitions

- a. Chief Administrative Officer (CAO): "chief administrative officer" means a person as duly appointed by Council to a position under section 205 of the MGA.
- b. Conflict of Interest: means any pecuniary interest, including all those persons, employer and legal entities whose financial interests in a decision of Council will disqualify the councillor, as defined in Division 6, section 169 and 170 of the MGA.
- c. Council: Means the municipal council of the Village of Caroline elected pursuant to the provisions of the MGA, acting at a duly assembled meeting thereof.
- d. Councillor: means the current Mayor and members of the Village Council elected pursuant to the provisions of the MGA whose term is unexpired who has not resigned and who continues to be eligible to hold office as such under the terms of the MGA.
- e. Discrimination: means differential treatment of an individual or group of individuals based on race, religious belief, colour, sex, marital status, physical characteristics, age, ancestry, or place of origin. Discrimination can be intentional or unintentional and includes systemic discrimination; in which neutral systems often have an inconsistent or unequal effect upon a particular group (i.e. height and weight requirements may negatively affect employment opportunities).
- f. Harassment: means any unwanted physical or verbal conduct that is based on, but not restricted to:
 - i. Race, colour, national or ethnic origin, age, religion, sex, marital status, mental or physical disability, pardoned conviction, sexual orientation, or
 - ii. Any other conduct that a reasonable person ought to have deemed as being unwelcome.

- g. **Municipal Government Act (MGA):** means the current legislation enacted by Her Majesty, by and with the advice and consent of the Legislative Assembly of Alberta to establish local municipal governments and to related parameters and authorities.
- h. **Procedure Bylaw:** means the current, active procedures bylaw for the Village of Caroline establishing procedural guidelines for Village Council proceedings.

2. Responsibilities

a. Council:

- i. Adhere to the provisions of this policy
- ii. Collectively hold each Council member accountable for following this policy.
- iii. Determine appropriate sanctions should the policy be violated by a member of Council or a Council appointed Committee

b. Chief Administrative Officer (CAO)

- i. Oversee the development, distribution, implementation, and application of this policy and supportive procedures.
- ii. Provide Interpretation of policy if required.
- iii. Ensure the policy and procedures are reviewed every five years and updated as required.

c. Committee Members

- i. Follow the guidelines in this policy and those guidelines of the Council Procedures Bylaw and the MGA as required.

3. Standards/Guidelines

The spirit and intent of these guidelines shall be recognized and observed by Members of Council. They shall not assume that any unethical activities not covered by, or specifically prohibited by these guidelines, or by any legislation, are therefore condoned.

These guidelines are in addition to any legal requirements and do not excuse any member from complying with any common law or statute law.

4. Statutory Rules of Conduct

- a. Each Councillor member must be familiar with Part 5, Division 6 of the MGA, including the following concepts:

- i. Pecuniary Interest, including all those persons and legal entities whose financial interests in a decision of Council will disqualify the Councillor (Section 170, MGA).
- ii. The definition of "Councillor's family" including the definition of "Spouse" (Section 169, MGA)
- iii. The duty of a Councillor to declare a conflict of interest as soon as it arises, not to take part in any discussions of the issue giving rise to the conflict of interest and to excuse him/herself from chambers (Section 172, MGA)

- b. Councillors' have an obligation to vote, as per Section 183(1) of the MGA, and must be familiar with the consequences of wrongly failing to vote on a matter and the consequences of wrongly voting in the presence of a conflict of interest (disqualification).

- c. Each Councillor has the right to obtain legal and administrative advice on possible or identified conflict issues and on defences as necessary.

- d. Council shall be familiar with these statutory rules of conduct for Councillors:

- i. Absenteeism, Sections 174 of the MGA
- ii. Conviction of a criminal offence punishable by five or more years in prison, Section 174 of the MGA
- iii. Violations of Sections 124 or 125 of the Criminal Code of Canada

iv. Use of confidential municipal information for personal financial gain, Section 174 of the MGA

