



Village of Marwayne

Agenda

Regular Village Council Meeting
Monday, February 22, 2021 @ 7:00 PM
Horton Agencies Board Room/Zoom Video Conferencing

	Page
1 CALL TO ORDER	
2 ADOPTION OF AGENDA	
2.1 February 22nd, 2021 Regular Village Council Meeting	
Be it resolved that the February 22nd, 2021 Regular Village Council Meeting Agenda be approved as presented.	
3 ADOPTION OF MINUTES	
3.1 February 8th, 2021 Regular Village Council Meeting	4 - 7
Be it resolved that the February 8th, 2021 Regular Village Council Meeting Minutes be approved as presented.	
4 DELEGATIONS/PUBLIC HEARINGS	
5 KEY STRATEGY: ADDRESSING SERVICE NEEDS	
6 KEY STRATEGY: SAFE & CARING COMMUNITY	
6.1 Agreements with the Marwayne Agricultural Society	8 - 27
Be it resolved that the agreements for the leasing of the curling rink, arena and a portion of the community plex between the Village of Marwayne and the Marwayne Agricultural Society be approved as presented.	
6.2 RCMP Priorities	
Be it resolved that the Village of Marwayne notify the Royal Canadian Mounted Police Kitscoty Detachment of the following top three (3) municipal priorities for 2021:	
• Theft of motor vehicles	
• Theft under \$5000	
• Mischief to property	
7 KEY STRATEGY: PLANNING FOR GROWTH & CHANGE	
7.1 Walking Trail Phase 2 Request for Proposals	28 - 34
Be it resolved that the Village of Marwayne award the contract for Phase 2 of the Walking Trail Project to _____ in the amount of \$_____.	

8	KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE	
8.1	Letter to the Minister of Municipal Affairs	35
	Be it resolved that the Village of Marwayne send a letter to the Minister of Municipal Affairs requesting an extension to the requirement of hosting a by-election given the general municipal election is scheduled for October 18th, 2021.	
9	ADMINISTRATIVE REPORTS	
9.1	Councillor Reports	
	Be it resolved that the Councillor Reports be received as information.	
9.2	Chief Administrative Officer Report	36
	Be it resolved that the Chief Administrative Officer Report be received as information.	
10	FINANCIAL	
10.1	Cheque Distribution Report	37
	Be it resolved that the Accounts Payable Invoices being over \$5,000.00 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5,000.00 but within budget be received as information.	
10.2	ACE Capital Reserve Withdrawal	38 - 41
	Be it resolved that the Village of Marwayne withdraw \$89,000 from the Alberta Central East Capital Water Reserve for the 2021 requisition.	
11	CORRESPONDENCE	
11.1	Alberta Police Interim Advisory Board Report	42 - 83
	Be it resolved that the Alberta Police Interim Advisory Board Report be received as information.	
11.2	Letter from the Farm Safety Centre	84 - 85
	Be it resolved that the letter from the Farm Safety Centre be received as information.	
11.3	Letter from Alberta Municipal Affairs	86
	Be it resolved that the Letter from Alberta Municipal Affairs be received as information.	

11.4 Letter from the Vermilion River Regional Waste Management Services Commission

87 - 88

Be it resolved that the letter from the Vermilion River Regional Waste Management Services Commission be received as information.

12 CONFIDENTIAL

12.1 FOIP Section 17 (1) - Advice from Officials - Chief Administrative Officer Report

13 SETTING OF THE NEXT MEETING

13.1 March 2021 Meeting Date(s)

Be it resolved that the next Regular Village Council Meeting be held on March 1st and 15th, 2021 at 7:00 p.m. at the Horton Agencies Boardroom and via Zoom Video Conferencing.

14 ADJOURNMENT



Village of Marwayne
Box 113, 210 2nd Ave N
Marwayne, AB T0B 2X0

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Minutes of the Regular Meeting of the Council of the Village of Marwayne
In the Province of Alberta, held on Monday February 8th, 2021
Commencing at 7:00 PM at the Horton Agencies Boardroom and via Zoom
Video Conferencing

PRESENT

Mayor Cheryle Eikeland
Deputy Mayor Chris Neureuter
Councillors Rod McDonald, Tara Lawrence and Ashley Rainey
Chief Administrative Officer Shannon Harrower

1. CALL TO ORDER

Mayor C. Eikeland called the February 8th, 2021 Village of Marwayne Council Meeting to order at 7:07 p.m.

2. ADOPTION OF AGENDA

February 8th, 2021 Regular Council Meeting Agenda

2021-02-01

Moved By Councillor R. McDonald

Be it resolved that the February 8th, 2021 Regular Village of Marwayne Council Meeting Agenda be approved as presented.

CARRIED

3. ADOPTION OF MINUTES

January 25th, 2021 Regular Council Meeting Minutes

2021-02-02

Moved By Deputy Mayor C. Neureuter

Be it resolved that the January 25th, 2021 Village of Marwayne Council Meeting Minutes be approved as presented.

CARRIED

4. KEY STRATEGY: SAFE AND CARING COMMUNITY

RCMP Update

2021-02-03

Moved By Deputy Mayor C. Neureuter

Be it resolved that the crime statistics and presentation by Sergeant Corey Buckingham be received as information.

CARRIED

Agreements with the Marwayne Agricultural Society

2021-02-04

Moved By Councillor A. Rainey

Be it resolved that the agreements with the Marwayne Agricultural Society and the discussion with President Yolanda Oberhofer be received as information.

CARRIED



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5. KEY STRATEGY: ADDRESSING SERVICE NEEDS

Public Works Foreman Report

2021-02-05

Moved By Councillor A. Rainey

Be it resolved that the Public Works Foreman Report be received as information.

CARRIED

Regional Water Operator Report

2021-02-06

Moved By Councillor R. McDonald

Be it resolved that the Regional Water Operator Report be received as information.

CARRIED

6. KEY STRATEGY: PLANNING FOR GROWTH & CHANGE

Fire Hall Addition

2021-02-07

Moved By Councillor A. Rainey

Be it resolved that the Fire Hall Addition Update be received as information.

