Summer Village of Waiparous
Council Meeting Agenda Tuesday, March 2, 2021 4:00 pm
Vecova Recreation Centre - 3304 33 St NW Calgary, AB
Members of the public may join via electronic means

ITEM	DESCRIPTION	DISCUSSION
1.	**CALL TO ORDER**	
2.	**APPROVAL OF AGENDA**	**APPROVE**
3.	**DELEGATES**	**NIL**
4.	**MINUTES**	
4.1.	Regular Meeting November 17, 2020	**ADOPT**
5.	**FINANCIALS**	
5.1.	Cheque Register • November - December 2020 • January 2021	**ACKNOWLEDGE**
5.2.	Bank Reconciliations for General Account • November 2020 • December 2020 • January 2021 Bank Reconciliations for Investment Account • November 2020 • December 2020 • January 2021	**APPROVE**
5.3.	Financial Statement – Balance Sheet • As of December 31, 2020 • As of January 31, 2021	**APPROVE**
5.4.	Capital Projects 8-year plan • Provincial Budget 2021	
6.	**OLD BUSINESS**	
6.1.	Road Safety • Meeting with MLA Rosin and Darren Davidson of Alberta Transportation • Permanent Speed Signs at entrances to Village • Temporary No Parking or Stopping Signs	**UPDATE** **APPROVE** **APPROVE**
6.2.	Trails Project • Project awarded. • Work to begin this spring. • Communication to residents	**VERBAL UPDATE**

6.3. Overland Flooding Project **VERBAL UPDATE**
- Project awarded.
- Work to begin this spring.
- Communication to residents

6.4. FRIAA GRANT – Summer Village of Waiparous **VERBAL UPDATE**
6.5. Back 40 FRIAA Grant **VERBAL UPDATE**
6.6. Internet upgrade option **VERBAL UPDATE**

7. CORRESPONDANCE
- **Facebook Page - verbal update** **ACKNOWLEDGE**
- **Government of Alberta – Municipal Governance during the COVID-19 Pandemic FAQ's**
- **Marigold Library**
- **Justice Transformation Initiative**
- **Alberta Police Interim Advisory Board - Report on Municipal Policing Priorities - January 2021**
- **CFPA Trace Pen for members**
- **Budget 2021 Letter to Chief Elected Officials**

8. COMMITTEE REPORTS **UPDATE**

8.1. **Public Works**

8.2. **FireSmart**
- **Committee Update**
- **Fire Pit inspections**

8.3. **Trails and GWTA**

8.4. **Emergency Services**
- **Fire Emergency appointment**

9. NEW BUSINESS

9.1. Bylaw 243 – rescind Bylaw 170 **DISCUSSION**
9.2. 2021 General Election – Nomination Date and Mail in Ballots **DISCUSSION**
9.3. AGM 2021 - date **APPROVE**
9.4. Next Meeting Date **APPROVE**

10. ADJOURNMENT

MINUTES

Minutes of the Regular Meeting of the Council of the Summer Village of Waiparous
Tuesday November 17, 2020 4:00pm
Via Web Streaming Service

In Attendance **Mayor M. Sundal**
Deputy Mayor B. Fleming
Councillor C. Wauthier
Chief Administrative Officer, S. Bureyko

Call To Order **This meeting was called to order by Mayor Sundal at 4:12pm.**

Approval of the Agenda Council reviewed the agenda, added Velocity Network to Public Works

20-054 ***MOVED by Mayor Sundal that the agenda be approved as presented.***

CARRIED

MINUTES Council reviewed the minutes from:

- Regular Meeting September 15, 2020
- Organizational Meeting of Council September 15, 2020
- Special Meeting October 2, 2020
- Special Meeting October 29, 2020

20-055 ***MOVED by Mayor Sundal that the minutes of the Regular Meeting held September 15, 2020 be approved as circulated.***

CARRIED

20-056 ***MOVED by Councillor Wauthier that the minutes of the Organizational Meeting of Council held September 15, 2020be approved as circulated.***

CARRIED

20-057 ***MOVED by Deputy Mayor Fleming that the minutes of the Special Meeting held October 2, 2020 be approved as circulated.***

CARRIED

20-058 ***MOVED by Mayor Sundal that the minutes of the Special Meeting held October 29, 2020 be approved as circulated.***

CARRIED

FINANCIALS

PAYMENT SCHEDULE Council reviewed and acknowledged the Cheque register including direct withdrawals and cheques 2759 to 2770 in the amount of $48,535.15

BANK RECONCILIATIONS Council reviewed the bank reconciliations for the General Account for September 2020 – October 2020.

20-059 ***MOVED by Mayor Sundal that the monthly bank reconciliations for the General Account for September 2020 – October 2020 be approved.***

CARRIED

Council reviewed the bank reconciliations for the Investment Account for September 2020 – October 2020.

20-060 ***MOVED by Mayor Sundal that the monthly bank reconciliations for the Investment Account for September 2020 – October 2020 be approved.***

CARRIED

FINANCIAL STATEMENT — Council reviewed the Balance Sheets for the period ending October 31, 2020.

20-061 ***MOVED by Mayor Sundal that the Balance Sheet Reports for the period ending October 31, 2020 be approved.***

CARRIED

2021 INTERIM BUDGET — Council reviewed the 2021 Interim Budget

20-062 ***MOVED by Deputy Mayor Fleming that the 2021 Interim budget be approved as presented with a municipal increase of 0.61% and an overall tax increase of -1.81% until the final budget can be approved in 2021.***

CARRIED

OLD BUSINESS

TRAILS PROJECT — Administration provided a verbal update

OVERLAND FLOODING — Administration provided an update on the project.

OVERLAND FLOODING EASEMENT — Council discussed the options and impacts on residents

20-063 ***MOVED by Councillor Wauthier that $3,000 be approved and administration be directed to engage the engineering firm to add the drainage right of way to Lot 7 Blk 2 Plan 1512778.***

CARRIED

FRIAA GRANT

20-064 ***MOVED by Mayor Sundal that the Council of the Summer Village of Waiparous support the application of a Vegetation Management FRIAA grant for the publicly owned Village lands.***

CARRIED

CORRESPONDANCE — Council acknowledged the following correspondence as received:

- **Fall 2020 Alberta Police Interim Advisory Board Quarterly Report**
- **CFPA Newsletter**
- **Letter from Minister of Municipal Affairs**

COMMITTEE RERORTS — Council discussed the following Committee updates:

PUBLIC WORKS — Current projects and needs reviewed

FIRESMART — Nil

TRAILS AND GWTA — Nil

EMERCENCY SERVICES — Legislative requirements were reviewed.

Risk assessment reviewed.

NEW BUSINESS

AEMA — Council reviewed Community Emergency Plan.

RCMP — Administration provided update on attempts to set up meeting with RCMP.

RETURNING OFFICER AND SUBSTITUTE RETURNING OFFICER APPOINTMENT

20-065 ***MOVED by Deputy Mayor Fleming that Sherri Bureyko be appointed as the Returning Officer and Robin Bureyko be appointed as the Substitute Returning Officer for the 2021 General Municipal Election.***

CARRIED

ARB CLERK TRAINING

20-066 ***MOVED by Councillor Wauthier that Council approves all costs for Sherri Bureyko to attend ARB Clerk Training and acknowledge that costs will be split 50/50 with the Summer Village of Ghost Lake.***

CARRIED

NEXT REGULAR MEETING OF COUNCIL

20-067 ***MOVED by Councillor Wauthier that the next Regular Meeting of the Council of the Summer Village of Waiparous be held on Tuesday March 2, 2021 via web streaming for the public and at the Vecova Recreation Centre – for Council, commencing at 4:00 pm.***

CARRIED

CONFIDENTIAL ITEM

20-068 ***MOVED by Mayor Sundal that Council go In Camera at 7:48pm to discuss the CAO Annual Performance Review, Pursuant to Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) s. 17 (4)(f) Personal Privacy.***

CARRIED

20-069 ***MOVED by Mayor Sundal that Council come out of the In Camera Session at 8:26pm and return to the Regular Meeting.***

CARRIED

ADJOURNMENT

20-070 ***MOVED by Mayor Sundal that being that the agenda matters have been concluded the meeting adjourned at 7:59pm.***

CARRIED

MAYOR

CHIEF ADMINISTRATIVE OFFICER

FINANCIALS

Summer Village of Waiparous
Cheque Register
As of December 31, 2020

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
Debit	Waste Connections of Canada	November Bin Service	-542.35
Debit	Cochrane Lake Gas Co-op Ltd	October Gas	-71.16
Debit	Cochrane Lake Gas Co-op Ltd	November Gas	-83.01
Debit	Waste Connections of Canada	December Bin Service	-548.20
Debit	ASFF - Provincial Treasurer	December Public School Requisiton	-18,207.10
Debit	EPCOR	October Power	-89.77
Debit	EPCOR	November Power	-87.78
2771	FCM	2021 Membership	-94.14
2772	Lawn Caddies		-1,589.97
2773	Scase & Partners	2019 Audit	-7,087.50
2774	Sherri Bureyko	Nov admin contract, phone, fax, software, mileage, web hosting, land titles, ...	-2,828.55
2775	WSP Canada Group Limites	Overland Drainage Project - Stage 1 Village Design	-5,410.76
2776	Alberta Traffic Supply	Sign posts and pin flags	-276.28
2777	Matt Sundal	Sprionkler and hose supplies for community building, mileage	-161.83
2778	Calgary RCSSD 1	December Seperate School Requisition	-865.32
2779	Sherri Bureyko	Dec admin contract, phone, fax, software, email upgrade	-2,741.55
Total BANK - TD CANADA TRUST			-40,685.27
Total CASH AND INVESTMENTS			-40,685.27
TOTAL			**-40,685.27**

Summer Village of Waiparous
Cheque Register
As of January 31, 2021

Num	Name	Memo	Amount
CASH AND INVESTMENTS			
BANK - TD CANADA TRUST			
Debit	EPCOR	December Power	-85.45
Debit	Cochrane Lake Gas Co-op Ltd	December Gas	-91.10
2780	Carolyn Dahl Rees	Development Permit Security Deposit refund	-2,000.00
2781	A.U.M.A.	600A	-839.20
2782	Assoc of Summer Villages of A...	2021 Dues	-813.27
2783	Benchmark Assessment Cons...	Jan - Mar Assessment Fee	-858.46
2784	Planning Protocol 3 Inc.	2020 General Planning	-1,070.00
2785	Sherri Bureyko	Jan admin contract, phone, fax, software, postage	-2,677.69
2786	Town of Cochrane	2020 Eco Center Contribution	-2,035.28
Total BANK - TD CANADA TRUST			-10,470.45
Total CASH AND INVESTMENTS			-10,470.45
TOTAL			**-10,470.45**