5. Conduct of Council In Chambers

- a. Councillors shall conduct themselves in a professional manner within the Chambers particularly with regard to the following:
 - i. Refrain from use of offensive language or rude gestures.
 - ii. Refrain from shouting or rising out of the chair during debate.
 - iii. Refrain from physical or verbal personal attacks on fellow Council members, administration, the public or the media.
 - iv. Refrain from defamation (i.e. An act of communication that causes someone to be shamed, ridiculed, held in contempt, or lowered in the estimation of the community).
 - v. Refrain from behavior that will limit the right of others to express their opinion.
 - vi. Refrain from use of electronic devices during Council meetings for purposes other than meeting related duties.
 - vii. Dress in a manner that is on-offensive, neat, clean, and appropriate for the representation of Council.
 - viii. Demonstrate respect for the role of the Chair particularly with regard to the Chair's right to restore order and limit debate.
 - ix. Raise objections only through the appropriate process and motions.
 - x. Demonstrate respect for the role of the CAO as the principle employee of Council and its chief policy advisor.
- b. Conduct of Council Out of Chambers:
 - i. Councillors' comportment while representing the municipality at outside functions shall be in a professional manner consistent with all provisions of this policy.
 - ii. Council shall act in the best interest of the Village of Caroline in carrying out the functions and duties entrusted upon them as members of Council.
 - iii. Council shall not use their positions to secure special privileges, favours or exemptions for themselves or any other person.

6. Confidentiality

- a. Council shall safeguard any confidential information which comes before them and respect the requirements of the Freedom of Information and Protection of Privacy Act (FOIP) or its successor, the MGA or any other legislation which creates legal requirements which are specific to Council.
- b. Council shall not use confidential information for the personal profit of themselves or any other person.
- c. Council shall not communicate confidential information to anyone not entitled to receive it.
- d. Council shall exercise care in the handling of confidential information to ensure it remains confidential and the Village meets its obligations and retains its rights under the FOIP Act. If a Councillor has reason to believe that this confidentiality is breached, he or she shall report this immediately to the CAO.
- e. Councillors shall maintain the confidentiality of information in perpetuity.

7. Speaking or Acting on Behalf of Council or the Village

- a. The Mayor, or designated appointee of the Mayor, shall be the official spokesperson to the media. No Councillor shall represent the Village to the media without consent from the Mayor and/or designate.
- b. The Mayor shall not purport to speak for the Council or the municipality unless he or she has reason to believe that a consensus exists among a majority of Council.
- c. Councillors using social media sites must ensure postings do not speak on behalf of Council:
 - i. Councillors who establish social media sites outside of the Village shall post a disclaimer as follows: "the postings on this site are my own and don't necessarily represent the Town's positions or opinions."



**VILLAGE OF CAROLINE
POLICY HUM-17-001**

MEMBER OF COUNCIL REMUNERATION POLICY

Council Approval:	February 28, 2017	Resolution No: 52-02-2017
Last Review Date:	January 23, 2018	Replaces: HUM-10-002
Amended Date:	February 13, 2018	Resolution No: 40-02-2018

1. INTRODUCTION

The Village of Caroline Member of Council Policy covers those day-to-day policies that apply to all Members of Council of the Village of Caroline. Any and all Council related matters shall be pursuant to Part 5 of the *Municipal Government Act*.

2. PREPARATION AND DISTRIBUTION OF POLICIES

Upon election to office, Members of Council will receive a copy of this policy.

3. INTERPRETATION AND ACCOUNTABILITY

Given that Council is the governing body for Council, any necessary clarifications and/or interpretations of this policy will be done as needed by Council. Council is accountable to the electorate, as such all expense records must be reviewed and approved by the Council through a resolution and/or Council Designate (Mayor/Deputy Mayor) based on the policy.

4. HOURS OF WORK

Members of Council have no set hours but are expected to attend all meetings of Council and any other meetings to which they have been appointed as a Village representative.

5. REMUNERATION AND EXPENSES

Members of Council and Board Members at Large will receive remuneration in accordance with Schedule A of this policy. Expense forms will be given to the Mayor/Councillors at the first meeting of each month (Schedule C).

All payments to members of council are directly deposited to their bank account. The monthly salary will be automatically deposited on the first payroll week of each month. Newly elected members must submit direct deposit information to Human Resources upon election to Council.

A record of meetings and expenses can be submitted at any time and will be paid on the next regular payroll date once it has been reviewed and approved by Council or Council Designate (Mayor/Deputy Mayor). A schedule of payroll dates may be requested from Human Resources. It is advised that expense records are submitted regularly. All expenses for the calendar year must be submitted one week prior to the final regular payroll date for the fiscal year end. Any expensed submissions after the deadline and any meetings held after submission date will be expensed in the new fiscal year.