CARRIED

7. KEY STRATEGY: PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

Professional Development Policy HR 06

2021-02-08

Moved By Councillor A. Rainey

Be it resolved that the Professional Development Policy HR 06 be approved as amended.

CARRIED

8. ADMINISTRATIVE REPORTS

Councillor Reports

2021-02-09

Moved By Councillor T. Lawrence

Be it resolved that the Councillor Reports be received as information.

CARRIED

Chief Administrative Officer Report

2021-02-10

Moved By Councillor R. McDonald

Be it resolved that the Chief Administrative Officer Report be received as information.

CARRIED



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9. FINANCIAL

Cheque Distribution Report

2021-02-11

Moved By Councillor C. Neureuter

Be it resolved that the Accounts Payable Invoices being over \$5,000 but within budget be approved and authorized to be paid as presented. Be it further resolved that the Accounts Payable Invoices being less than \$5000 but within budget be received as information.

CARRIED

Monthly Utility Bill Report

2021-02-12

Moved By Councillor A. Rainey

Be it resolved that the January 2021 Utility Bill Report be received as information.

CARRIED

2021 Vermilion River Regional Waste Services Commission Budget

2021-02-13

Moved By Councillor A. Rainey

Be it resolved that the 2021 Vermilion River Regional Waste Management Services Commission Budget and Annual Requisition be approved as presented.

CARRIED

10. CORRESPONDENCE

Alberta Police Interim Advisory Board Report on Municipal Policing Priorities, Alberta Central East Water Corporation Financial Statements and Federation of Canadian Municipalities Asset Management Grant Program Letter

2021-02-14

Moved By Councillor A. Rainey

Be it resolved that the Alberta Police Interim Advisory Board Report on Municipal Policing Priorities, the Alberta Central East Water Corporation Financial Statements and the Letter from the Federation of Canadian Municipalities Asset Management Grant Program be received as information.

CARRIED

11. NEXT MEETING

February 22nd, 2020 at the Horton Agencies Boardroom and via Zoom Video Conferencing



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12. ADJOURNMENT

Being that the February 8th, 2021 Council Meeting agenda matters for the Village of Marwayne have concluded, the meeting adjourned at 8:34 p.m.

Approved this 22nd day of February 2021.

Cheryle Eikeland, Mayor

Shannon Harrower, CAO

DRAFT

THIS AGREEMENT made the _____ day of _____, 2021.

BETWEEN

THE VILLAGE OF MARWAYNE

(hereinafter referred to as the "Landlord")

AND

THE MARWAYNE AGRICULTURAL SOCIETY

(hereinafter referred to as the "Tenant")

WHEREAS The Landlord is the registered owner of the lands and buildings; and
The Landlord and the Tenant desire to enter into an agreement of the lands and buildings for the governance, management and operation of the indoor arena and curling rink complex located on the property legally described as Lot 6, Block 3, Plan 56 HW in the Village of Marwayne in the Province of Alberta.

DEFINITIONS

1. Under this agreement, the terms set forth below have the following meaning:

Commencement Date means the 1st day of March, 2021.

Completion Date means the 1st day of March, 2027.

Development means the leased lands and buildings.

Equipment means all equipment used in the operations of the Development including, but not limited to, all janitorial equipment, snow removal equipment, tools and specialized equipment required in the operation of the Development, together with all replacements, substitutions and accessories.

Facility means the indoor arena and curling rink complex, including all equipment and related improvements.

Hazardous Substances means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, and not restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial, or local statutes, law ordinance, code, rule, regulation order or decree.

Lands means the lands on which the indoor arena and curling rink are located in the Village of Marwayne in the Province of Alberta.

Landlord and Tenant referenced herein shall include the singular and plural, or the masculine, feminine or neutral gender where the context or the Parties hereto so require.

Review Date means November of each year within the term of this agreement.

Total Destruction means any such damage or destruction that, in the opinion of an independent engineer, the Development cannot be rebuilt or repaired within a (12) twelve-month period from the time of such destruction or damage.

CONDITION OF LANDS

2. The Landlord shall provide, and the Tenant shall accept, the Development in as-is, where-is, condition.
3. Without limiting the foregoing, the Tenant agrees:
 - I. That there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the lands or any property neighbouring or surrounding the lands;
 - II. That no warranties or representations whatsoever respecting the lands (including, without restriction, the condition or quality of the lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
 - III. That the Tenant has examined the lands and as at the date of this agreement the lands are in satisfactory condition and ready for occupancy.

PERMITTED USE

4. The Tenant shall occupy the Development for the operation of its business on the premises in an efficient, businesslike and courteous manner. The Tenant shall not store or permit to be stored in, or upon the Development, any dangerous material or explosives. The Tenant further agrees that it will not do anything or permit

anything to be done or any business or occupation to be carried out on, in, or upon the Development which may result in a nuisance by reason of alteration, or additions to the Development that may be rendered uninsurable, or which may substantially increase the premiums for insurance.

5. The Tenant agrees not to bring on the Development any stock, merchandise, fixtures or other equipment by reason of which the insurance premium of the Development may be increased by reason of such additional hazard introduced by the Tenant.

RENT

6. The minimum rent payable by the Tenant to the Landlord for the Term of this Agreement shall be the sum of ONE (\$1.00) DOLLAR per year for the facilities, payable in advance on the first day of each year for the duration of this agreement.
7. The Landlord and the Tenant agree that for all purposes that the Landlord shall not be responsible for any costs, charges, expenses or outlay of any nature whatsoever arising from or relating to the lands and facilities, or any impositions, costs and expenses of this Agreement. All such costs shall be the responsibility of the Tenant to pay promptly when due. To the extent that any such costs are paid by the Landlord, the Tenant shall reimburse the Landlord immediately upon demand.
8. In addition to the payment of rent, the Tenant shall be responsible for the payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Facility.
9. The Landlord agrees to provide the following municipal services on the lands:
 - I. Grass mowing and whipper snipping;
 - II. Water and sewer in accordance with the rates and fees as outlined in the Village of Marwayne's Bylaw 576-20, as amended from time to time;
 - III. Fire lane snow removal; and
 - IV. Parking lot snow removal based on the Landlords priority system.
10. The Tenant agrees to provide the following services and reimbursements on the lands:
 - I. Snow removal and ice melt on the sidewalks; and
 - II. Weed control, including the maintenance of all trees and shrubs.