Summer Village of Waiparous
Reconciliation Detail
BANK - TD CANADA TRUST, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						61,445.05
Cleared Transactions						
Cheques and Payments - 7 items						
Bill Pmt -Cheque	10/30/2020	2770	WSP Canada Group...	X	-9,446.22	-9,446.22
Bill Pmt -Cheque	10/30/2020	2766	Benchmark Assess...	X	-858.46	-10,304.68
Bill Pmt -Cheque	10/30/2020	2768	Lawn Caddies	X	-796.74	-11,101.42
Bill Pmt -Cheque	10/30/2020	2767	Kerri-Lee Bray	X	-238.88	-11,340.30
Bill Pmt -Cheque	11/16/2020	Debit	Waste Connections ...	X	-542.35	-11,882.65
Bill Pmt -Cheque	11/16/2020	Debit	EPCOR	X	-89.77	-11,972.42
Bill Pmt -Cheque	11/16/2020	Debit	Cochrane Lake Gas ...	X	-71.16	-12,043.58
Total Cheques and Payments					-12,043.58	-12,043.58
Total Cleared Transactions					-12,043.58	-12,043.58
Cleared Balance					-12,043.58	49,401.47
Register Balance as of 11/30/2020					-12,043.58	49,401.47
New Transactions						
Cheques and Payments - 23 items						
Bill Pmt -Cheque	12/03/2020	Debit	Waste Connections ...		-548.20	-548.20
Bill Pmt -Cheque	12/11/2020	2773	Scase & Partners		-7,087.50	-7,635.70
Bill Pmt -Cheque	12/11/2020	2775	WSP Canada Group...		-5,410.76	-13,046.46
Bill Pmt -Cheque	12/11/2020	2774	Sherri Bureyko		-2,828.55	-15,875.01
Bill Pmt -Cheque	12/11/2020	2772	Lawn Caddies		-1,589.97	-17,464.98
Bill Pmt -Cheque	12/11/2020	2771	FCM		-94.14	-17,559.12
Bill Pmt -Cheque	12/16/2020	Debit	EPCOR		-87.87	-17,646.99
Bill Pmt -Cheque	12/16/2020	Debit	Cochrane Lake Gas ...		-83.01	-17,730.00
Bill Pmt -Cheque	12/17/2020	2776	Alberta Traffic Supply		-276.28	-18,006.28
Bill Pmt -Cheque	12/17/2020	2777	Matt Sundal		-161.83	-18,168.11
Bill Pmt -Cheque	12/31/2020	Debit	ASFF - Provincial Tr...		-18,207.10	-36,375.21
Bill Pmt -Cheque	12/31/2020	2779	Sherri Bureyko		-2,741.55	-39,116.76
Bill Pmt -Cheque	12/31/2020	2778	Calgary RCSSD 1		-865.32	-39,982.08
Bill Pmt -Cheque	01/13/2021	Debit	EPCOR		-85.45	-40,067.53
Cheque	01/27/2021	2780	Carolyn Dahl Rees		-2,000.00	-42,067.53
Bill Pmt -Cheque	01/29/2021	2785	Sherri Bureyko		-2,677.69	-44,745.22
Bill Pmt -Cheque	01/29/2021	2786	Town of Cochrane		-2,035.28	-46,780.50
Bill Pmt -Cheque	01/29/2021	2784	Planning Protocol 3 I...		-1,070.00	-47,850.50
Bill Pmt -Cheque	01/29/2021	2783	Benchmark Assess...		-858.46	-48,708.96
Bill Pmt -Cheque	01/29/2021	2781	A.U.M.A.		-839.20	-49,548.16
Bill Pmt -Cheque	01/29/2021	2782	Assoc of Summer Vil...		-813.27	-50,361.43
Bill Pmt -Cheque	02/16/2021	Debit	EPCOR		-92.80	-50,454.23
Bill Pmt -Cheque	03/17/2021	Debit	EPCOR		-99.44	-50,553.67
Total Cheques and Payments					-50,553.67	-50,553.67
Deposits and Credits - 2 items						
Payment	12/15/2020	CAwX...	205010 Medland/Gr...		590.78	590.78
Payment	12/15/2020	CAwX...	201010 Graham		1,026.92	1,617.70
Total Deposits and Credits					1,617.70	1,617.70
Total New Transactions					-48,935.97	-48,935.97
Ending Balance					**-60,979.55**	**465.50**

Summer Village of Waiparous
Reconciliation Detail
BANK - TD CANADA TRUST, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,401.47
Cleared Transactions						
Cheques and Payments - 10 items						
Bill Pmt -Cheque	12/03/2020	Debit	Waste Connections ...	X	-548.20	-548.20
Bill Pmt -Cheque	12/11/2020	2773	Scase & Partners	X	-7,087.50	-7,635.70
Bill Pmt -Cheque	12/11/2020	2775	WSP Canada Group...	X	-5,410.76	-13,046.46
Bill Pmt -Cheque	12/11/2020	2774	Sherri Bureyko	X	-2,828.55	-15,875.01
Bill Pmt -Cheque	12/11/2020	2772	Lawn Caddies	X	-1,589.97	-17,464.98
Bill Pmt -Cheque	12/16/2020	Debit	EPCOR	X	-87.78	-17,552.76
Bill Pmt -Cheque	12/16/2020	Debit	Cochrane Lake Gas ...	X	-83.01	-17,635.77
Bill Pmt -Cheque	12/17/2020	2777	Matt Sundal	X	-161.83	-17,797.60
Bill Pmt -Cheque	12/31/2020	Debit	ASFF - Provincial Tr...	X	-18,207.10	-36,004.70
Bill Pmt -Cheque	12/31/2020	2779	Sherri Bureyko	X	-2,741.55	-38,746.25
Total Cheques and Payments					-38,746.25	-38,746.25
Deposits and Credits - 4 items						
Payment	12/15/2020	CAwX...	205010 Medland/Gr...	X	590.78	590.78
Payment	12/15/2020	CAwX...	201010 Graham	X	1,026.92	1,617.70
Deposit	12/30/2020			X	339.04	1,956.74
Transfer	12/30/2020			X	550,000.00	551,956.74
Total Deposits and Credits					551,956.74	551,956.74
Total Cleared Transactions					513,210.49	513,210.49
Cleared Balance					513,210.49	562,611.96
Uncleared Transactions						
Cheques and Payments - 3 items						
Bill Pmt -Cheque	12/11/2020	2771	FCM		-94.14	-94.14
Bill Pmt -Cheque	12/17/2020	2776	Alberta Traffic Supply		-276.28	-370.42
Bill Pmt -Cheque	12/31/2020	2778	Calgary RCSSD 1		-865.32	-1,235.74
Total Cheques and Payments					-1,235.74	-1,235.74
Total Uncleared Transactions					-1,235.74	-1,235.74
Register Balance as of 12/31/2020					511,974.75	561,376.22
New Transactions						
Cheques and Payments - 10 items						
Bill Pmt -Cheque	01/13/2021	Debit	EPCOR		-85.45	-85.45
Cheque	01/27/2021	2780	Carolyn Dahl Rees		-2,000.00	-2,085.45
Bill Pmt -Cheque	01/29/2021	2785	Sherri Bureyko		-2,677.69	-4,763.14
Bill Pmt -Cheque	01/29/2021	2786	Town of Cochrane		-2,035.28	-6,798.42
Bill Pmt -Cheque	01/29/2021	2784	Planning Protocol 3 I...		-1,070.00	-7,868.42
Bill Pmt -Cheque	01/29/2021	2783	Benchmark Assess...		-858.46	-8,726.88
Bill Pmt -Cheque	01/29/2021	2781	A.U.M.A.		-839.20	-9,566.08
Bill Pmt -Cheque	01/29/2021	2782	Assoc of Summer Vil...		-813.27	-10,379.35
Bill Pmt -Cheque	02/16/2021	Debit	EPCOR		-92.80	-10,472.15
Bill Pmt -Cheque	03/17/2021	Debit	EPCOR		-99.44	-10,571.59
Total Cheques and Payments					-10,571.59	-10,571.59
Total New Transactions					-10,571.59	-10,571.59
Ending Balance					**501,403.16**	**550,804.63**

Summer Village of Waiparous
Reconciliation Detail
BANK - TD CANADA TRUST, Period Ending 01/29/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						562,611.96
Cleared Transactions						
Cheques and Payments - 6 items						
Bill Pmt -Cheque	12/11/2020	2771	FCM	X	-94.14	-94.14
Bill Pmt -Cheque	12/17/2020	2776	Alberta Traffic Supply	X	-276.28	-370.42
Bill Pmt -Cheque	12/31/2020	2778	Calgary RCSSD 1	X	-865.32	-1,235.74
Transfer	01/11/2021			X	-500,000.00	-501,235.74
Bill Pmt -Cheque	01/13/2021	Debit	EPCOR	X	-85.45	-501,321.19
Bill Pmt -Cheque	01/16/2021	Debit	Cochrane Lake Gas ...	X	-91.10	-501,412.29
Total Cheques and Payments					-501,412.29	-501,412.29
Total Cleared Transactions					-501,412.29	-501,412.29
Cleared Balance					-501,412.29	61,199.67
Uncleared Transactions						
Cheques and Payments - 7 items						
Cheque	01/27/2021	2780	Carolyn Dahl Rees		-2,000.00	-2,000.00
Bill Pmt -Cheque	01/29/2021	2785	Sherri Bureyko		-2,677.69	-4,677.69
Bill Pmt -Cheque	01/29/2021	2786	Town of Cochrane		-2,035.28	-6,712.97
Bill Pmt -Cheque	01/29/2021	2784	Planning Protocol 3 I...		-1,070.00	-7,782.97
Bill Pmt -Cheque	01/29/2021	2783	Benchmark Assess...		-858.46	-8,641.43
Bill Pmt -Cheque	01/29/2021	2781	A.U.M.A.		-839.20	-9,480.63
Bill Pmt -Cheque	01/29/2021	2782	Assoc of Summer Vil...		-813.27	-10,293.90
Total Cheques and Payments					-10,293.90	-10,293.90
Total Uncleared Transactions					-10,293.90	-10,293.90
Register Balance as of 01/29/2021					-511,706.19	50,905.77
New Transactions						
Cheques and Payments - 3 items						
Bill Pmt -Cheque	02/16/2021	Debit	Cochrane Lake Gas ...		-93.11	-93.11
Bill Pmt -Cheque	02/16/2021	Debit	EPCOR		-92.80	-185.91
Bill Pmt -Cheque	03/17/2021	Debit	EPCOR		-99.44	-285.35
Total Cheques and Payments					-285.35	-285.35
Total New Transactions					-285.35	-285.35
Ending Balance					**-511,991.54**	**50,620.42**

Summer Village of Waiparous
Reconciliation Detail
INVESTMENTS - TD CANADA TRUST, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						550,000.00
Cleared Balance						550,000.00
Register Balance as of 11/30/2020						550,000.00
New Transactions						
Cheques and Payments - 1 item						
Transfer	12/30/2020				-550,000.00	-550,000.00
Total Cheques and Payments					-550,000.00	-550,000.00
Deposits and Credits - 1 item						
Transfer	01/11/2021				500,000.00	500,000.00
Total Deposits and Credits					500,000.00	500,000.00
Total New Transactions					-50,000.00	-50,000.00
Ending Balance					**-50,000.00**	**500,000.00**

Summer Village of Waiparous
Reconciliation Detail
INVESTMENTS - TD CANADA TRUST, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						550,000.00
Cleared Transactions						
Cheques and Payments - 1 item						
Transfer	12/30/2020			X	-550,000.00	-550,000.00
Total Cheques and Payments					-550,000.00	-550,000.00
Total Cleared Transactions					-550,000.00	-550,000.00
Cleared Balance					-550,000.00	0.00
Register Balance as of 12/31/2020					-550,000.00	0.00
New Transactions						
Deposits and Credits - 1 item						
Transfer	01/11/2021				500,000.00	500,000.00
Total Deposits and Credits					500,000.00	500,000.00
Total New Transactions					500,000.00	500,000.00
Ending Balance					**-50,000.00**	**500,000.00**

Summer Village of Waiparous
Reconciliation Detail
INVESTMENTS - TD CANADA TRUST, Period Ending 01/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Deposits and Credits - 1 item						
Transfer	01/11/2021			X	500,000.00	500,000.00
Total Deposits and Credits					500,000.00	500,000.00
Total Cleared Transactions					500,000.00	500,000.00
Cleared Balance					500,000.00	500,000.00
Register Balance as of 01/31/2021					500,000.00	500,000.00
Ending Balance					**500,000.00**	**500,000.00**