All other applicable taxes and deductions are calculated on Council reimbursement payments per all relevant federal and provincial enactments.

6. CLAIMABLE EXPENSES

Attendance at Council meetings and committee/board meetings to which a Councillor has been appointed, including ad-hoc meetings at which Council participation is expected shall be eligible for remuneration as per Schedule A. Councillors shall be responsible for filling in their own claim forms for these events. Information on these forms must state date and purpose of the meeting to accurately itemize statements for accountability and auditing purposes as per attached Schedule C.

Attendance at local or regional events such as grand openings, parades, ceremonies, seminars, conferences and graduations/convocations shall not be eligible for remuneration unless both attendance and remuneration are approved by resolution of Council before attendance at said event(s).

Members of Council are not able to claim compensation for wages lost as a result of Council activities.

Members of Council claiming travel and subsistence expenses must submit claims on the Meeting and Expense Claim Form according to Schedule C.

Members of Council will be compensated for the use of a personal vehicle and for reasonable lodging and meal costs while on Village business according to Schedule B.

Claims submitted that do not have a set compensation rate must be accompanied by a receipt.

The Village will not reimburse the purchase of alcoholic beverages.

Members of Council are not able to claim expenses related to meeting with residents, visitors or prospective business persons unless approved by Council. Examples of expenses of this nature would include coffee, meals, etc.

7. LEAVES OF ABSENCE

Should a member of council require a leave of absence from council it shall be pursuant to Section 174 of the *Municipal Government Act*.

8. TRAINING AND ATTENDANCE AT CONVENTIONS AND EVENTS

All Members of Council are encouraged to attend various programs, workshops, seminars, conventions and meetings for the purpose of:

- a. Upgrading their skills directly related to their positions and duties, or,
- b. Keeping themselves abreast of government policies on local government management, and,
- c. Making them better public trustees, and
- d. must have approval through a Council resolution prior to the event taking place and meeting rate in accordance with Schedule A.

The Village shall be responsible for the following costs associated with attendance at conventions:

- a. Provision of a private standard room to each member, if requested, within the convention hotel or in hotels of similar cost and standard to convention hotels;

- b. Registration Fees;
- c. Travel, parking, meal costs and gratuity costs in accordance with Schedule B; and meeting rate in accordance with Schedule A;
- d. The cost of official gala/banquet events for the member of Council and their partner, if attending. This does not include the cost of alcoholic beverages; and
- e. Should travel to the event exceed 150km in one direction the 4-hour meeting rate under Schedule A may be claimed for travel time in addition to mileage expenses.

The Village will not be responsible for entertainment outside of official gala/banquets or alcoholic beverage costs, meals consumed in lieu of those available through the convention, telephone costs, valet and service costs, and personal costs not specifically outlined in this policy.

When attending conferences that offer packages/Itineraries for partners a Member of Council may claim up to half of the costs for that package and conference registration (if necessary). Members of Council will not be reimbursed for costs associated with a partner's travel to and from the Conference, nor for travel while at the conference unless such travel is part of a conference itinerary/package.

9. ACCEPTANCE OF GIFTS

A Member of Council shall not accept a gift, favours or service from any individual, organization or corporation, other than: the normal exchange of gifts between friends, the normal exchange of hospitality between persons doing business together, tokens exchanged as a part of protocol, or the normal presentation of gifts to persons participating in public functions.

10. USE OF VILLAGE OWNED FACILITIES AND EQUIPMENT, INCLUDING SMALL TOOLS

No Member of Council shall use any Village facility or equipment, including small tools, for their personal use unless such facility or tool can be used by any Village resident for a similar purpose.

	Approval Date:	Amends:
HUM-17-001	February 28, 2017	HUM-10-10
HUM-07-007	November 2, 2010	HUM-07-007
HUM-06-007	March 14, 2006	HUM-06-007

Schedule A

MEETING REMUNERATION

	<i>First 4 hours</i>	<i>4-7 Hours</i>	<i>7+ Hours</i>
	No Minutes Base Rate**	Meeting Minutes Must be Submitted	
Any Meeting or Educational Day	\$ 75.00	\$ 100.00	\$ 125.00

Mayor Monthly Salary	\$300.00
Councillor Monthly Salary	\$100.00
Member at Large Annual Honorarium	\$150.00

**Disclaimer – any claimant wishing to be paid more than base rate and not submit minutes shall require a resolution of council prior to event taking place.