TAXES

11. Subject to any exemption under the *Municipal Government Act*, the Tenant shall pay all real estate taxes, assessment, rates and charges and any other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements

and school taxes which may at any time during the Term be imposed, assessed or levied, in respect to the Development.

QUIET ENJOYMENT

12. Subject to the terms, covenants and conditions contained in this agreement, the Landlord agrees that the Tenant shall and may peaceably possess and enjoy the lands for the term of this agreement without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

GOVERNANCE

13. The Tenant shall manage and operate the Development in a manner consistent with the permitted uses in a safe, efficient and good manner. The Development shall at all times be in compliance with all applicable laws and be adequately supervised.
14. The Tenant shall, without limiting the generality of the foregoing:
 - I. Supply all the necessary equipment and personnel reasonably required with respect to the management, operation and maintenance of the Development;
 - II. Undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Development;
 - III. Promptly pay when due any and all charges, impositions, costs and expenses of any kind relating to the Development and the maintenance, operation, cleaning repair and replacement of all structures and improvements located thereon including, without restriction, all costs related to cleaning the interior and exterior portion of the Development, window cleaning, garbage disposal, repairing damaged components of the Development and the equipment, heating, ventilation and air-conditioning systems servicing the Development, provision of hot and cold water, and provision of electricity;
 - IV. Throughout the term of this agreement, continuously use the Development solely for its permitted use and shall not use or permit the use of the Development for any other business or purpose;
 - V. Not cause or permit any Hazardous Substances (other than normal cleaning or other products as reasonably required) to be used with respect to the maintenance and operation of the Development and in the performance of the Tenant's normal operations.
15. The Landlord and the Tenant agree to meet annually in November of each year to review the terms and conditions of this agreement. At this meeting, the following materials shall be reviewed and discussed by the Landlord and the Tenant:

- I. Most recent Audited Financial Statement;
- II. The Marwayne Agricultural Society Business Plan or Strategic Plan;
- III. The Marwayne Agricultural Society Operating Budget for the coming year;
- IV. The most current projected multi-year Capital Budget for the Development which will specifically identify any exclusive, or joint capital responsibilities within the said Development; and
- V. A copy of the insurance certificate currently in force.

INSURANCE AND INDEMNITY

16. The Tenant shall obtain and be in possession of at all times, the following insurance coverage, satisfactory to the Landlord, for the Development (a copy of which must be provided to the Landlord annually):
 - I. Comprehensive General Liability insurance against, amongst other things, claims for personal injury, death, property damage, or third party or public liability claims arising from any one accident or occurrence upon, in or about the Development (as well as the balance of the Development, to the extent that the Tenant's activities occur thereon) of and from any cause to an amount of not less than FIVE MILLION (\$5,000,000) DOLLARS (or from time to time such greater amounts as are sufficient, as determined from time to time by the Landlord acting reasonably, to afford equivalent protection against all such claims) in respect of any one accident or occurrence.
 - II. Where applicable, broad form comprehensive boiler and machinery insurance on a blanket repair and replacement basis with limits for each accident in an amount not less than the full replacement costs of all property owned by the Tenant and located in or upon the Development.
 - III. The Tenant will, indemnify and save harmless the Landlord and their Directors, Council, Officers, employees and agents, from and against all actions, claims, demands, suits, proceedings, damages, costs (without restricting the generality of the foregoing, legal costs on a solicitor/client basis) and any further associated expenses by or against the Tenant and the Landlord and its Directors, Council, Officers and Agents, by reason of or arising out of, or in any way related to the facility by the Tenant, its Agents, Employees, invitees or contractors except where the action, claim, demand, cost or expense was caused by intentional acts or gross negligence of the Tenant.
 - IV. This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this agreement.

ALCOHOL

17. In consideration of prudent risk management practices to indemnify and save harmless the Landlord from and against all liability, claims, actions, losses, cost and damages arising out of rental agreements actions or omissions, the Landlord thereby demands:
 - I. That the Tenant obtain all necessary permits, licenses and insurance for any and all functions, including those functions being held by a third party that has an agreement in writing with the Tenant permitting the event to be hosted at the Development. Where the function will be having alcoholic beverages, the Tenant must purchase a "Host Liquor Liability" policy from a licensed agency or broker for no less than TWO MILLION (\$2,000,000) DOLLARS and name the Landlord as an "additional insured" under such policy.

FIXTURES

18. The Tenant shall have the right to place, install or erect in the Development such fixtures and equipment as shall be deemed necessary for the proper conduct of the Tenant, and except as otherwise provided herein such fixtures and equipment shall remain the property of the Tenant. Any damage caused to said equipment shall be repaired by the Tenant at their own expense.
19. The Tenant shall have the right to install such leasehold improvements or renovate the area required for the Tenants improvements. All such improvements shall remain the property of the Tenant during the term of this agreement but shall on the expiration of the agreement or its renewed term, become the property of the Landlord. Any damage caused to the Development by the erection of such improvements shall be repaired by the Tenant at their own expense.
20. The Tenant reserves all rights, titles and interests in the Development and equipment, including interior partitions, without the approval and consent in writing of the Landlord, which consent shall not be unreasonably withheld. All such alterations, additions or improvements made by the Tenant with the consent of the Landlord, including light fixtures, shall be and remain the property of the Landlord on the expiration of this agreement.
21. The Tenant shall not inscribe, paint, place or affix any exterior sign, advertisement or notice on the Development without the prior approval and consent in writing of the Landlord; such consent shall not be unreasonably withheld.

REPAIR

22. The Tenant shall, during the term of this agreement, at its own cost and expense, make all repairs to the Development as deemed necessary to maintain the same condition in which they currently are in. Damage caused by structural defect,

fire, lightning, explosion, and tempest are exempt. The Tenant's covenants respecting repairs shall apply to repairs relating to ordinary maintenance to the plumbing, heating, electrical and/or drains of, upon, or in connection with the Development occupied by the Tenant.