Summer Village of Waiparous
Balance Sheet
As of December 31, 2020

	Dec 31, 20	
ASSETS		
Current Assets		
Chequing/Savings		
CASH AND INVESTMENTS		
BANK - TD CANADA TRUST	561,376.22	
Total CASH AND INVESTMENTS		561,376.22
Total Chequing/Savings		561,376.22
Accounts Receivable		
TAXES AND GRANTS IN LIEU		
TAXES RECEIVABLE	-48.49	
Total TAXES AND GRANTS IN LIEU		-48.49
TRADE AND OTHER RECEIVABLES		
TRADE ACCTS RCBLE	30.00	
Total TRADE AND OTHER RECEIVABLES		30.00
Total Accounts Receivable		-18.49
Other Current Assets		
PREPAID EXPENSES		
OTHER ASSETS - DEPOSITS	2,000.00	
Total PREPAID EXPENSES		2,000.00
Total Other Current Assets		2,000.00
Total Current Assets		563,357.73
Fixed Assets		
FIXED ASSETS- M & E - CS		10,853.50
FIXED ASSETS- M & E - PARKS		6,448.78
FIXED ASSETS - BUILDINGS - FIRE		390,735.02
FIXED ASSETS - BUILDINGS ACC DP		-102,527.90
FIXED ASSETS - ENG ST ACC D DRN		-9,441.84
FIXED ASSETS - ENG STR ACC DP R		-112,348.89
FIXED ASSETS - ENG STR ACC DP W		-44,738.44
FIXED ASSETS - ENG STR DRAINAGE		28,325.50
FIXED ASSETS - ENG STR ROADS		329,155.71
FIXED ASSETS - ENG STR WATER		55,157.00
FIXED ASSETS - LAND		158,611.00
FIXED ASSETS - LAND IMP ACC DP		-4,867.62
FIXED ASSETS - LAND IMPROVEMENT		22,553.71
FIXED ASSETS - M & E - FIRE		17,529.68
FIXED ASSETS - M & E - RECREATI		-349.40
FIXED ASSETS - M & E ACC DP CS		-10,852.16
FIXED ASSETS - M & E ACC DP PA		-4,326.72
FIXED ASSETS - M & E ACC DP FIR		-10,999.25
Total Fixed Assets		718,917.68
TOTAL ASSETS		**1,282,275.41**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
ACCOUNTS PAYABLE	3,190.73	
Total Accounts Payable		3,190.73
Other Current Liabilities		
ACCOUNTS PAYABLE - ACCRUED		4,278.75
DEFERRED REVENUE		
UNEARNED INCOME	5,040.75	
UNEARNED INCOME - MSI	265,512.83	
UNEARNED INCOME - PLANNING	275.45	

Summer Village of Waiparous
Balance Sheet
As of December 31, 2020

	Dec 31, 20	
UNEARNED INCOME FIRESMART	10,454.62	
Total DEFERRED REVENUE		281,283.65
DEPOSIT LIABILITIES		
LIABILITIES - DEV DEPOSITS	7,550.00	
Total DEPOSIT LIABILITIES		7,550.00
GST/HST Payable		-14,626.92
RESERVES		
RESERVES - ANIMAL CONTROL	9,593.94	
RESERVES - BUILDING	8,433.61	
RESERVES - CAPITAL PUBLIC WORKS	11,868.70	
RESERVES - CONTINGENCY	28,026.95	
RESERVES - EMREGENCY DISASTER	14,210.11	
RESERVES - FIRE SMART INITIATIV	4,044.67	
RESERVES - GENERAL OPERATING	49,205.09	
RESERVES - MILLRATE STABILIZATI	101,488.84	
RESERVES - PLANNING	4,059.55	
RESERVES - ROAD MAINTENANCE	7,561.34	
RESERVES - TRAILS	2,272.69	
Total RESERVES		240,765.49
TRUST Waip Community Assoc.		371.03
Total Other Current Liabilities		519,622.00
Total Current Liabilities		522,812.73
Total Liabilities		522,812.73
Equity		
EQUITY IN FIXED ASSETS		718,917.82
OPERATING FUND SURPLUS		23,381.24
Net Income		17,163.62
Total Equity		759,462.68
TOTAL LIABILITIES & EQUITY		**1,282,275.41**

Summer Village of Waiparous
Balance Sheet
As of January 31, 2021

	Jan 31, 21	
ASSETS		
Current Assets		
Chequing/Savings		
CASH AND INVESTMENTS		
BANK - TD CANADA TRUST	50,905.77	
INVESTMENTS - TD CANADA TRUST	500,000.00	
Total CASH AND INVESTMENTS		550,905.77
Total Chequing/Savings		550,905.77
Accounts Receivable		
TAXES AND GRANTS IN LIEU		
TAXES RECEIVABLE	-48.49	
Total TAXES AND GRANTS IN LIEU		-48.49
TRADE AND OTHER RECEIVABLES		
TRADE ACCTS RCBLE	30.00	
Total TRADE AND OTHER RECEIVABLES		30.00
Total Accounts Receivable		-18.49
Other Current Assets		
PREPAID EXPENSES		
OTHER ASSETS - DEPOSITS	2,000.00	
Total PREPAID EXPENSES		2,000.00
Total Other Current Assets		2,000.00
Total Current Assets		552,887.28
Fixed Assets		
FIXED ASSETS- M & E - CS		10,853.50
FIXED ASSETS- M & E - PARKS		6,448.78
FIXED ASSETS - BUILDINGS - FIRE		390,735.02
FIXED ASSETS - BUILDINGS ACC DP		-102,527.90
FIXED ASSETS - ENG ST ACC D DRN		-9,441.84
FIXED ASSETS - ENG STR ACC DP R		-112,348.89
FIXED ASSETS - ENG STR ACC DP W		-44,738.44
FIXED ASSETS - ENG STR DRAINAGE		28,325.50
FIXED ASSETS - ENG STR ROADS		329,155.71
FIXED ASSETS - ENG STR WATER		55,157.00
FIXED ASSETS - LAND		158,611.00
FIXED ASSETS - LAND IMP ACC DP		-4,867.62
FIXED ASSETS - LAND IMPROVEMENT		22,553.71
FIXED ASSETS - M & E - FIRE		17,529.68
FIXED ASSETS - M & E - RECREATI		-349.40
FIXED ASSETS - M & E ACC DP CS		-10,852.16
FIXED ASSETS - M & E ACC DP PA		-4,326.72
FIXED ASSETS - M & E ACC DP FIR		-10,999.25
Total Fixed Assets		718,917.68
TOTAL ASSETS		**1,271,804.96**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
ACCOUNTS PAYABLE		92.80
Total Accounts Payable		92.80
Other Current Liabilities		
ACCOUNTS PAYABLE - ACCRUED		4,099.38
DEFERRED REVENUE		
UNEARNED INCOME	5,040.75	
UNEARNED INCOME - MSI	265,512.83	

Summer Village of Waiparous
Balance Sheet
As of January 31, 2021

	Jan 31, 21	
UNEARNED INCOME - PLANNING	275.45	
UNEARNED INCOME FIRESMART	10,454.62	
Total DEFERRED REVENUE		281,283.65
DEPOSIT LIABILITIES		
LIABILITIES - DEV DEPOSITS	5,550.00	
Total DEPOSIT LIABILITIES		5,550.00
GST/HST Payable		-14,839.62
RESERVES		
RESERVES - ANIMAL CONTROL	9,593.94	
RESERVES - BUILDING	8,433.61	
RESERVES - CAPITAL PUBLIC WORKS	11,868.70	
RESERVES - CONTINGENCY	28,026.95	
RESERVES - EMREGENCY DISASTER	14,210.11	
RESERVES - FIRE SMART INITIATIV	4,044.67	
RESERVES - GENERAL OPERATING	49,205.09	
RESERVES - MILLRATE STABILIZATI	101,488.84	
RESERVES - PLANNING	4,059.55	
RESERVES - ROAD MAINTENANCE	7,561.34	
RESERVES - TRAILS	2,272.69	
Total RESERVES		240,765.49
TRUST Waip Community Assoc.		371.03
Total Other Current Liabilities		517,229.93
Total Current Liabilities		517,322.73
Total Liabilities		517,322.73
Equity		
EQUITY IN FIXED ASSETS		718,917.82
OPERATING FUND SURPLUS		40,544.86
Net Income		-4,980.45
Total Equity		754,482.23
TOTAL LIABILITIES & EQUITY		**1,271,804.96**

SUMMER VILLAGE OF WAIPAROUS -

2021 Capital Budget 5 year Plan

	Expenditures							Funding Source				
	2020	**2021**	**2022**	**2023**	**2024**	**2025**	**Total**	**MSI/BMTG**	**FGTF**	**Reserves**	**Total**	
								610,519	**64,005**	**240,765**	**915,289**	
											-	
Trail Development	70,000						70,000	(70,000)			**(70,000)**	(219,640)
Overland Flooding on Wildrose	49,640	100,000					149,640	(149,640)			**(149,640)**	
Engineering Road Extension - Meadowlark Lane		44,000					44,000	(8,017)	(35,983)		**(44,000)**	
Construction Road Extension - Meadowlark Lane			250,000					(250,000)			**(250,000)**	(294,000)
TOTALS	**119,640**	**144,000**	**250,000**	**-**	**-**		**263,640**	**132,862**	**28,022**	**240,765**	**401,649**	

MSI GRANT							
		Spent by		Unearned account	To Be Allocated		
2015 MSI	73,224	2020		73,224		This includes, trail development, and Overland flooding	31,655 left over from road project in unallocated funds
2016 MSI	83,688	2021		83,688			
2017 MSI	82,690	2022		82,690			
2018 MSI	88,073	2023		11,693		76,380	For Meadowlark Extension
2019 MSI	69,394	2024				69,394	
2020 MSI	71,238	2025				71,328	
2021 MSI - preliminary estimate	78,492	2026			37,577	40,915	
2022 MSI - preliminary estimate	31,860	2027			31,860	**258,017**	
2023 MSI - preliminary estimate	31,860	2028			31,860		
MSI Grants	**610,519**			**$251,295**	**$101,297**		

FGTF GRANT						
		Spent by		Unearned account	To Be Allocated	
2017 FGTF	8,462	2022		8,462		4,940
2018 FGTF	7,703	2023		7,703		7,703
2019 FGTF	15,537	2024				15,537
2020 FGTF	7,803	2025				7,803
2021 FGTF - estimate	8,000	2026			8,000	**35,983**
2022 FGTF - estimate	8,000	2027			8,000	
2023 FGTF - estimate	8,500	2028			8,500	
FGTF Grants	**64,005**		**$**	**16,165**	**$24,500**	

For Meadowlark Extension

Reserves	**240,765**
TOTAL REVENUE SOURCES	**915,289**

Possible Capital Projects		**Total Capital dolars remaining**
		125,797
Permanent Speed Signs x 2	16,452	109,345
Electronic Pump for Water Cistern	10,000	99,345
Flashing Pedestrian Crosswalk at Wildrose	10,800	88,545

COPY OF THIS SPREADSHEET IN EXCEL EMALED AS SEPERATE FILE

Staff Report

Re: Alberta Budget 2021

The government of Albert released it's 2021 Provincial Budget on February 25, 2021.

Highlights include:

- 2 additional years extension to the Municipal Sustainability Initiative delaying the implementation of the new Local Government Fiscal Framework Act.
    - While MSI will increase by $233 million this year, declines in the next two years mean that municipalities will lose out on approximately $414 million in funding over the next three years compared to what was planned in last year's budget.

Core Capital Funding to Municipal Governments

Capital Program ($ millions)	2020-21 Budget	2021-22 Budget	2022-23 Forecast	2023-24 Forecast	2021 vs. 2020
Municipal Sustainability Initiative Capital	963	1,196	485	485	233
Water for Life	51	42	11	43	(9)
Municipal Water and Wastewater Partnership	14	75	35	17	61
Strategic Transportation Infrastructure Program	15	43	35	25	28
Alberta Community Resilience Program	20	-	-	-	(20)
First Nations Water Tie-In Program	13	7	30	-	(6)
Subtotal	1,076	1,363	596	570	287
		26.7%	-56.3%	-4.4%	
Capital Funding Linked to Federal Funding Programs					
Gas Tax Fund	244	255	255	266	11
GreenTRIP	60	30	18	-	(30)
Public Transit Infrastructure Fund	44	21	1	-	(23)
Clean Water Wastewater Fund	30	2	8	-	(28)
New Building Canada Fund – Small Communities	-	-	-	1	-
Investing in Canada Infrastructure Program	57	239	70	23	182
Edmonton and Calgary LRT	343	485	69	1,101	142
Subtotal	778	1,032	921	1,391	254
		32.6%	-10.8%	51.0%	
Total – Core Capital Funding	1,854	2,395	1,517	1,961	541
		29.2%	-36.7%	29.3%	

- Education Property Tax requisition will be flat for 2021.
    - However, Budget 2021 also announces that the province will start increasing provincial education property tax by population growth and inflation starting next year, resulting in forecasted increases of just over 3 per cent per year

Links and documents for more Budget information

- **AUMA analysis:**

aumas_preliminary_
analysis_of_albertas

- **AUMA's ongoing advocacy:**

ltr_to_min_tbf_re_pr
ovincial_budget_202

- **Media release:**
  AUMA responds to Budget 2021

- **Provincial government links:**
  Government of Alberta's Budget webpage

Submitted by:
Sherri Bureyko
March 2, 2021

OLD BUSINESS

Staff Report

Re: Road Safety Meeting

Mayor Sundal and Administration met with MLA Miranda Rosin and Darren Davidson, Regional Director, Southern Region, Construction & Maintenance Division, Alberta Transportation on Wednesday February 24, 2021 via Zoom

This is a summary of the meeting.