Schedule B

TRAVEL AND SUBSISTENCE

Subsistence costs will be reimbursed at the following rates, provided that a receipt accompanies the claim. Costs for alcoholic beverages will not be reimbursed.

Expense	Amount	Receipt Required
Parking	At cost	Yes
Meals- Breakfast	Up to \$15.00 per day	Yes
Meals-Lunch	Up to \$20.00 per day	Yes
Meals-Dinner	Up to \$30.00 per day	Yes

Mileage

Mileage shall be reimbursed at the annual rate as set by the Canada Revenue Agency.

Sandy Buckberry

From: Craig Curtis
Sent: January 31, 2022 8:14 PM
To: Sandy Buckberry
Subject: FW: Updated Key Questions for Provincial Engagement on an Alberta Provincial Police Service
Updated Key Questions for Provincial Engagement on an Alberta Provincial Police Service
Attachments: Alberta Provincial Police Service - Registration Instructions for Provincial Engagement.pdf; Alberta Provincial Police Service - Updated Key Questions for Provincial Engagement.pdf

Please copy email and attachments for agenda under information

From: Cathy Heron <president@abmunis.ca>
Sent: January 31, 2022 4:00 PM
To: Craig Curtis <ccurtis@villageofcaroline.com>
Subject: Updated Key Questions for Provincial Engagement on an Alberta Provincial Police Service
Updated Key Questions for Provincial Engagement on an Alberta Provincial Police Service

Hello Mayors, Councillors and CAO's,

Alberta Municipalities held a virtual policing summit on January 19, 2022, to discuss the Government of Alberta's proposal to establish an Independent Alberta Provincial Police Service (APPS). Justice and Solicitor General is holding engagement sessions across Alberta on this topic in early 2022, and this summit was intended to help prepare members for engagement by:

- Providing an overview and analysis of the proposed APPS service delivery model; and
- Gathering feedback from members on outstanding questions and concerns.

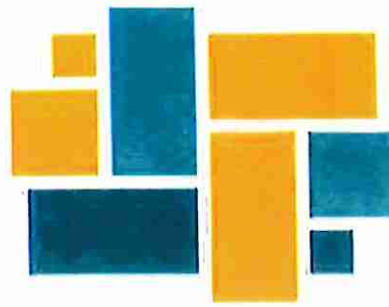
Attached is a list of key questions updated to reflect the feedback you shared at the summit. Alberta Municipalities encourages you to ask these questions at your local provincial engagement session (see attached Registration Instructions). We are also working with our policy committees to develop a Request for Decision (RFD) adopting an official policy position on an APPS. This RFD will be brought to Spring 2021 Municipal Leaders' Caucus for members' consideration.

You can find a recording of the January 19 summit, as well as links to reports and resources, on our [APPS webpage](#).

Thank you for supporting our advocacy on this important topic.

Cathy Heron | President

Mayor, City of St. Albert



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In A

E: president@abmunis.ca

300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca

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Alberta Municipalities is working to protect the health of its members, partners, & employees.
Fully vaccinated & masked visitors are welcome at Alberta Municipalities' office and events.
Please contact us to make alternative arrangements if you are unable to meet these requirements.

Cathy Heron | President

Mayor, City of St. Albert

E: president@abmunis.ca

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Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study
Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon as they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

Dates (2022)	Time	Location ¹	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297

¹ Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077
January 11	8:30am to 11:00am	St. Albert	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797
January 11	2:00pm to 4:30pm	Stony Plain	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767
January 12	9:00am to 11:30am	Westlock	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257
January 12	2:00pm to 4:30pm	Athabasca	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407
January 13	8:30am to 11:00am	Ft. McMurray	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107
January 24	8:30am to 11:00am	Okotoks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847
January 25	8:30am to 11:00am	Claresholm	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757
January 25	2:00pm to 4:30pm	Pincher Creek	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747
January 26	2:00pm to 4:30pm	Lethbridge	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827
January 27	8:30am to 11:00am	Medicine Hat	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807
January 27	2:00pm to 4:30pm	Brooks	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797
January 28	8:30am to 11:00am	Strathmore	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467
February 7	8:30am to 11:00am	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987
February 7	2:00pm to 4:30pm	Red Deer	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617