23. Subject to the conditions otherwise contained in this agreement, the Landlord shall be responsible only for repairs necessary by reason of structural defect or repairs necessitated by damage caused by fire, lightning, explosion or tempest. The Tenant shall give the Landlord prompt notice of any defects required to be repaired by the Landlord at the annual review meeting.
24. In the event the Development, or any part thereof, shall at any time during the term, be damaged or destroyed by reason of structural defect or weakness, fire, lightning, explosion, or tempest, so as to render the same unfit for the purposes of the Tenant, this agreement shall not be terminated or suspended until the Development has been repaired or rebuilt and made fit for the purposes of the Tenant.
25. In the event of Total Destruction, the Landlord or the Tenant may, within (3) three months after such destruction, give notice in writing to the other terminating this agreement. In the event the Development is capable of being occupied by the Tenant, the Landlord shall within a reasonable time repair and restore the Development to its former condition, and this agreement shall remain in full force and effect.
26. In the event the Tenant fails to complete repairs as per this agreement, the Landlord shall have the right to enter upon the Development for the purposes of making such repairs at the cost of the Tenant, and the Tenant shall pay to the Landlord the costs thereof. In the event the Tenant fails to pay on demand, the Landlord may add the repair costs to the rent and the sum will be due and payable immediately. Failure to remit payment by the Tenant may result in termination of this agreement.
27. The Landlord shall not be liable to the Tenant for any damage to the property at any time in the Development resulting from steam, waterworks, water, rain, or snow which may leak unto, issue, or flow from any part of the Development.
28. The Tenant shall comply promptly with statutes, by-laws, rules and regulations or other ordinances of any federal, provincial, municipal or other lawful authority having jurisdiction over the Development which may be applicable with the Tenant or the use and occupation of the Development by the Tenant. It is expressly understood that this includes the Workers' Compensation Act, Occupational Health, Fire Code and Safety Act, Occupiers' Liability Act or any other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.
29. The Landlord shall have reasonable access during business hours to the Development for the purpose of examining or exhibiting the same, or to make

such repairs as may be necessary, and the Landlord reserves the right to enter upon the Development at any time for the purpose of repairing, maintaining or servicing.

DAMAGES

30. The Landlord shall not be liable for any damages to any person or property at any time in or upon the Development resulting from the negligence, default, or misfeasance of the Tenant.

LIENS

31. The Tenant shall not at any time during the Term of this agreement suffer or permit any builder's lien or other similar lien, whether for labour, services and/or material, to stand charged or registered against the Development or said buildings in connection with the work contracted for by the Tenant or any agent, servant, or employee of the Tenant.
32. The Landlord shall have the right to contest the validity of or the amount claimed under or in respect of any charge or lien, but upon the final determination of such contest, the Landlord may pay and satisfy any judgements or decrees rendered, with all proper costs, charges and expenses to be charged to the Tenant. These amounts shall become due and payable by the Tenant to the Landlord upon demand by the Landlord. This covenant shall not apply to any lien arising through work contracted by the Landlord.

DEFAULT

33. In the event of default by the Tenant in the performance of any covenant or agreement contained herein, whether expressed or implied, and if such default shall continue for a period of fifteen (15) day's after notice in writing has been given by the Landlord to the Tenant, the Landlord may declare this agreement terminated and may re-enter and take possession of the Development.
34. The Landlord shall have the right to distrain for expenses paid by the landlord when the Tenant fails to pay expenses, or for any monies hereby recoverable, by distraint upon the good and chattels of the Tenant, wherever situate, and upon any other premises to which the same may have been removed and whatever the same may be found within the province in which the Development is situate.

ASSIGNMENT AND SUBLETTING

35. The Tenant is permitted to sublet the Development to any other committee of the Tenant, community organizations or any persons or corporations as long as there are no conditions breached with the liability insurance. It being understood and agreed that the privilege given to the Tenant to sublet shall not be used to

circumvent the prohibition against a general assignment of this Operating Agreement.

36. The Tenant agrees not to transfer their interest or sub-lease the whole or any part of the Development without the consent of the Landlord in writing.

ARBITRATION

37. In the event of any dispute between the Landlord and the Tenant relating to matters contained in this agreement, such dispute shall be submitted for the determination to a Board as provided for in the *Arbitration Act* and any amendments made thereto.

GENERAL

38. This agreement shall constitute the entire agreement between the Parties, and no representation, warranties or promises have been made by the Landlord or the Tenant save and except those as contained herein.
39. No remedy contained under this agreement, conferred upon or reserved to the Landlord is intended to be exclusive of any other remedy or by law provided.
40. In the event any provision of this agreement is contrary to any existing or future statute, ordinance, regulation or by-law, neither the validity nor the effectiveness of this agreement shall be affected.
41. This agreement is intended to ensure the benefit of and be binding upon the Landlord and the Tenant's successors and assignees, and upon the Landlord and the Tenant's permitted successors and assignees.
42. Upon execution of this Master Operating Agreement the following agreements are terminated:
 - I. The Arena and Curling Rink Lease of May 31, 1998.
43. All correspondence shall be directed to the Landlord at:
 - I. Box 113, 210 2nd Avenue South, Marwayne, AB, T0B 2X0
 - II. Attention: Chief Administrative Officer
44. All correspondence shall be directed to the Tenant at:
 - I. Box 507, Marwayne, AB, T0B 2X0
 - II. Attention: Agricultural Society President

IN WITNESS WHEREOF the duly authorized officers of the Landlord have executed this agreement and affixed the corporate seal the day and year first written above.

VILLAGE OF MARWAYNE

PER: _____

PER: _____

IN WITNESS WHEREOF the duly authorized Officers of the Tenant have hereunto executed this agreement on behalf of the Tenant the day and year first written above.

MARWAYNE AGRICULTURE SOCIETY

PER: _____

PER: _____

THIS AGREEMENT made the ____ day of _____, 2021.

BETWEEN

THE VILLAGE OF MARWAYNE

(hereinafter referred to as the "Tenant")

AND

THE MARWAYNE AGRICULTURAL SOCIETY

(hereinafter referred to as the "Landlord")

WHEREAS The Landlord is the registered owner of the lands and buildings; and
The Landlord and the Tenant desire to enter into an agreement of the lands and buildings for the governance, management and operation of the Village of Marwayne administration office which occupies a portion of the community hall located at 210 2nd Avenue South in the Village of Marwayne in the Province of Alberta.