- Safety of the residents related to speed and volume of traffic is an issue/concern. Ex. Xmas tree harvest before Christmas saw 600 vehicles per hour.
- RCMP were writing tickets last December but could not keep up with the demand due to the speeding drivers.
- Speed
    - 30 kph signage, appears to be a larger sign at the south entrance to the Summer Village.
        - Could the other smaller signs be replaced with the larger signs.
        - Additionally, could there be a couple of more 30 kph signs installed, in particular around the curves at the bridge.
        - SV inquired if it is possible to state a distance at the start of the speed zone, like a tab that says (X.X km).
    - SV indicated that the vehicles are not slowing down at the 30 kph zones
        - Could it be possible to have a transition zone from the 80 kph to the 30 kph?
        - On the north end the 80 kph is visible from just around the corner and it appears vehicles speed up well before the 80 kph, SV feels this is further justification for a transition zone.
    - Speed Feedback Signage
        - SV rolls out a speed feedback sign during the busy times but was interested in having one installed on a post.
        - DD explained the "temporary" nature of the speed feedback signage and that AT has allowed them on a "temporary" basis provided the municipality funds the sign and maintains them.
        - SV may apply for a "temporary" sign(s).
    - RCMP do come out and make extra rounds for speed enforcement, but it has to be justified by the tickets they write. I asked about Sheriffs and SV said they had come out but are non-existent now.
        - DD said he would contact the Sheriffs to see if they could patrol more regularly through the area.
- Roadway Paint Lines
    - Double solid lines were painted awhile ago but not through the entire village.
        - SV request is that paint lines be refreshed through the entire SV boundary.
- Pedestrian Crossings

    - SV is wondering if the cross walks could be painted with zebra paint markings to be more visible instead of the single white lines.
    - Flashing pedestrian lights are installed at the start of each end of the SV boundaries, the SV was only permitted 2 signs.
        - SV would like to add the flashing lights to the other crossings, at their cost.
- No Parking Issues
    - SV inquired if there was the ability to put more no parking signs along the roadway.
    - This is an issue that we are seeing all over the west country.
- Signage
    - SV asked when last time AT undertook a review of the signage.
    - AT possibly review all the signage, speed, no parking, curves, delineation, etc.
- Highway Maintenance
    - Culverts – some culverts are plugged or buried that require cleaning, causing flooding issues.
        - 2 west of Wildrose place
        - 1 east of Willow Drive (100 m)
        - Approaches, SV inquired whom is responsible? Wildrose place and other locations.
    - Guardrail/Sanding material – sand material is built up under the guardrail and cable fencing. This has run off water exit at various locations causing erosion concerns. One at the bridge embankment.
- Bridge Information
    - SV would like an update from AT on the bridge replacement project.
    - SV sent an email to AT last year with no response.
    - SV would like to be able to inform the residents of what is going to happen and what the project will look like.
        - Sidewalk on one side or both? What side?
        - How it connects to the trail system?
        - Anything else related to the project?

- Monument signs for Village entrances discussed.
        - MSI funding changed in 2019 and this funding option was removed.
        - Sherri to follow up with MR's office to supply details for her to take raise the question of why with Minister of Municipal Affairs.

Submitted by:
Sherri Bureyko
March 2, 2021

Summer Village of Waiparous
Request For Decision

Re: Permanent Speed Signs

BACKGROUND

In 2020 Council discussed the option to install permanent pole mounted speed signs at the entrances to the Village. Originally it was thought that this was not allowed by Alberta Transportation. Clarification from Darren Davidson, Alberta Transportation was received, and the Village can apply for a permit for the signs to be installed as long as the Village assumes all cost and responsibility.

Administration has received quotes on 3 options:

1. SpeedCheck
2. I-Safe 2
3. I-Safe 1

As well as a quote for pole with installation.

Permit from Alberta Transportation for approval to install these speed signs will be required.

Funding will be required, these signs are eligible for MSI and FGTF.

OPTIONS

Option	Price including pole and installation	Program Abilitites	Remote Access	Bluetooth Accessible only	Calendar Control	App for monitoring data	Traffic Analysis Software	90 day trail available	Requires LTE wireless broadband network
Speedcheck	$8,226 each	Flashes SLOW DOWN message when driver exceeds user defined speed thresholds	✓	X	✓	✓	✓ Date time and speed for over 200,000 vehicles	✓	✓
I-Safe 2	$6,350 each	Links the speed information in green, orange or red to display with personalized messages and/or pictograms	X	✓	limited	X	✓ 540,000 measures	✓	X
I-Safe 1	$4,450 each	Links the speed information in green orange or red to display with pictograms or short message	X	✓	limited	X	✓ 540,000 measures	✓	X

RECOMMENDATIONS

1. Council to decide which option if any will meet the needs of the Village.
2. Direct administration to apply for permit from Alberta Transportation that can be used for a 90 day trail and on an ongoing basis if the product is purchased, and set up trial with vendor with preferred option.
3. Direct administration to apply for Capital funding through MSI or FGTF

Submitted by:
Sherri Bureyko
September 27, 2019

ATS Traffic - Alberta Ltd.
9015 14 Street NW
Edmonton, Alberta T6P 0C9
Canada
P: +1 (780) 440-4114
F: +1 (780) 440-1326
E-mail: sales@atstraffic.ca

Art Proof Request

Quote # 1010-50011856

Quote Issue Date:	February 25, 2021
Ordered By	Sharie Epp
Phone #	
Email :	

BILL TO:

Summer Village Of Waiparous
Box 19554 RPO South Cranston
Calgary AB T3M 0N5
Canada

SHIP TO:

Summer Village Of Waiparous
40 Studio West
205 2nd Ave
Cochrane AB T4C 2B9
Canada

Customer ID	Sales Rep Name	Request Submitted By	Resource
11005880	Gurpreet Gill	Gurpreet Gill	None

Order Qty.	UOM	Item #	Short Description	Description	Back	Fac	Shp	W	H	Col	Price	Ext. Price
1	Each	33120651	85658	SpeedCheck-15 Yellow 88+yellow slow down *set for km/h*							4,300.00	4,300.00
1	Each	33120652	85675	SpeedCheck-15 30x42" Your Speed, yellow HI Sheeting							265.00	265.00
1	Each	33120659	85481	SpeedCheck-15 mount, side of pole, 4 - 6" OD (std.)							120.00	120.00
1	Each	33120654	85704	SheedCheck solar cabinet, non-EMS charge controller							1,300.00	1,300.00
1	Each	33120633	85509	Standard Battery 55 Ahr							300.00	300.00
1	Each	33120293	74334	Solar panel, 80 W							360.00	360.00
1	Each	33120597	82800	Side of Pole mount for 80W Panel							265.00	265.00
1	each	33120670	84584	Solar panel harness, MC4 to spade terminals, 8' (std.)							100.00	100.00
1	Each	33120655	85717	SpeedCheck Manager and Traffic Analyzer software + Bluetooth USB Dongle + Installation kit							110.00	110.00

ATS Traffic - Alberta Ltd.
9015 14 Street NW
Edmonton, Alberta T6P 0C9
Canada
P: +1 (780) 440-4114
F: +1 (780) 440-1326
E-mail: sales@atstraffic.ca

Art Proof Request

Quote # 1010-50011856

Quote Issue Date:	February 25, 2021
Ordered By	Sharie Epp
Phone #	
Email :	

BILL TO:

Summer Village Of Waiparous
Box 19554 RPO South Cranston
Calgary AB T3M 0N5
Canada

SHIP TO:

Summer Village Of Waiparous
40 Studio West
205 2nd Ave
Cochrane AB T4C 2B9
Canada

Customer ID	Sales Rep Name	Request Submitted By	Resource
11005880	Gurpreet Gill	Gurpreet Gill	None

Order Qty.	UOM	Item #	Description	Back	Fac	Shp	W	H	Col	Price	Ext. Price

Art Must Be Approved By Customer

More Than (2) Revisions Will Be An Additional Charge

Subtotal	$7,120.00
Freight	$0.00
GST	$356.00
PST	$0.00
Total	$7,476.00

GST# 100114479RT0001
PST#

SPEEDCHECK®

StreetHub™ Connected Radar Speed Sign System

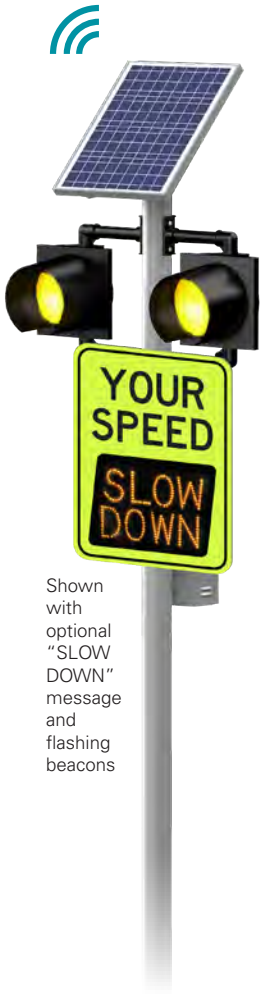
carmanah®

Radar speed signs have an immediate and long-lasting impact on driver behavior, alerting drivers to recommended speed for an area, condition or hazard.

- Industry-leading high-contrast display technology for visibility in all weather and lighting conditions
- MUTCD and Buy America compliant system
- Most recognized radar speed sign in the industry for 20+ years
- Energy Balance Report™ (EBR) prepared for every location

Built-in wireless connectivity allows for remote scheduling, data collection and system health monitoring, ensuring optimal safety, minimal downtime and fewer service calls and site visits.

- Monitoring unit upgrades and over-the-air software and security updates included
- Extended battery warranty matched to connectivity and support plan
- Backup battery ensures uninterrupted data collection and connectivity
- Powered by applied INFORMATION



Shown with optional "SLOW DOWN" message and flashing beacons

SPEEDCHECK-15-HUB
15-inch radar speed sign for speeds less than 45 mph (70 km/h)

SPEEDCHECK-18-HUB
18-inch radar speed sign for speeds 45 mph (70 km/h) and over

SAFETY + CONTROL + INSIGHT

All-in-one System
The SpeedCheck system combines Carmanah's reliable radar speed sign with Applied Information's industry-leading intelligent transportation systems (ITS) solutions. An out-of-the-box system, the SpeedCheck system ships ready to install with instant connectivity.

Remote Scheduling and Calendar Control
Every SpeedCheck system includes its own monitoring unit allowing for two-way remote communication and control. Schedule and program adjustments can be made with the cloud-based Glance platform powered by AI, reducing site visits and saving departments time and money.

Timely Alerts
The SpeedCheck system issues system status alerts 24/7 via text or email to reduce service calls, speed response times and improve safety by ensuring systems are working properly.

Automated and On-demand Reports
Connecting to Glance means users can quickly and easily access data and insights that enable accurate treatment analysis and proactive maintenance plans.

TravelSafely Mobile Safety App
TravelSafely is a pioneering smartphone app developed by AI that boosts safety by providing alerts and facilitating better communication between motorists, pedestrians, cyclists and infrastructure.