Last Updated: November 5, 2021

February 8	8:30am to 11:00am	Rocky Mountain House	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877
February 9	8:30am to 11:00am	Stettler	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497
February 9	2:00pm to 4:30pm	Hanna	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947
February 10	8:30am to 11:00am	Airdrie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347
February 10	2:00pm to 4:30pm	Olds	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257
February 28	8:30am to 11:00am	Leduc	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157
February 28	2:00pm to 4:30pm	Ponoka	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557
March 1	8:30am to 11:00am	Camrose	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877
March 1	2:00pm to 4:30pm	Wainwright	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567
March 2	8:30am to 11:00am	Vermillion	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737
March 3	8:30am to 11:00am	Bonnyville	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957
March 4	2:00pm to 4:30pm	Smoky Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347
March 7	8:30am to 11:00am	Slave Lake	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357
March 8	2:00pm to 4:30pm	Peace River	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837
March 9	2:00pm to 4:30pm	High Level	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707

Last Updated: November 5, 2021

March 14	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127
March 15	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347
March 16	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227
March 17	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097
March 18	8:30am to 11:00am	Virtual	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007
March 28	8:30am to 11:00am	Whitcourt	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677
March 28	2:00pm to 4:30pm	Valleyview	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057
March 29	2:00pm to 4:30pm	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767
March 30	8:30am to 11:00am	Grande Prairie	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497
March 31	8:30am to 11:00am	Edson	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777
March 31	2:00pm to 4:30pm	Drayton Valley	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487
April 1	2:00pm to 4:30pm	Edmonton	https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317

Last Updated: November 5, 2021

Alberta Provincial Police Service

Updated Key Questions for Engagement



Alberta Municipalities held a virtual policing summit on January 19, 2022, to discuss the Government of Alberta's proposal to establish an Independent Alberta Provincial Police Service (APPS). Justice and Solicitor General is holding engagement sessions across Alberta on this topic in early 2022, and this summit was intended to help prepare members for engagement by:

- Providing an overview and analysis of the PricewaterhouseCoopers (PwC) feasibility study and proposed APPS service delivery model; and
- Gathering feedback from members on outstanding questions and concerns arising from the PwC study.

Learn more:

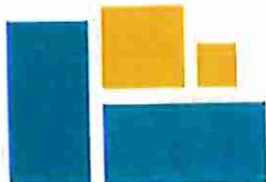
Please visit our [APPS webpage](#) to find links to the webinar recording, PwC feasibility study, Alberta Municipalities summary and analysis, and other resources, as well as information on how to register for a provincial engagement session.

Prior to the webinar, Alberta Municipalities shared a summary and analysis of the PwC study that highlighted key questions for municipalities to raise during engagement. The questions in this document have been updated below to reflect what we heard at our online event, and they are organized to align with the discussion topics that will be presented at provincial engagement sessions.

The provincial engagement sessions are narrowly focused on the service delivery model proposed in the PwC feasibility study. However, due to a lack of detail in the study, participants may find it difficult to give meaningful feedback. Additionally, the study is silent with respect to many key municipal considerations for an APPS, such as the impact on policing costs and what a new police funding model would look like. We very much encourage members to attend the sessions and share any feedback and concerns they have, even if this feedback is considered to be "out of scope" by Justice and Solicitor General.

Governance and Oversight

- How will APPS performance be measured and reported on?
- How will municipalities have a say in setting APPS priorities and direction, at both the provincial and local levels?
- The PwC study recommends that an APPS work with municipalities to develop community safety strategies. How will the APPS address any cost and capacity barriers to developing these strategies?
- How would existing local police commissions interact with the newly established Provincial Police Commission?
- How will provincial police commission members be selected? Will this be a political process or a competency-based process? Who would be responsible for recruitment and selection? How will the provincial commission be funded and administratively supported?
- How will local police committees be structured? What level of flexibility will be available for communities to populate and operate police committees as they see fit?
- What accountability mechanisms will be developed to ensure detachment leaders consider and report on the direction provided by local policing committees?
- How will detachments serving multiple communities balance the input received from various local policing committees?
- How will local policing committees provide input on provincial policing priorities to the provincial commission? How will the commission be accountable to local committees?