DEFINITIONS

1. Under this agreement, the terms set forth below have the following meaning:

Commencement Date means the 1st day of February, 2021.

Completion Date means the 1st day of March, 2027.

Development means the portion of the lands and buildings leased by the Village of Marwayne.

Equipment means all equipment used in the operations of the Development including, but not limited to, all janitorial equipment, snow removal equipment, tools and specialized equipment required in the operation of the Development, together with all replacements, substitutions and accessories.

Facility means the portion of the community hall being leased by the Village of Marwayne for their administration office, including all equipment and related improvements.

Hazardous Substances means toxic, hazardous, dangerous or potentially dangerous substances of any kind whatsoever including, and not restricting the generality of the foregoing, urea formaldehyde, asbestos, PCB transformers and those elements, materials, substances or compounds which are regulated by federal, provincial, or local statutes, law ordinance, code, rule, regulation order or decree.

Lands means the lands on which the community hall is located in the Village of Marwayne in the Province of Alberta.

Landlord and Tenant referenced herein shall include the singular and plural, or the masculine, feminine or neutral gender where the context or the Parties hereto so require.

Review Date means November of each year within the term of this agreement.

Total Destruction shall mean such damage or destruction that, in the opinion of an independent engineer, the Development cannot be rebuilt or repaired within a (12) twelve-month period from the time of such destruction or damage.

CONDITION OF LANDS

2. The Landlord shall provide, and the Tenant shall accept, the Development in as-is, where-is, condition.
3. Without limiting the foregoing, the Tenant agrees:
 - I. That there exists no promise or collateral agreement by the Landlord to alter, remodel, decorate or improve the lands or any property neighbouring or surrounding the lands;
 - II. That no warranties or representations whatsoever respecting the lands (including, without restriction, the condition or quality of the lands, or its suitability for the purposes and use intended by the Tenant) have been made by the Landlord or its agents or employees; and
 - III. That the Tenant has examined the lands and as at the date of this agreement the lands are in satisfactory condition and ready for occupancy.

PERMITTED USE

4. The Tenant shall occupy the Development for the operation of its business on the premises in an efficient, businesslike and courteous manner. The Tenant shall not store or permit to be stored in, or upon the Development, any dangerous material or explosives. The Tenant further agrees that it will not do anything or permit anything to be done or any business or occupation to be carried out on, in, or upon the Development which may result in a nuisance by reason of alteration, or additions to the Development that may be rendered uninsurable, or which may substantially increase the premiums for insurance.
5. The Tenant agrees not to bring on the Development any stock, merchandise, fixtures or other equipment by reason of which the insurance premium of the Development may be increased by reason of such additional hazard introduced by the Tenant.

RENT

6. The minimum rent payable by the Tenant to the Landlord for the Term of this Agreement shall be the sum of SEVEN THOUSAND (\$7000.00) DOLLARS per year for the facility, payable in advance on the first day of each year for the duration of this agreement.
7. The Landlord and the Tenant agree that for all purposes that the Landlord shall be responsible for any costs, charges, expenses or outlay of any nature whatsoever arising from or relating to the lands and facility, or any impositions, costs and expenses of this Agreement. All such costs shall be the responsibility of the Landlord to pay promptly when due. To the extent that any such costs are paid by the Tenant, the Landlord shall reimburse the Tenant immediately upon demand.
8. In addition to the payment of rent, the Landlord shall be responsible for the payment of all servicing costs incurred in the construction of any and all services upon or within the Lands for the purposes of providing such services to the Facility.
9. The Landlord agrees to provide the following services and reimbursements on the lands:
 - I. Weed control, including the maintenance of all trees and shrubs; and
 - II. Water and sewer at no additional charge.
10. The Tenant agrees to provide the following municipal services on the lands:
 - I. Coordinate Facility bookings for the Landlord;
 - II. Utilization of the Tenants photocopier, printer and fax machine;
 - III. Utilization of the Tenants envelopes and paper for the conduct of their administrative assistants duties, as the case may be;
 - IV. Grass mowing and whipper snipping;
 - V. Fire lane snow removal;

- VI. Parking lot snow removal based on the Tenants priority system; and
- VII. Provision of ice melt and sidewalk snow removal, adjacent to the entrance of the Tenant's office space.

TAXES

- 11. Subject to any exemption under the *Municipal Government Act*, the Landlord shall pay all real estate taxes, assessment, rates and charges and any other government impositions, general or special, ordinary or extraordinary, foreseen or unforeseen, of every kind, including assessments for local or public improvements and school taxes which may at any time during the Term be imposed, assessed or levied, in respect to the Development.

QUIET ENJOYMENT

- 12. Subject to the terms, covenants and conditions contained in this agreement, the Landlord agrees that the Tenant shall and may peaceably possess and enjoy the lands for the term of this agreement without any interruption or disturbance from the Landlord or any other person lawfully claiming by, from or under the Landlord.

GOVERNANCE

- 13. The Tenant shall manage and operate the Development in a manner consistent with the permitted uses in a safe, efficient and good manner. The Development shall at all times be in compliance with all applicable laws and be adequately supervised.
- 14. The Tenant shall, without limiting the generality of the foregoing:
 - I. Supply all the necessary equipment and personnel reasonably required with respect to the management, operation and maintenance of the Development;
 - II. Undertake all activities and provide all services reasonably required for the efficient management, operation and maintenance of the Development;
 - III. Throughout the term of this agreement, continuously use the Development solely for its permitted use and shall not use or permit the use of the Development for any other business or purpose;
 - IV. Not cause or permit any Hazardous Substances (other than normal cleaning or other products as reasonably required) to be used with respect to the maintenance and operation of the Development and in the performance of the Tenant's normal operations.
- 15. The Landlord shall, without limiting the generality of the foregoing:
 - I. Promptly pay when due any and all charges, impositions, costs and expenses of any kind relating to the Development and the maintenance, operation, cleaning repair and replacement of all structures and

improvements located thereon including, without restriction, all costs related to cleaning the exterior portion of the Development, window cleaning, repairing damaged components of the Development and the equipment, heating, ventilation and air-conditioning systems servicing the Development, provision of hot and cold water, and provision of electricity.