Trusted for 20+ Years
With thousands of installations, Carmanah's systems are the benchmark in traffic installations and other transportation applications worldwide.

ite IMSA Your Partner in PUBLIC SAFETY MUTCD Buy American Act Compliant

SPEEDCHECK®

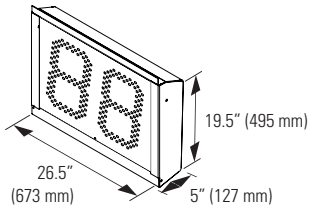
StreetHub™ Connected Radar Speed Sign System

1.844.412.8395 | traffic@carmanah.com | carmanahtraffic.com

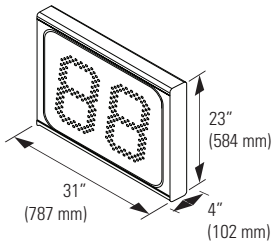
carmanah®

DISPLAY ENCLOSURE DIMENSIONS

SPEEDCHECK-15



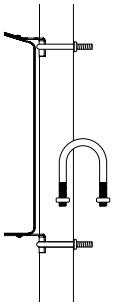
SPEEDCHECK-18



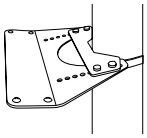
SOLAR ENGINE MOUNTING

Standard Banding

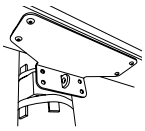
U-Bolt (Flat/ Square poles)



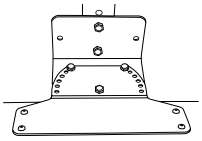
Tilt Bracket (for vertical adjustments)



Quick Change (Portable)

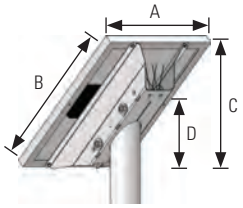


Flat bracket

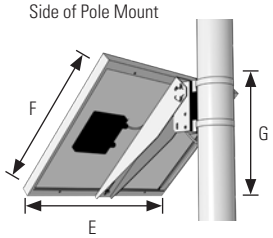


SOLAR PANEL MOUNTING

4.5" Diameter Round Top of Pole Mount

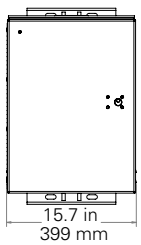


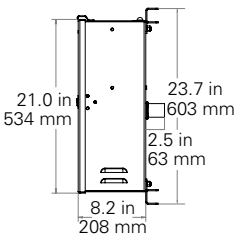
Side of Pole Mount

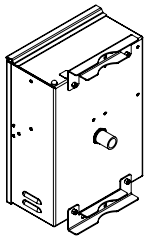


PANELS	A	B	C	D	E	F	G
50 W	21.2" (538 mm)	26.3" (668 mm)	19.6" (497 mm)	10.0" (254 mm)	26.3" (668 mm)	21.2" (538 mm)	16.0" (405 mm)
80 W	30.7" (780 mm)	26.5" (672 mm)	19.7" (500 mm)	10.0" (254 mm)	30.7" (780 mm)	26.5" (672 mm)	19.7" (500 mm)
170 W	59.1" (1500 mm)	26.3" (668 mm)	19.7" (501 mm)	10.0" (254 mm)	59.1" (1500 mm)	26.3" (668 mm)	35.7" (907 mm)

CABINET DIMENSIONS







OPTIONAL PRODUCT FEATURES

Slow Down	Flashes MUTCD-compliant "Slow Down" message when drivers exceed user-defined speed thresholds
Traffic Analysis	On-board data logger collects date, time and speed for over 200,000 target vehicles; raw data in .csv Generates easy pre-defined speed compliance reports
Outputs	Triggers external devices, such as flashing beacons, strobes or cameras by speed threshold or schedule, or from centralized remote location Beacons: 12 in (305 mm) or 8 in (203 mm) diameter LED modules, yellow
Inputs	Allows external devices to manage display operation with external contact closure and the included wiring harness

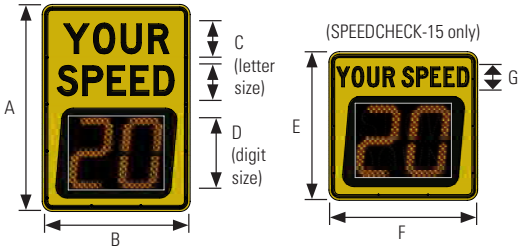
SYSTEM SPECIFICATIONS

Display	MUTCD and MUTCDC compliant
	Amber LEDs Seven-segment LED digit design for maximum digit recognition LEDs automatically dim during nighttime operation, minimizing light bounce into neighboring windows
	Unique safety masking design limits display view from the side, discouraging drivers from rubbernecking to watch the display as they drive past
	Ultra-clear contrast delivers superior viewability in all lighting conditions No "88" digit ghosting even in bright sunlight
Power	100-240 VAC in standard configurations
	12 VDC for battery or solar system operation
	Solar sized for specific geographic location and sign application
	3.5 W draw for typical daytime displayed number, traffic and local illumination
	50, 80 or 170 W high-efficiency photovoltaic solar panel
Enclosure	Ventilated, weatherproof NEMA 3R enclosure
Static Sign Construction	3M High Intensity Prismatic or Diamond Grade retroreflective sheeting and components Available in 3931 yellow, 3983 fluorescent yellow/green, 3930 white, and 3934 orange; others available
Communication	Bluetooth and cellular communication for display setup, programming and diagnostics
Environmental	-35 to 165° F (-37 to 74° C) system operating temperature
	5-30 Hz 3-axis vibration
	FCC 15.107 and 15.109 Class A radiated and conducted emissions compliance
	FCC part 15 low-power radar device
Warranty	3-year limited warranty, excluding batteries
	Battery warranty matches selected connectivity and support plan

CELLULAR CONNECTIVITY AND SOFTWARE SPECIFICATIONS

Monitoring Unit	**Applied Information AI-500-070B (AI-500-071 in Florida) monitoring unit** includes cellular modem with GPS, fully integrated and configured from the factory
	LTE wireless broadband network Hardware is upgradeable if service provider changes network requirements
	Prewired inputs and outputs to monitor radar speed sign, solar panel, battery, AC power, and system status
	Unit connects to the network every 15 minutes to ensure uptime
	Over-the-air software and security updates
	Non-volatile memory storage and battery backup in case of system power loss
	Meets NEMA TS 8 requirements for Cyber and Physical Security for Intelligent Transportation Systems
	8 x 5 x 2 in (203 x 127 x 51 mm)
Scheduling and Monitoring Platform	**Glance™ cloud-based platform for remote radar speed sign scheduling and monitoring** Compatible with desktop and mobile devices
	Programmable speed settings including speed limit, digit flashing speeds and more
	Easy-to-use calendar with up to 20 unique schedules and unlimited holidays, program delays and overrides
	Stores detailed traffic speed and system data including 85th percentile speeds, battery status, solar panel voltage, AC power status and more
	Configurable smart alerts through email and/or text of system issues
	Custom reports available
Connectivity and Support	1/2/3/4/5-year connectivity and support plans available

"YOUR SPEED" SIGN DIMENSIONS



SIGN	A	B	C	D	E	F	G
15-inch	42" (1067 mm)	30" (762 mm)	6" (152 mm)	15" (381 mm)	30" (762 mm)	30" (762 mm)	4" (102 mm)
18-inch	48" (1219 mm)	36" (914 mm)	6.5" (165 mm)	18" (457 mm)	-	-	-

Specifications subject to local environmental conditions, and may be subject to change.

All Carmanah products are manufactured in facilities that are certified to ISO quality standards.

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Document: SPEC_TRA_SpeedCheck-radar-speed-signs-HUB_RevB

ATS Traffic - Alberta Ltd.
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Edmonton, Alberta T6P 0C9
Canada
P: +1 (780) 440-4114
F: +1 (780) 440-1326
E-mail: sales@atstraffic.ca

Art Proof Request

Quote # 1121-50029376

Quote Issue Date:	February 25, 2021
Ordered By	Stephen
Phone #	403 562-8833
Email :	

BILL TO:

Summer Village Of Waiparous
Box 19554 RPO South Cranston
Calgary AB T3M 0N5
Canada

SHIP TO:

Summer Village Of Waiparous
40 Studio West
205 2nd Ave
Cochrane AB T4C 2B9
Canada

Customer ID	Sales Rep Name	Request Submitted By	Resource
11005880	Gurpreet Gill	Gurpreet Gill	NO

Order Qty.	UOM	Item #	Short Description	Description	Back	Fac	Shp	W	H	Col	Price	Ext. Price
1	Each	33131373	114801-01	I-SAFE2 SL Speed Display - Complete System							5,600.00	5,600.00
1	Each	33112077	114800-01	I-SAFE1 SL Speed Display - Complete System							3,700.00	3,700.00

Art Must Be Approved By Customer

More Than (2) Revisions Will Be An Additional Charge

Art Proof Details: CAL to Install. **INSTALLERS - If we don't need both base plates, let us know so we can revise order**

Subtotal	$9,300.00
Freight	$0.00
GST	$465.00
PST	$0.00
Total	$9,765.00

GST# 100114479RT0001
PST#

We make highways talk™

I-SAFE 2 SL

Variable Message Sign (VMS) with alternating speed and text/images

warnings

The I-SAFE 2 sign links the speed information (green, orange or red displayed depending on driver's behavior) to an 832 LED matrix on which you can display personalized messages (single or double display lines) and/or pictograms.

With its internal radar and removable battery, the I-SAFE 2 is mobile and easy to use. It can also be powered using a solar kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 3 messages successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- 2 simultaneous text lines
- Set up using PC software and USB flash drive

Specifications

ADJUSTABLE SETTINGS

Choice of predefined setting speed zones (digit encoder) & user-setting zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- User-defined text or pictograms with single or dual-line display
- Display intensity
- Working days/hours

COMPACT, EASY TO USE, AND VERY BRIGHT

- Large format display board (39 cm/15.35 in)
- 2 text lines of 9 to 10 characters (user-definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole types

OPTIONS

- Bluetooth®
- GPRS

** The Bluetooth® word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. and any use of such trademarks by International Road Dynamics Inc. is under license. Other trademarks and trade names are those of their respective owners.*

Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC.
FCC ID VECDF6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	345 x 520 mm (13.58" x 20.47") (H x L)
Matrix size	160 x 520 mm (6.3" x 20.47") (H x L)/832 LEDs
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to + 65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 - 200 m (492.1 to 656.1 ft)

International Road Dynamics Inc.

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QUARTERHILL TEAM MEMBER

Quality System Registered to ISO 9001

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180424-D

We make highways talk™

I-SAFE 1 SL

Variable Message Sign (VMS) with alternating speed and text/images

warnings

The I-SAFE 1 sign links the speed information (green, orange or red displayed depending on driver's behavior) to a 768 LED matrix on which you can display personalized pictograms.

With its internal radar and removable battery, the I-SAFE 1 is mobile and easy to use. It can also be powered using a solar power kit or AC power.

Benefits

- Compact
- Light
- Predefined settings
- Calendar function (up to 4 periods/day)

User-Friendly

- Comprehensive software for data analysis
- Full standard kit including the fastening system

Multi-Purpose

- 1 product = 4 power possibilities (battery, solar, public lighting, mains power)
- Possibility to display 2 pictograms successively for one measure
- Anti-speeding record function
- Fully customizable settings

Features

- Vehicle activated traffic calming
- Amber LED or 3-LED display colours (green, orange, red)
- Personalized pictograms (or short messages)
- Set up using PC software and USB flash drive

I-SAFE 1 SL

Specifications

Adjustable Settings

Choice of predefined speed zones settings (digit encoder) & user-set zone (USB key)

- Min. and max. speed displayed thresholds
- Colour speed thresholds (green, orange, red)
- Blinking flash threshold
- Text or pictograms by the user
- Display intensity
- Working days/hours

Compact, Easy to Use, and Very Bright

- Large format display board (39 cm) (15.35")
- 768 LED matrix to display coloured pictograms (user definable)
- Mobile and very easy to handle
- Mounting system suitable to all pole type.