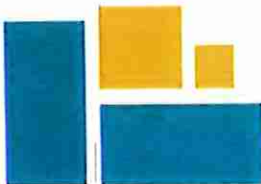


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Service Levels and Funding

- The PwC study proposes a hub model for APPS detachments in which select detachments will serve as regional hubs and host specialized services available to the entire region. How will locations for hub detachments be identified? Are existing detachments capable of serving as hubs? If not, will the costs of upgrading existing infrastructure be used as a consideration in the selection of hubs?
- How will staffing requirements for detachments be determined? Will municipalities be expected to provide civilian staff supports to their local detachments?
- The PwC study proposes two levels of police officers. Level 1 Officers would be trained to respond to all calls, while Level 2 Officers would be trained to respond to non-violent or non-urgent calls. What specific roles, responsibilities, and powers will Level 1 and Level 2 Officers have? How will this be determined?
- According to the PwC, the current system duplicates specialist services across the RCMP and Edmonton and Calgary Police Services, such as tactical teams and explosive device response. Under the proposed model, the APPS would contract with these police services to use many of their existing specialized services on a regional basis. Are Edmonton and Calgary willing to enter into this type of agreement with the APPS? What would be the costs of delivering specialized services to rural areas under a standalone APPS model?
- How will conflicts of interest and personal relationships be addressed in a model that emphasizes policing by residents in small and rural communities?
- Many support services for the RCMP, such as human resource management, corporate management, and communications, are paid through a divisional administration charge, which allows these costs to be consolidated and shared by all contract partners. The PwC study does not include an estimate of the cost to replace these services; in fact, the study states that "while further work is required to quantify the costs and time required, replacing the breadth of shared services at the termination of Contract Policing Agreements would be a very significant undertaking in terms of the complexity, cost, and duration of such a project." How does the government plan to fund and provide these essential services for an APPS?
- Has the province considered insurance and liability costs for potential class-action lawsuits?
- When considering economies of scale, will the APPS be able to purchase goods and services at the same or better cost than the RCMP?
- The PwC study is silent on how municipalities would contribute to funding an APPS. Would the same population-based tiers remain or would costs be linked to service levels? What would the funding model look like for an APPS?
- How will the province offset the \$188 million loss in federal subsidies?
- The PwC study emphasizes the importance of providing a consistent level of service in rural and urban areas. How will levels of service be determined? How will they differ from levels of service under the current model? How will a higher level of service in rural areas be accomplished for the same or less cost than the current RCMP model?



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Alberta Provincial Police Service

Updated Key Questions for Engagement



Integration

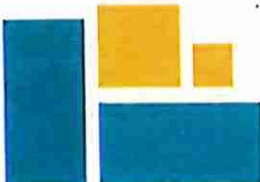
- Have the stakeholders identified to work in an integrated manner indicated their support for this model?
- Under the proposed APPS information-sharing model, would community peace officers have full access to information needed to perform their duties safely and effectively?
- The PwC study recommends co-locating policing services with other provincial and community services by basing the services in the same building and a shared work environment. Are there risks in closely linking social services with police that may result in vulnerable individuals being less likely to access social service agencies?
- How would co-location be implemented when the current location of police service and other provincial and community services vary greatly across the province? Is the cost of physically re-locating services (presumably into detachments) included in the transition cost estimates? If so, how accurate is the cost projection?
- Will municipalities and service providers have an option as to whether they want to co-locate services?
- How would this approach impact existing municipal and non-profit property-related costs such as leases, building maintenance, etc.?

How you can help:

- Attending a provincial engagement session and sharing your thoughts.
- Using Alberta Municipalities key questions when speaking to local media.
- Sharing Alberta Municipalities social media posts.
- Watching for media reports and further updates from Alberta Municipalities.

Transition

- How will cost over-runs during the transition process be managed and communicated?
- Have training costs been included in the forecasting, especially since many RCMP officers do not transition over to provincial police services and there is extensive training that needs to be completed?
- How will the new APPS work with the RCMP on cross-jurisdictional issues and current joint ventures?
- Considering that many police services are experiencing difficulty with recruitment, are you confident that you can recruit enough members for the transition and why? Do you have a backup plan?
- What conversations have been had with stand-alone police services regarding shared training facilities and other services? Are those services amicable to the idea and do they have capacity to accommodate training significantly larger numbers of cadets?
- How is the provincial government going to fund the \$366 million of APPS one-time transition costs?
- How accurate will the cost comparisons found in the report between the current RCMP model and the proposed APPS models be if an actual transition does not occur until 2025? How might RCMP cost drivers and projected APPS cost drivers change in the time until transition occurs?