16. The Landlord and the Tenant agree to meet annually in November of each year to review the terms and conditions of this agreement. At this meeting, the following materials shall be reviewed and discussed by the Landlord and the Tenant:
- I. Most recent Audited Financial Statement;
 - II. The Marwayne Agricultural Society Business Plan or Strategic Plan;
 - III. The Marwayne Agricultural Society Operating Budget for the coming year;
 - IV. The most current projected multi-year Capital Budget for the Development which will specifically identify any exclusive, or joint capital responsibilities within the said Development;
 - V. A copy of the insurance certificate currently in force; and
 - VI. A listing of the Tenant's in-kind contributions to the Landlord.

INSURANCE AND INDEMINITY

17. The Tenant shall obtain and be in possession of at all times, the following insurance coverage, satisfactory to the Landlord, for the Development (a copy of which must be provided to the Landlord annually):
- I. Comprehensive Content Liability insurance.
 - II. The Tenant will, indemnify and save harmless the Landlord and their Directors, Council, Officers, employees and agents, from and against all actions, claims, demands, suits, proceedings, damages, costs (without restricting the generality of the foregoing, legal costs on a solicitor/client basis) and any further associated expenses by or against the Tenant and the Landlord and its Directors, Council, Officers and Agents, by reason of or arising out of, or in any way related to the facility by the Tenant, its Agents, Employees, invitees or contractors except where the action, claim, demand, cost or expense was caused by intentional acts or gross negligence of the Landlord.
 - III. This indemnity shall specifically exclude any and all such claims, costs and expenses or portions thereof arising from the negligence of the party to be indemnified, or those for whose actions the party to be indemnified is legally responsible for. This indemnity shall survive the expiry or sooner termination of this agreement.

ALCOHOL

18. In consideration of prudent risk management practices to indemnify and save harmless the Landlord from and against all liability, claims, actions, losses, cost and damages arising out of rental agreements actions or omissions, the Landlord thereby demands:
 - I. That the Tenant obtain all necessary permits, licenses and insurance for any and all functions, including those functions being held by a third party that has an agreement in writing with the Tenant permitting the event to be hosted at the Facility. Where the function will be having alcoholic beverages, the Tenant must purchase a "Host Liquor Liability" policy from a licensed agency or broker for no less than TWO MILLION (\$2,000,000) DOLLARS and name the Landlord as an "additional insured" under such policy.

FIXTURES

19. The Tenant shall, upon obtaining prior permission from the Landlord, have the right to place, install or erect in the Facility such fixtures and equipment as shall be deemed necessary for the proper conduct of the Tenant, and except as otherwise provided herein such fixtures and equipment shall remain the property of the Tenant. Any damage caused to said equipment shall be repaired by the Tenant at their own expense.
20. The Tenant shall have the right to install such leasehold improvements or renovate the area required for the Tenants improvements. All such improvements shall remain the property of the Tenant during the term of this agreement but shall on the expiration of the agreement or its renewed term, become the property of the Landlord. Any damage caused to the Facility by the erection of such improvements shall be repaired by the Tenant at their own expense.
21. The Tenant reserves all rights, titles and interests in the Development and equipment, including interior partitions, without the approval and consent in writing of the Landlord, which consent shall not be unreasonably withheld. All such alterations, additions or improvements made by the Tenant with the consent of the Landlord, including light fixtures, shall be and remain the property of the Landlord on the expiration of this agreement.
22. The Tenant shall not inscribe, paint, place or affix any exterior sign, advertisement or notice on the Development without the prior approval and consent in writing of the Landlord; such consent shall not be unreasonably withheld.

REPAIR

23. The Tenant shall, during the term of this agreement, at its own cost and expense, make all repairs to the Facility as deemed necessary to maintain the same

condition in which they currently are in. Damage caused by structural defect, fire, lightning, explosion, and tempest are exempt. The Tenant's covenants respecting repairs shall apply to repairs relating to ordinary maintenance to the plumbing, heating, electrical and/or drains of, upon, or in connection with the Facility occupied by the Tenant.

24. Subject to the conditions otherwise contained in this agreement, the Landlord shall be responsible only for repairs necessary by reason of structural defect or repairs necessitated by damage caused by fire, lightning, explosion or tempest. The Tenant shall give the Landlord prompt notice of any defects required to be repaired by the Landlord at the annual review meeting.
25. In the event the Development, or any part thereof, shall at any time during the term, be damaged or destroyed by reason of structural defect or weakness, fire, lightning, explosion, or tempest, so as to render the same unfit for the purposes of the Tenant, this agreement shall not be terminated or suspended until the Development has been repaired or rebuilt and made fit for the purposes of the Tenant.
26. In the event of Total Destruction, the Landlord or the Tenant may, within (3) three months after such destruction, give notice in writing to the other terminating this agreement. In the event the Development is capable of being occupied by the Tenant, the Landlord shall within a reasonable time repair and restore the Development to its former condition, and this agreement shall remain in full force and effect.
27. In the event the Tenant fails to complete repairs as per this agreement, the Landlord shall have the right to enter upon the Facility for the purposes of making such repairs at the cost of the Tenant, and the Tenant shall pay to the Landlord the costs thereof. In the event the Tenant fails to pay on demand, the Landlord may add the repair costs to the rent and the sum will be due and payable immediately. Failure to remit payment by the Tenant may result in termination of this agreement.
28. The Tenant shall not be liable to the Landlord for any damage to the property at any time in the Facility resulting from steam, waterworks, water, rain, or snow which may leak unto, issue, or flow from any part of the Development.
29. The Tenant shall comply promptly with statutes, by-laws, rules and regulations or other ordinances of any federal, provincial, municipal or other lawful authority having jurisdiction over the Development which may be applicable with the Tenant or the use and occupation of the Development by the Tenant. It is expressly understood that this includes the Workers' Compensation Act, Occupational Health, Fire Code and Safety Act, Occupiers' Liability Act or any other statute that imposes liability upon the owners or occupiers of land or in relation to the operation of a worksite.