Options

- Bluetooth®
- GPRS

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Electromagnetic compatibility and electrical safety: the I-SAFE 2 complies with the essential requirements and other relevant provisions of the R&TTE Directive 1999/5/EC. FCC ID VECDF6, IC ID CS20152

Specifications	
Displayed speed	From 5 to 199 km/h (3.1 to 123.65 mph)
Measured speed	From 5 to 250 km/h (3.1 to 155.34 mph)
Digits size	384 x 513 mm (15.1" x 20.19") (H x L)
Panel size	775 x 665 x 140 mm (30.5" x 26.18" x 5.5") (H x L x P)
Weight	12.4 kg (27.3 lb) (without battery)
Environmental protection	IP65
Mounting system	2 hooks at panel's rear + 2 specific pole brackets
Operating temperatures	From -35°C to +65°C (-31°F to +149°F)
Power supply	12 V DC - rechargeable 12V/24 Ah or 220 V (network or public lighting) or solar powered
Autonomy	Depending on power supply option selected (battery/AC)
Radar frequency	K band : 24.125 GHz
Transmitted power	< 5 mW
Communication set-up	USB (options : Bluetooth or GPRS)
Memory	540,000 measures
Software	
PC Running	Windows XP or higher, minimum 256 MB RAM
Disk Space	100 MB
Detection range	Car : 120 m (393.7 ft) Truck : 150 to 200 m (492.1 ft to 656.1 ft)

Contact us today for more information.

ATS Traffic - Regina

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T 306.565.8808
E info-regina@atstraffic.ca

ATS Traffic - Saskatoon

806C 43 Street, Saskatoon, SK
T 306.242.4407
E info_saskatoon@atstraffic.ca

ATS Traffic

atstraffic.ca | Since 1966

Summer Village of Waiparous Administration

From: Gurpreet Gill <GurpreetG@atstraffic.ca>
Sent: Thursday, February 25, 2021 9:03 AM
To: Waiparous Administration
Subject: RE: Carmanah New products- 90 free trial

Sherri, please see below.

Post and install would be $750 per post

Only the speed check can be accessed remotely from anywhere to make changes or download reports, etc.

The I safe would have to be accessed via Bluetooth so you would need to be near the sign in your vehicle.

Let me know if you have any other questions.

I would suggest to do the 90 trial on the speed check which includes the free online access. We can have that setup for you in a few weeks if you like.

Gurpreet Gill | Account Manager | ATS Traffic *formerly ATS Traffic Group*

9800 Endeavor Drive SE, Calgary, AB T3S 0A1
C 403.660.6707 **T** 403.248.3241 **F** 403.248.3967 | atstraffic.ca

Proud Gold Standard Winner - ***Canada's Best Managed Companies***

Leave us a review!

From: Waiparous Administration <admin@waiparous.ca>
Sent: February 25, 2021 8:48 AM
To: Gurpreet Gill <GurpreetG@atstraffic.ca>
Subject: Re: Carmanah New products- 90 free trial

Summer Village of Waiparous
Request For Decision

Re: Temporary Road Signs

BACKGROUND

The Covid – 19 pandemic is entering its second year in Canada and based on current travel restrictions it is anticipated that camping and back country usage will be heavy in 2021.

Once the weather starts to warm up the number of non-resident visitors is anticipated to increase. In 2020 the weekend of April 18-19 was especially busy and there were reports of people parking on the highway and hanging out in lawn chairs on the shoulder.

In 2020 it was discussed that the Village look at temporary signs at both the east and west entrances advising visitors not to stay. The sign pictured below is an example of what we could have set up. Permits would be required from Alberta Transportation.

OPTIONS

- This signage is a full colour, double sided, digitally printed mini billboard, they can be rented for 1-month or longer, 4x8 ft White frame

Possible wording

FINANCIAL IMPLICATIONS

- Cost to rent temporary signs.
  - $169 + GST/sign/28 days
  - $100/flat rate delivery and removal fee
  - $70 fee to change artwork once sign has been installed.
    - 4 months = $876
    - 5 months = $1,045

RECCOMENDATIONS

1. Direct Administration to apply for permits through Alberta Transportation for 2 signs and determine length of rental as well as wording for signs.

Submitted by:
Sherri Bureyko
March 2, 2021

CORRESPONDANCE

Municipal Governance

During the COVID-19 Pandemic

Frequently Asked Questions – February 19, 2021

While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit alberta.ca/COVID19.

If you would like a specific issue addressed in an upcoming update, please email your request to ma.lgsmail@gov.ab.ca.

Municipal Affairs Updates

Previous COVID-19 updates are available online at: www.alberta.ca/municipal-government-resources.aspx

Public Health Order

Are Community Peace Officers still authorized to enforce provisions contained in the COVID-19 orders?

YES. There is still a state of public health emergency in the province, and mandatory, province-wide restrictions remain in effect to protect the health system and slow the spread of COVID-19. The intention is to allow the network of enforcement officials, including community peace officers, to continue to enforce the orders in place.

Path Forward

Details on when restrictions may be lifted would help municipalities make longer-term decisions about opening facilities and program planning. Can additional details be included in each stage?

YES. The Path Forward is intended as a roadmap for how restrictions will be eased in steps in a safe manner in the coming months.

These steps are intended to take a slow and steady approach to opening. As the Path Forward continues, more details will be shared for each step. Moving between steps will happen at least three weeks apart to assess the impact on cases.

Elections

Can municipalities use community centres/halls for election activities?

YES. Community halls are closed for general use. Order 2-2021 provides an exception for election activities.

This order provides some exceptions for activities to continue in community halls because it is in the interest of the community for them to continue and there may not be other appropriate venues for these activities.

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Classification: Public

Municipal Facilities

Can municipalities rent out community centres to faith or support groups?

YES. Renting community centres to faith groups is permitted. The intent is to allow faith groups who do not have their own building to continue to operate. The current order (Order 2-2021) also allows mutual support groups to take place in community halls, provided they follow all public health measures.

Can an indoor arena be used as an off-site facility to support curriculum-related educational activities?

YES. K-12 and post-secondary institutions are allowed to use off-site facilities, such as an arena, to support curriculum-related activities.

Are practices for school sports/teams/groups allowed outside of regular school hours?

YES. School hours are not a limiting factor for children's school-related indoor and outdoor sports and performance.

Are municipalities obligated to make their facilities available to school groups and/or academies?

NO. Municipalities are in a position to determine the best use of their facilities; therefore, municipalities can decide whether or not their facilities will be available to school groups.

Can municipalities rent out a municipal arena or pool to a household for a one hour period each household?

YES. Individual families are able to privately rent out a facility (e.g. rink, pool), provided they are the only ones at the facility. The facilities would be expected to have appropriate safety and cleaning protocols in place.

Municipal Advisory Services

If you have further questions, please call:

780-427-2225 (toll-free by first dialing 310-0000) or email: ma.lgsmail@gov.ab.ca

Some team-based sport groups have requested to use a divider curtain to split into groups of 10 per surface. For example, a curtain divider splitting a soccer field or arena into two halves with 10 on each side. Can facilities be divided to allow for more than one group of 10 at one time?

YES. As long as there is three metres of distance between the two different groups, whether it's a common ice surface or a swimming pool, you can have multiple groups at the same time. Physical distance must be maintained at all times.

The entrances and exits may require staggering. There are no set capacity limits. Capacity limits will be determined by the size of location and ability to adhere to the physical distancing requirements.

Are minor hockey associations able to rent a facility to teams?

YES. Arenas can be rented for practice and training sessions, but games are not permitted. This activity is permitted if there are a maximum of 20 skaters (players under 18 and coaches). Rules around facilitating practices are up to the association.

Can there be spectators in facilities for youth practices or can parents remain in our facilities to watch their children train?

NO. There can be no spectators. Parents or caregivers may not stay for training. If required for youth safety purposes, a chaperone may be present, but must not be involved in training and must be distanced at least three metres away from the training group.

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Classification: Public

In order to reopen pools and aquatic centres, lifeguards must be sufficiently trained and all certifications need to be current prior to a guard being present on the pool deck. Given COVID-19 lifeguard certifications have expired, can we proceed with recertification under the current restrictions?

YES. Alberta Health has not put specific limits on the number of participants in this type of situation, provided that appropriate distancing can be maintained.

General Questions

Do the former relaunch guidance documents still apply or will the "Path Forward" documents replace those guideline documents on BizConnect?

YES. Current, guidance documents continue to apply. Where there are additional measures or specifics in the Path Forward, the Government of Alberta is working with those specific industries to provide more information and clarity.

For the most up-to-date information on the COVID-19 situation in Alberta, visit: www.alberta.ca/COVID19.

Helpful Links

For up-to-date information on vaccine distribution, visit: https://www.alberta.ca/covid19-vaccine.aspx.

Variant numbers are now being updated a twice a week. For up-to-date information on the variants within Alberta, visit: https://www.alberta.ca/covid-19-alberta-data.aspx#jumplinks-1

Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at: https://rmalberta.com/about/covid-19-response-hub.

AUMA's updated guide is available at: www.auma.ca/covid19.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at: www.fcm.ca/en/resources/covid-19-resources-municipalities.

For the most up-to-date information on the COVID-19 situation in Alberta, visit: www.alberta.ca/COVID19.

Alberta Biz Connect

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can email the Biz Connect team. Common questions are also posted online.

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MARIGOLD LIBRARY SYSTEM

• ACCOMPLISHMENTS •

2020 HIGHLIGHTS

When the world was turned upside down with COVID-19 in 2020, Marigold adapted quickly and used its capacity and skills to support its service population, libraries, library boards and partners. Inarguably, COVID has had an enormous impact on operations and staff. On March 16, when the provincial Public Health Authority announced that we needed to close shop, everyone jumped into action. Because of our detailed and well-considered Business Continuity Plan Marigold was able to equip and connect staff to work from home in a matter of hours. Except for deliveries being suspended for seven weeks, all other operations continued to be productive for the remainder of the year. Marigold will continue to employ its capacity and skills to connect with stakeholders and enhance services in the next two years as we adapt to the "new normal." Some of those accommodations turned out to be efficiencies that we will carry forward in the future, such as how we handled invoice approvals, how we conduct meetings using remote videoconferencing (Zoom), working efficiently from home and our capacity to deliver virtual programming.

The public response to the value and use of public libraries during 2020 was strong and definite. The COVID dilemma advanced new opportunities to deliver library service through remote access, enhanced online resources, virtual programming and provision of training and PPE supplies to ensure safety for all. Because so many Albertans were confined to their homes for months and had to rely on home-schooling and online learning, many people discovered their virtual public library. Thousands of new library memberships were issued (remotely), eBooks and eAudio books were added to virtual collections, access to digital subscriptions were enhanced and extended by vendors, and there was more promotion of these services in social media channels (Facebook, Instagram and Twitter).

Throughout the year, Marigold continued to advocate and train for a highly effective health and safety culture. Group benefits were added for three part-time staff members, OHS training was shared with member library staff and library systems as well as information and consultation on COVID precautions, and mental health training and documentation.

Marigold's building program forged ahead. Plans were confirmed; agreements were signed; actual ground-breaking occurred in July followed with a celebration in September; the ground was cleared and prepared; and a building started to emerge. Marigold is looking forward to moving into our new headquarters facility in the fall of 2021.

+1.03%

112,416
CARDHOLDERS

CLEAN AUDIT

0
RESIGNATIONS & LAY-OFFS

+34% eBooks

316,599
eBOOKS BORROWED

1,433,979 ITEMS LOANED
11 MILLION + TRACpac VIEWS

24
BOARD, COMMITTEE & SPECIAL MEETINGS (21 VIA ZOOM)

59
CONSULTATION VISITS (+2 BOARD ORIENTATIONS)

1,600+
SOCIAL MEDIA FOLLOWERS

↑14% ↑15% ↑7%

PURCHASING PROGRAM SAVINGS

$9,091
MEMBER LIBRARIES

$6,556
HQ

201,130 KM
DELIVERIES, IN-PERSON CONSULTATION, TRAINING, PROGRAMMING AND OUTREACH

74,000
MASKS REPACKAGED AND DISTRIBUTED PROVINCE TO MEMBER LIBRARIES

869 hrs 55 mins

IT SUPPORT

1,361 TICKETS
1,150 REMOTE SUPPORT SESSIONS

52 VIRTUAL PROGRAMS
WITH 1,053 PARTICIPANTS, MOSTLY ORGANIZED BY 1 SUMMER STUDENT (16 WEEKS)

NEW MEMBER INFO
- PANDEMIC REPORT
- ANNUAL REPORT
- NEW HQ PUBLICATION
- NEW HQ WEBSITE
- BANNERS AND BROCHURES

PLANS AND PROCEDURES
- STRATEGIC PLAN, VISION 2022
- TECHNOLOGY PLAN UPDATE
- VEHICLE REPLACEMENT PLAN UPDATE
- MARIGOLD AGREEMENT UPDATE

MARIGOLD LIBRARY SYSTEM

Marigold Library System
710 - 2nd Street | Strathmore, Alberta T1P 1K4 | 1-855-934-5334 | www.marigold.ab.ca

MARIGOLD LIBRARY SYSTEM

EMPOWER YOUR FUTURE

MARIGOLD.AB.CA

MARIGOLD LIBRARY SYSTEM
710—2nd Street
Strathmore, AB T1P 1K4
Phone: 403-934-5334
1-855-934-5334

MARIGOLD REPORT

To: Councils and Special Areas Board

MARIGOLD BOARD MEETING HIGHLIGHTS:

January 30, 2021

Marigold Library System Board met Saturday, January 30 via Zoom Video Teleconference with 37 Board members in attendance.