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Alberta Provincial Police Service

Updated Key Questions for Engagement



Questions for MPSA Municipalities

- Will municipalities with populations over 5,000 still have the option to contract the RCMP?
- Will the creation of an APPS create barriers for municipalities that may consider a transition to their own municipal or regional police force? Do the cost/benefit projections account for the possibility of some municipalities exploring local police forces in place of APPS?
- How will governance and accountability arrangements change for municipalities with MPSAs under an APPS model? Will these communities still be eligible for provincial grants to offset the costs of policing?

Other Issues

- Changing the provincial police service provider will not have an impact on Alberta's overburdened justice system. How will the government ensure that the justice system is adequately resourced so that all Albertans have timely access to justice?
- Why hasn't the provincial government already implemented many of the PwC report's suggested policing improvements (integration of health and family services, effective performance metrics, improved governance and independent commission) under its current policing arrangements with the RCMP? What work has been done to evaluate the ability of the RCMP to adjust to meet the core values, innovations, and outcomes the government is seeking? What is the problem that the government is trying to solve?
- In the past, programming and services provided by the province that started out as a minimal cost to municipalities became an increasing burden to many municipalities as funding never increased and further costing and service expectations were downloaded with no recourse or input. Given this history, how can municipalities be confident that they will not incur increased policing costs from implementing an APPS?
- What is the government's engagement plan for First Nations, Métis and Indigenous peoples?
- Will the province government hold a referendum before a final decision is made, and what is the timeline for that?

MPSA or PPSA?

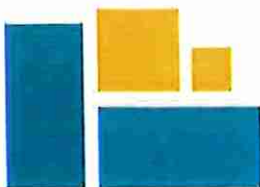
Urban municipalities with populations over 5,000 have three options for providing police services in their communities:

- Contract with the federal or provincial government or another municipality for the provision of policing services;
- Establish a stand-alone municipal police service; or
- Establish a regional police service with other municipalities, which may include the province.

The most common municipal policing arrangement in Alberta is the use of contract policing. Under this arrangement, the RCMP provides policing services to a municipality under the Municipal Police Service Agreement (MPSA). The MPSA is a bilateral memorandum of agreement signed between the federal government and a municipal government for the use of the RCMP as the Municipal Police Service.

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

For more information about policing in Alberta, visit our [policing hub](#).



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AR102523

September 20, 2021

Mr. Craig Curtis
Chief Administrative Officer
Village of Caroline
PO Box 148
Caroline, AB T0M 0M0

Dear Mr. Curtis: *Craig*

Thank you for your emails regarding the completion of non-compliant items identified in the 2020 Municipal Accountability Program (MAP) report for the Village of Caroline.

I commend the village for the work done to date in addressing the majority of the gaps identified in the MAP report. As noted in the letter you received, dated October 16, 2020, the village's deadline to resolve all non-compliant issues is October 8, 2021. However, I understand that the village requires additional time to resolve the following outstanding items:

- requirement to close meetings in accordance with the MGA and FOIPP
- requirement to declare pecuniary interest in accordance with the MGA
- ✓ requirement to establish a bylaw enforcement officer bylaw
- ✓ requirement for procedural bylaw to comply with the MGA
- ✓ requirement for the salary and benefits to include those of all designated officers
- ✓ requirement for the content of tax notices to be in accordance with the MGA

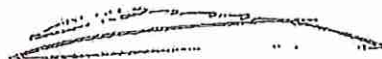
Annual property taxes, including the passing of the bylaw, preparing the tax roll and completing property tax notifications, is typically completed by municipalities by no later than the end of June every year. In order for the village to confirm the completion of these activities in compliance with the legislated requirements, I have approved an extension of the 2020 MAP deadline to June 30, 2022 in order for the village to address this and the other remaining items.

.../2 *ll*

- 2 -

I look forward to receiving an update by June 30, 2022, with confirmation that the outstanding items have been completed.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Kevin Miller, Municipal Accountability Advisor, Municipal Affairs