30. The Landlord shall have reasonable access during business hours to the Development for the purpose of examining or exhibiting the same, or to make such repairs as may be necessary, and the Landlord reserves the right to enter upon the Development at any time for the purpose of repairing, maintaining or servicing.

DAMAGES

31. The Tenant shall not be liable for any damages to any person or property at any time in or upon the Development resulting from the negligence, default, or misfeasance of the Landlord and vice versa.

LIENS

32. The Tenant shall not at any time during the Term of this agreement suffer or permit any builder's lien or other similar lien, whether for labour, services and/or material, to stand charged or registered against the Development or said buildings in connection with the work contracted for by the Tenant or any agent, servant, or employee of the Tenant.
33. The Landlord shall have the right to contest the validity of or the amount claimed under or in respect of any charge or lien, but upon the final determination of such contest, the Landlord may pay and satisfy any judgements or decrees rendered, with all proper costs, charges and expenses to be charged to the Tenant. These amounts shall become due and payable by the Tenant to the Landlord upon demand by the Landlord. This covenant shall not apply to any lien arising through work contracted by the Landlord.

DEFAULT

34. In the event of default by the Tenant in the performance of any covenant or agreement contained herein, whether expressed or implied, and if such default shall continue for a period of fifteen (15) day's after notice in writing has been given by the Landlord to the Tenant, the Landlord may declare this agreement terminated and may re-enter and take possession of the Development.
35. The Landlord shall have the right to distrain for expenses paid by the Landlord when the Tenant fails to pay expenses, or for any monies hereby recoverable, by distraint upon the good and chattels of the Tenant, wherever situate, and upon any other premises to which the same may have been removed and whatever the same may be found within the province in which the Development is situate.

ASSIGNMENT AND SUBLETTING

36. The Tenant is permitted to sublet the Development to any other committee of the Tenant, community organizations or any persons or corporations as long as there

are no conditions breached with the liability insurance. It being understood and agreed that the privilege given to the Tenant to sublet shall not be used to circumvent the prohibition against a general assignment of this Operating Agreement.

37. The Tenant agrees not to transfer their interest or sub-lease the whole or any part of the Development without the consent of the Landlord in writing.

ARBITRATION

38. In the event of any dispute between the Landlord and the Tenant relating to matters contained in this agreement, such dispute shall be submitted for the determination to a Board as provided for in the *Arbitration Act* and any amendments made thereto.

GENERAL

39. This agreement shall constitute the entire agreement between the Parties, and no representation, warranties or promises have been made by the Landlord or the Tenant save and except those as contained herein.
40. No remedy contained under this agreement, conferred upon or reserved to the Landlord is intended to be exclusive of any other remedy or by law provided.
41. In the event any provision of this agreement is contrary to any existing or future statute, ordinance, regulation or by-law, neither the validity nor the effectiveness of this agreement shall be affected.
42. This agreement is intended to ensure the benefit of and be binding upon the Landlord and the Tenant's successors and assignees, and upon the Landlord and the Tenant's permitted successors and assignees.
43. All correspondence shall be directed to the Tenant at:
- I. Box 113, 210 2nd Avenue South, Marwayne, AB, T0B 2X0
 - II. Attention: Chief Administrative Officer
44. All correspondence shall be directed to the Landlord at:
- I. Box 507, Marwayne, AB, T0B 2X0
 - II. Attention: Agricultural Society President

IN WITNESS WHEREOF the duly authorized officers of the Landlord have executed this agreement and affixed the corporate seal the day and year first written above.

VILLAGE OF MARWAYNE

PER: _____

PER: _____

IN WITNESS WHEREOF the duly authorized Officers of the Tenant have hereunto executed this agreement on behalf of the Tenant the day and year first written above.

MARWAYNE AGRICULTURE SOCIETY

PER: _____

PER: _____



ASL PAVING LTD.
4001 - 52nd Street
Lloydminster, SK S9V 2B5
Phone 306-825-4984
Fax 306-825-3227

February 11, 2021

Village of Marwayne
Box 113- 210 2nd Ave South
Marwayne Alberta, T0B 2X0

Attention: Shannon Harrower

Re: Asphalt Walking Trail Phase 2

We are pleased to offer the following quotation for your consideration:

Walking Trail Structure- ± 700 l.m.
 Remove existing topsoil and take to supplied stockpile to 100mm depth.
 Excavate and dispose of waste to 125mm depth.
 Subgrade prep to 150mm depth.
 Supply, place and compact 20mm granular base to 150mm depth.
 Supply and place an emulsified SS-1 prime coat.
 Supply, place and compact 12.5mm asphalt concrete pavement to 75mm depth.
 Haul and place supplied topsoil adjacent to the new trail edge.
 Cleanup construction debris.
Unit rate @ \$132.36/l.m. Extended price: \$ 92,652.00

Mobilization/ Demobilization
 Move equipment to site, crew travel, move equipment from site.
Lump Sum price: \$ 5,930.00

The following qualifications form an integral part of this quotation:

- 2021 price.
- Payment based on field measured quantities.
- Sub cut excavation and backfill of unsuitable sub grade material below design grade is extra.
- Line locates and daylighting is included.
- Topsoil and waste disposal site supplied by customer within 5km of the village.
- Clay fill supplied by owner if needed.
- Topsoil for edging supplied from stockpile or by owner.
- Quality control testing is included.
- Work to conform to the City of Lloydminster specifications.
- Completion by September 30, 2021.
- Work not described in this proposal shall be extra.
- GST extra.

Thank you for providing ASL Paving Ltd an opportunity to quote on your project. If you require additional information do not hesitate to call the undersigned.

Regards,

Bill Kruining, General Manager
ASL Paving Ltd.



Russell Leer (780)205-1369
Krystal Monteith (780)870-4454
Fax (780)875-2063

7187-56 Street
Lloydminster, AB
T9V 3N6

Business No.: 859162505

February 16, 2021

Project: 2020-05 Asphalt Walking Trail Project – Phase II
Owner: Village of Marwayne
Contact: Shannon Harrower, CAO **Email:** cao@marwayne.ca

Thank you for the opportunity to provide pricing for the proposed walking trails in the community of Marwayne, AB.