Board Chair Lynda Lyster recognized new Board members:
Luella Gaultier—City of Chestermere
Alenda Gridley— Village of Morrin
Elaine Michaels—Special Area #3
Anne Metikosh—Town of Canmore

FINANCIAL STATEMENTS

Marigold unaudited Financial Statements to December 31, 2020 were accepted as presented. Marigold is in a good financial position. In 2020, Marigold received 100% of budgeted revenue and spent 97% of budgeted expenditures. The Infrastructure Grant was completely spent by the deadline, December 31, 2020 and the costs for the building project are on par with predictions.

Operating Budget 2021-2022

Marigold Board approved both the 2021 Operating Budget and Capital & Projects Budgets.

Marigold's revenue remains unchanged for 2021 because populations have not been adjusted and levy rates in Schedule C for 2021 have not changed. Municipal Affairs discontinued the population list. Population data in the future will be compiled by the provincial Treasury and Finance Dept. Marigold Board will decide how population will be factored into future budgets and levy calculations when the methodology is better understood.

According to the Treasury population numbers, Marigold's overall population increased 5% totalling 335,154, and 343,849 including First Nations residents.

Marigold's Operating Budget for 2021 is $5,372,597 which is 1% less than the Board-approved 2020 budget amount of $5,428,097.

COVID-19 will continue to impact business operations and expenditures during 2021 with limited travel for meetings, training and conferences, and the use of Zoom for most of the year. Marigold services will continue as they have in previous years, although some workflows have been or will be adapted to working and meeting remotely. Marigold acquired more cyber security insurance protection in December 2020; therefore, the total insurance cost has increased.

Key initiatives in 2021 include: Monitoring the building project and preparing for the move to the new Marigold & WID Headquarter's Facility; adapting processes to manage COVID-19 impacts on library operations; organizing and delivering Marigold's first virtual Marigold Library System Conference; assisting Langdon with their appeal to open a public library in their community; providing library services to residents around Bragg Creek with Library Lending Lockers; continuing to secure the IT network and provide cyber security training; and expanding a digitizing project to capture paper archives.

Capital and project expenditures for 2021 are based on available funds after estimated operating costs have been subtracted from revenue projections. As per the Vehicle Replacement Plan, two vehicles are scheduled to be replaced in 2021—a delivery and a consultation, training and program delivery vehicle. For more info contact Michelle Toombs, CEO michelle@marigold.ab.ca

POLICY APPROVAL & DECISION

Policies reviewed and approved by the Marigold Board:
Communications and Advocacy Policy; Website Policy; Continuing Education for Board Members Policy; Orientation for Marigold Board Members Policy; Appointment Plan for Marigold Board Members; Collection Management Policy Schedule B—Distribution of Materials 2021; Collection Management Policy Schedule C—Shared Collections & Bestseller Program 2021; Transfer Payments Policy Schedule A Services Grant 2021—Standards & Services; Transfer Payment Policy Schedule B—Community Library Grant 2021—Standards & Services; Contingency Plan for Finance—Finance; IT Capacity Fund Policy Schedule A IT Capacity Fund—Standards & Services; Marigold Library System Technology Plan 2020-2022.

STAFF PRESENTATIONS

2020 Library Staff & Board Trustee Satisfaction Survey: Deputy CEO Laura Taylor discussed the results of the annual satisfaction survey. The survey was distributed to local library boards, Marigold Board, and library staff and volunteers, and had positive responses with ratings up to 4.7 out of 5. The highest ranked categories were delivery services, consultation response rate and Bibliographic services. Some categories ranked slightly lower because of library closures that limited service provision.

Beams are being installed at the Marigold-WID Headquarters building.

NEW BUILDING UPDATE:

- The PLSB Infrastructure Grant of $3.020 Million for the new facility was spent prior to the December 31, 2020 deadline. A report listing expenditures and with photos showing building progress has been sent and acknowledged by PLSB (Public Library Services Branch, Municipal Affairs).
- The General Contractor for the project, Lear Construction Management Ltd, has completed the steel installation, enclosed and tented the structure, and begun pouring interior concrete pads. Windows are being manufactured and electrical cabling rough-ins have begun.
- Marigold created a New HQ Transition Committee consisting of staff members, who met on January 18. Staff viewed a presentation by our furniture, fixtures and equipment providers, HBI Calgary.
- Marigold collaborated with the WID to launch a new website showcasing the building project. The site features a photographic construction chronology and will serve to continue to keep our project at the forefront in the minds of stakeholders. www.marigoldwidcommunity.ca.
- The project budget is on track with a substantial completion date of August 2021.
- Furano Appraisals completed a property appraisal of the existing Marigold Headquarters in December.

Marigold's New HQ publication contains information and updates concerning our new building plans, funding and progress. All issues can be found at www.marigold.ab.ca/NewHQ

Bragg Creek Satelite Library: The Library Lending Lockers are expected to arrive soon for installation at the Bragg Creek Community Centre. Marigold staff are creating a website and brochures to promote the lockers, and they are taking on regular administrative duties, including assigning and delivering requested materials to the lockers.

Cereal Dissolution : The Village of Cereal officially dissolved on January 1, 2021, thus disbanding the Cereal Library Board. Marigold agreed to operate the Cereal Library for six more months to July 1. Cereal has expressed their desire to have a paperback deposit once the library closes, and has arranged for this to be inside the ATB in Cereal.

Langdon Library: The Langdon appeal for a public library is progressing. Langdon has already set up a Library Society and filed the paperwork for the Society to do fund-raising. A business case has been created and will be brought before Rocky View County.

IMPORTANT DATES

Upcoming Board Meetings

Saturday, April 24, 2021: 9:30 am Meeting format TBC
Saturday, August 28, 2021: 9:30 am Meeting format TBC
Saturday, November 27, 2021: 9:30 am Meeting format TBC

Make it Matter, Make it Happen!

Marigold Library System Conference: Wednesday, May 12, 2021

Book Draw

Kristen Anderson—World Almanac and Book of Facts 2021

MARIGOLD
LIBRARY SYSTEM

VISION 2022

Building a Brighter Future

PLAN OF SERVICE: 2021-2022

VISION 2022: Building a brighter future

Gathering feedback and input for Vision 2022

Marigold Library System's Executive Committee and Standards and Services Committee members recommended to the Marigold Board that the current Strategic Plan for Marigold, Vision 2020, be extended and that Vision 2020 goals, vision, mission and values be included in the new Strategic Plan because they remain inspirational, relevant, flexible and future-focused. At the August 29, 2020 Board meeting, Board members approved the Mission, Vision, Values and Goals for Vision 2022. Inclusion has been added to the revised Mission statement, which is timely as we serve an expanding and diverse community.

After reviewing the Vision 2020 Achievements document and the most recent Marigold's Library Staff and Board Trustee Satisfaction Survey (2019), Board members and Headquarters staff provided feedback on objectives and performance indicators for each of the four goals. The Satisfaction Survey confirmed high customer satisfaction with Marigold staff and services, which is a good basis for future growth and expansion. The Board also reiterated the need for responsible and transparent fiscal stewardship.

A draft of Vision 2022 was presented to the Executive Committee, Headquarters staff and then to the Board for additional feedback. Marigold's Strategic Plan, Vision 2022, approved by the Board on November 21, 2020, is a roadmap for Marigold to manage the smooth transition of operations in a new headquarters facility expected to open midway through 2021. Vision 2022 will allow Marigold to streamline operations, expand its presence in the community and implement new service delivery options during 2021 and 2022.

Elevating services, community engagement and operations

As the world was turned upside down with COVID-19 in 2020, Marigold quickly adapted and used its capacity and skills to support its service population, libraries, library boards and partners. The public response to the value and use of public libraries was strong and definite. The COVID dilemma precipitated new opportunities to deliver library service through remote access, enhanced online resources, virtual programming and provision of training and PPE supplies to ensure safety for all. Marigold will continue to employ its capacity and skills to connect with stakeholders and enhance services in the next two years as we adapt to the "new normal."

Leaders in library service and innovation

Marigold cultivates a collaborative and inclusive library community to support a range of responsive, quality library services

Leadership, Respect, Responsiveness, Communication, Integrity, Inclusiveness, Accountability

HEADQUARTERS

To provide a work environment for Marigold Headquarters that supports Board and staff engagement to better serve the Marigold Community.

OBJECTIVES

Marigold will invest in its operational assets and capacity to allow for service expansion.

1.1 Establish operational and administrative frameworks for the new Headquarters facility.

1.2 Transition successfully to the new building with minimal service interruptions.

1.3 Build relationships with local organizations to set the stage for use of the common space in the new facility.

1.4 Foster a recruitment and retention philosophy to attract and keep capable and committed employees.

PERFORMANCE INDICATORS

New Headquarters Building:

- Operational agreement and condo arrangement with Western Irrigation District (WID) for successful management of the Joint Facility
- Website collaboration with WID to record building construction
- Maintain service to Marigold members and libraries during the move to the new building

Employment:

- Develop a recruitment and retention plan
- Facilitate employee awareness of employee benefits
- Develop a succession plan
- Foster employee engagement

SERVICE DELIVERY

To provide efficient, relevant and innovative services and support for member libraries and municipal residents.

OBJECTIVES

Marigold will increase its services to member libraries as space at Headquarters and staff time permit.

2.1 Support Marigold libraries so that they can continue to offer safe and relevant public library service to their stakeholders.

2.2 Implement alternate service delivery models.

2.3 Explore virtual meeting and programming opportunities.

2.4 Build relationships and collaborations with Indigenous communities.

2.5 Implement innovative and secure technologies and IT infrastructure.

2.6 Acquire and sustain appealing eContent that is used and valued by the Marigold Community.

PERFORMANCE INDICATORS

Service delivery:

- Launch and monitor use of Bragg Creek Satellite Library
- Investigate library service for Langdon
- Provide COVID support
- Support Marigold member libraries with a range of programming tools, training and content

Indigenous services:

- Expand public library services at Stoney Nakoda Reserve, including regular pick-up of borrowed materials
- Consult Siksika leaders to better understand their library service wishes and needs

Technology:

- Acquire and implement automated sortation to make delivery operations more efficient and safe for employees
- Implement findings from the GIS mapping analysis to increase Marigold's delivery efficiency
- Expand Internet for libraries that have high bandwidth volumes

ADVOCACY, ACCOUNTABILITY & COMMUNICATION

To represent and assist the Marigold Community to inform and influence decisionmakers and stakeholders, and to uphold and communicate responsible fiscal stewardship.

OBJECTIVES

3.1 Investigate and pursue revenue sources.

3.2 Respond to the Marigold Board's expectations for fiscal stewardship.

3.3 Identify and implement effective ways to communicate Marigold's value.

3.4 Expand collaborations with local community organizations.

PERFORMANCE INDICATORS

Fiscal Stewardship:

- Seek input from Marigold Board members to better understand expectations for fiscal stewardship
- Pursue opportunities to apply for grants
- Review Marigold's financial security after the building project has been completed

Advocacy and Communication

- Use member library and Marigold stories to strengthen advocacy initiatives
- Develop and implement a Communication Plan

TRAINING & PROFESSIONAL DEVELOPMENT

To provide training and professional development opportunities to support Marigold Headquarters staff, member library staff and Board members in developing and applying their knowledge, skills and abilities.

OBJECTIVES

Marigold will capitalize upon and nurture the knowledge, skills and abilities of its community

4.1 Adapt training content and delivery to best meet member library needs and current realities.

4.2 Provide more training and support to grow Marigold's safety culture.

4.3 Expand use of eContent through targeted training for patrons and stakeholder groups.

4.4 Increase training sessions at sustainable costs by using new training delivery technologies.

PERFORMANCE INDICATORS

Legislative compliance

- Training sessions on legislated requirements for OH&S and Employment Standards
- Training for Headquarters staff and member library staff on safety standards and ergonomics
- Training attainment tracking for Marigold staff members

MARIGOLD
LIBRARY SYSTEM

SafeRoads Alberta

Freeing up police and courts to make Alberta safer

The Justice Transformation Initiative (JTI) is tasked with restoring justice system capacity, improving public safety, and enhancing accessibility for Albertans.

On December 1, 2020, the *Provincial Administrative Penalties Act* came into force paving the way for a simplified, accessible and swift system for the enforcement of many provincial regulatory matters through administrative penalties. This act introduced the enhanced Immediate Roadside Sanctions program with serious, immediate and escalating consequences for all impaired drivers. It also created SafeRoads Alberta, an administrative system that has been proven to significantly reduce impaired driving in other jurisdictions. Under this new model, non-criminally-charged drivers can quickly and easily review their tickets online and have their matter completed within 30 days.

What is next for the Justice Transformation Initiative?

In late 2021, SafeRoads Alberta will be expanded to resolve most other *Traffic Safety Act* contraventions, excluding serious matters like those that result in bodily harm or death, removing approximately 2 million tickets from Alberta's court system. This will free up more than 30,000 hours of law enforcement officer time – ensuring police are on the streets protecting Albertans and communities.

In addition, the JTI will coordinate the provincial adoption of electronic issuance for all administrative penalties.

This phase of the project will not include other regulatory matters, or bylaw enforcement at this time.

What does this mean for municipalities?

Law enforcement agencies and authorized employers will be required to adhere to the electronic issuance requirement of these administrative penalties. While some agencies have the ability to issue tickets electronically, administrative penalties are issued and information collected through APIS, the Administrative Penalties Information System , and no longer JOIN. There will be no paper issuance of administrative penalties accepted.

Nothing will change when it comes to the distribution of fine revenue to municipalities, Fine revenue will continue to be distributed to the municipalities in the same way they are for tickets today.

Automated Traffic Enforcement will be included in the administrative penalties, and as such, it is critical for conversations to begin with these vendors to ensure a smooth transition from the current data collection model to what will be required in the future.

Conversations continue with law enforcement agencies and authorized employers on these changes.

To find out more information, please visit SafeRoads Alberta.

Contact

SafeRoads Alberta: saferoads@gov.ab.ca

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Classification: Protected A

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780.955.3639 | RMAlberta.com

January 29, 2021

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

Dear Minister Madu:

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

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

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

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

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

We look forward to engaging with you soon!

Sincerely,

Tanya Thorn
Chair
Alberta Police Interim Advisory Board

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

Encl: (2)

ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

Contents

Executive Summary 2
Introduction 5
Stakeholder Engagement 6
Engagement Themes: What We Heard 6
Municipal Policing Priorities 8
Next Steps and Implementation 16
Appendix 1 – Alberta Police Interim Advisory Board Terms of Reference 17
Appendix 2 – Alberta Police Interim Advisory Board Membership 22
Appendix 3 – Alberta Police Interim Advisory Board Survey 23

Executive Summary

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

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

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor. • Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered. • Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs. • Improve reporting to municipalities and the public on what constitutes a "repeat offender" and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.
Work with municipal and community leaders to identify	• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to

local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.	improve collaboration and engagement with small municipalities. • Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.
Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.	• Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities. • Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities. • Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.
Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.	• That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP. • Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.
Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.	• Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: o How to form relationships with municipal leaders o How to effectively report to and update municipalities about policing in the community o How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities o How to maintain collaboration following changes in detachment and/or municipal leadership
Work with community and municipal leaders to address racism and other forms of discrimination in policing.	• Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities. • Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

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

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

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

Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)[1] a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing[2] and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

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

The Interim Board has been mandated to:

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

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

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

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

Stakeholder Engagement

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

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

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

Engagement Themes: What We Heard

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

Systemic Resource Constraints

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

Crime Reduction and Prevention

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

Outcome Accountability

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

Social Justice

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

Municipal Policing Priorities

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

Systemic Resource Constraints

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

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

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

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

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

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

RECOMMENDATIONS:

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

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

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

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

RECOMMENDATIONS:

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

Crime Reduction and Prevention

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

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

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

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

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

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

RECOMMENDATIONS:

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

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

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

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

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

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

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

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

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

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

RECOMMENDATIONS:

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

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

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

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

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

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

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

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

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

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

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

RECOMMENDATIONS:

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

Outcome Accountability

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

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

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

RECOMMENDATIONS:

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

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

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

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

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

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

RECOMMENDATIONS:

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

Social Justice

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

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

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

RECOMMENDATIONS:

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

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

Next Steps and Implementation

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

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

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

Appendix 1

ALBERTA POLICE INTERIM ADVISORY BOARD

TERMS OF REFERENCE

BACKGROUND

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

The Board will be implemented in two phases:

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

MANDATE / RESPONSIBILITIES

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

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

SCOPE

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

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

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

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

MEMBERSHIP

The Interim Board is comprised of:

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

Non-voting members of the Interim Board include:

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

Interim Board Representation

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

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

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

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

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

Chair

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

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

Secretary

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

RESPONSIBILITIES

Conduct

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

Duties

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

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

Meetings

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

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

Reporting

Municipalities

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

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

Minister and JSG

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

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

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

Quorum

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

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

Voting

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

EXPENSES

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

CONFIDENTIALITY

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

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

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

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

Appendix 2 – Alberta Police Interim Advisory Board Membership

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

Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality

2. Our municipality is a:
   - City
   - Town
   - Village
   - Summer Village
   - Specialized Municipality
   - County/Municipal District
   - Other (please specify)

3. We represent a population:
   - Under 2,000
   - 2,000 - 5,000
   - 5,001 - 10,000
   - Over 10,000

4. Our municipality receives RCMP services from the following detachment(s): (fill in)

5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

Engagement with RCMP

6. Does your municipality have a police oversight body?
   - Yes
   - No

7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
   - Four times a year or more
   - 2-3 times a year
   - Once a year
   - Less than once a year
   - We've never met formally

8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
   - Yes
   - No

9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes
No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?
    Yes
    No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?
    Yes
    No

    If yes, what type of information *do you* receive?
    Is there any other type of information you would like to receive that is not currently provided?

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

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

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

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.
    Yes
    No

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

Policing Priorities

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.
    Traffic enforcement (i.e. aggressive driving, distracted driving)
    Family violence (i.e. domestic abuse and threats)
    Illegal drug-related offenses (i.e. possession, trafficking)
    Impaired driving (drugs, alcohol)
    Crimes against persons (i.e. assaults, threats)
    Minor property crime (i.e. vandalism, theft from motor vehicles, theft under $5,000)
    Major property crime (i.e. break and enters, theft of motor vehicles, theft over $5,000)
    Proactive/community policing (i.e. school resource officers, patrols)
    Increased focus on prolific offenders
    Other (fill in)

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

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

Rollout of New Police Resources

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

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

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

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

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

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

Police Costing Model

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?
    Yes
    No

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

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

    Yes
    No

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

CFPA Trace Pen and Sign Promotion

*FREE TO CFPA MEMBERS**

***(while quantities last!)**

January 1 – June 30, 2021.

What is a Trace Pen:

Trace Dot Pen is a tool that can be used to mark property, equipment and valuables in a discreet manner.

- Pens have a unique serial number registered to each pen.
- Dots contained in the pen have a unique serial number laser etched on each dot.
- The suspension medium, that contains the dots, is luminescent and glows under a black light.

Marking Property

- It is recommended to mark property on either side of the serial number and/ or in a place that is protected from friction and sunlight.
- Can be used on phones, jewelry, vehicles, bikes, trailers, etc.

How is it tracked?

- Each Trace Pen provides access to Trace's secure Database where all marked property, serial numbers, description, etc. marked valuables can be logged.
    - Website: https://traceidentified.com/
        - Includes place for serial number, description and pictures.
        - Accessible 24/7 and is user friendly.

How does it work?

- Dots are viewed with a microscope that contains a SD (memory) card for photographing serial numbers on the dots.
    - The photo of the serial number, and the relation of ownership, is verified by the database in conjunction with contacting the owner of the property.
    - Aids Police in connecting the property to the rightful owner which; aids in providing solid evidence and allows the property to be returned to its owner.

Where do I get one?

- One Trace Pen is available with each 2021 CFPA membership, free of charge (Value $30.00 plus shipping), thanks to a grant from Rocky View County.
- Email: ***info@cfparcw.ca*** with your name and phone number and we will make arrangements to get a Trace pen to you.

CFPA Trace Pen and Sign Promotion

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(while quantities last!)

January 1 – June 30, 2021

RCW Signage

If you are a new Member wanting a sign, or would like to replace an existing sign, we have a couple of signs available:

Plastic Gate Post Sign

Plastic Fence Post Sign.

- Additional Signage is available for purchase, at a nominal price, please contact us for pricing

Crime Prevention is Everyone's Responsibility

Thank you for doing your part!

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays

Dear Chief Elected Officials:

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

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

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

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

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

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132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

Classification: Protected A

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

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

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

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

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

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

Sincerely,

Ric McIver
Minister

NEW BUSINESS

SUMMER VILLAGE OF WAIPAROUS
BYLAW NUMBER 146-21

BEING A BYLAW OF THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS TO ESTABLISH THE POSITION OF THE MUNICIPAL ASSESSOR AS A DESIGNATED OFFICER AND OUTLINE THE DUTIES AND POWERS OF THE POSITION.

WHEREAS, Section 210 of the Municipal Government Act R.S.A. 2000 Chapter M-26 (hereinafter referred to as "The Act") provides that Council may establish the position of Designated Officers;

AND WHEREAS, Council deems it proper and expedient to establish the position of Assessor and to define the duties, powers, authority and responsibilities of the position,

NOW THEREFORE, THE COUNCIL OF THE SUMMER VILLAGE OF WAIPAROUS, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1. That bylaw shall be known as the "**The Assessor Bylaw**".
2. The Designated Officer position of Municipal Assessor is established.
3. Council by resolution, shall appoint an individual or individuals to the position of Municipal Administrator who shall be appointed by reason of his or her qualifications and training in the field of municipal assessment and requirements as set out by the Minister of Municipal Affairs from time to time.
4. The Assessor shall carry out duties which are set out in Section 284.2 and other applicable sections of the Municipal Government Act and regulations thereunder.
5. The terms and conditions of the contract shall be with term.
6. This Bylaw rescinds Bylaw 60 in its entirety, including any amendments thereto and shall come into full force when it receives **THIRD** and **FINAL** reading and is duly signed.

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

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

UNANIMOUS CONSENT to proceed to a third reading this 2nd day of March 2021.

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

SIGNED this 2nd day of March 2021.

_____

MAYOR

_____

CHIEF ADMINSTRATIVE OFFICER

Summer Village of Waiparous
Request For Decision

Re: 2021 General Election

BACKGROUND

2021 is general election year in Alberta. Under the provisions of the Local Authorities Election Act, there are a few items that Council will need to consider and make decisions on with regards to the election.

1. **Nomination Day** - The returning office must receive nominations in June or July or both June and July in the year in which an election is to be held at a date and place and between the hours established by council. *Need to establish date(s) and time for accepting Nominations note: election will be held 4 weeks after Nomination day.*

2. **Special Ballot** –if the elected authority, by resolution before nomination day provides for special ballots, electors unable to vote on election day due to physical incapacity, absence from the local jurisdiction or being a returning officer or deputy returning officer may apply for a special ballot. *Need to determine if Council will utilize the special ballot process.*

In determining the timing for the election, Council should give consideration if nomination day is to be held on the same day as the annual meeting. If that is the case, then the election will take place 4 weeks after the annual meeting. Voting stations will be open between the hours of 10 am and 7 pm on election day.

RECOMMENDATIONS

1. Council to set Nomination date and time and approve the use of Special Ballots

Submitted by:
Sherri Bureyko
March 2, 2021