Walking Trail price to include:

- Strip topsoil, haul off excess topsoil, stockpile; remove trees along path, haul, dispose
 - Estimated topsoil/grass disposal depth of 100mm – additional topsoil removed to be utilised on site
 - Disposal site at Marwayne, AB landfill (approximately 0.5 miles from project site)
 - Common excavation, dispose – Maximum excavation depth of 225mm from existing surface
 - Subgrade Preparation – 150mm depth at 98% SPD – 2.5 meter subgrade width
 - Granular Base Preparation (20mm GBC) – 150mm depth at 98% SPD – 2.5 meter granular base width
 - SS-1 emulsified asphalt prime coat
 - Asphalt Pavement (Type S1) – 75mm depth at 96% by Marshall Method – 1.5 meter asphalt surface width
 - Option #2 for trail north of 6th Street (between existing fences) to be concrete sidewalk – 1.5 meter width over 39 linear meters
 - Installation of culvert on north end of trail at connection to back alley, as required
1. Estimated quantities provided are approximate
 - a. Price is based on the provided total length of Phase 2 at 700 linear meters
 2. Payment for work carried out on a by unit prices shall be made on the basis of actual quantities, as measured at completion of the work item
 3. Trails to be built to match existing landscape contours
 4. The owner shall provide any required clay fill, at no charge to the contractor
 - a. Price does not include cost of over-excavation or placement of imported clay fill or granular fill in over excavation areas
 5. Materials sampling and density testing to be completed by and at the cost of Other, if required
 - a. Contractor will provide granular sieves and asphalt mix designs for approval
 6. Topsoil to be replaced adjacent to trails upon completion of paving
 - a. Seeding is the responsibility of Other
 7. All locations shall be cleared of all excess material resulting from construction activities and swept clean
 8. Price includes cost to locate and expose underground lines, as required
 9. Sveer Maintenance Ltd. is committed to completion of this project by September 30, 2021



Russell Leer (780)205-1369
Krystal Monteith (780)870-4454
Fax (780)875-2063

7187-56 Street
Lloydminster, AB
T9V 3N6

February 16, 2021

Business No.: 859162505

Project: 2020-05 Asphalt Walking Trail Project – Phase II
Owner: Village of Marwayne
Contact: Shannon Harrower, CAO **Email:** cao@marwayne.ca

OPTION #1 – Asphalt Walking Trail, as per Specifications

1.5 meter Asphalt Trail	700 lin.m	\$135.00/lin.m	\$94,500.00
PHASE II (Option #1) SUB-TOTAL			\$94,500.00
GST (5%)			\$4,725.00
TOTAL			\$99,225.00

OPTION #2 – Asphalt Walking Trail with Concrete Sidewalk Between Fences

1.5 meter Asphalt Trail	661 lin.m	\$135.00/lin.m	\$89,235.00
1.5 meter Concrete Walk	39 lin.m	\$300.00/lin.m	\$11,700.00
PHASE II (Option #2) SUB-TOTAL			\$100,935.00
GST (5%)			\$5,046.75
TOTAL			\$105,981.75

Submitted by: Sveer Maintenance Ltd.

Date: February 16, 2021

Signature: 

Print: Krystal Monteith, Director





Business No.: 859162505

Russell Leer (780)205-1369
Krystal Monteith (780)870-4454
Fax (780)875-2063

7187-56 Street
Lloydminster, AB
T9V 3N6

February 16, 2021

CONTRACT CONDITIONS

1. This proposal is made on the basis of current materials and costs. A delay in acceptance of more than 30 days will require a review of the proposal and re-dating before the agreement becomes binding.
2. Acceptance shall constitute an agreement between the two parties.
3. Rights under the Builder's Lien Act may be exercised.
4. Payment shall be made no later than 30 days from the date of invoice unless otherwise noted.
5. Unspecified licenses, bonds or taxes, if applicable shall be additional to price quoted.
6. These prices do not include surveying costs for the site. It is the responsibility of Other to establish boundary markings, lines, levels and underground connections to insure proper location, drainage and safeguard against damage from the work or action of any other party.
7. No work will be commenced prior to receipt of signed acceptance of offer and there is no obligation to commence work within fifteen days of such receipt.
8. Prices do not include work outside the property line.
9. Not responsible for damage due to trench settlement due to actions of any other party.
10. Not responsible for drainage if grades less than 1.0%.
11. Not responsible for failures resulting from overloading or use for which product was not intended.
12. Not responsible for work outside that listed in the scope of each unit price.
13. Asphalt prices based on one mobilization to jobsite.
14. The Owner shall indemnify, fully protect, and save harmless Sveer Maintenance and its affiliated and associated companies and, their respective directors, officers, servants, agents, contractors, subcontractors and employees against and from any and all direct, indirect, and consequential losses, costs, liabilities, deficiencies, damages, interest, penalties, professional fees, and expenses, including legal fees and disbursements on a solicitor and his own client full indemnity basis, suffered by any of them as a result of the Owner not complying with any of its obligations in this contract and any proceedings, actions, claims, suits, liens or demands in relation thereto.

Sveer Maintenance Ltd.

Per: 

If the foregoing meets with your acceptance, please sign and return a copy, which upon receipt by us, becomes a contract subject to the terms and conditions contained within.

Date: _____

Name: _____

Print Clearly

Address: _____

Signature: _____

Contact Number: _____



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

February 16, 2021

Reference Number: 666158

SHANNON HARROWER, CAO
VILLAGE OF MARWAYNE
PO BOX 113
MARWAYNE AB T0B 2X0

Dear Sir or Madam:

Re: SVEER MAINTENANCE LTD.
7187 56 ST
LLOYDMINSTER AB T9V 3N6

ASPHALT TRAILS - PHASE II

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
5013193	SVEER MAINTENANCE HEAVY EQUIPMENT OPERATIONS	Feb 01, 2005	worker coverage personal coverage for: RUSSELL E LEER KRYSTAL R MONTEITH

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12411844)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA

Partnerships IN INJURY REDUCTION

Certificate
of
Recognition

This certificate recognizes that

SVEER MAINTENANCE LTD. (SVEER MAINTENANCE)

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.

Don MacLennan
 Alberta Construction Safety Association
 Certifying Partner

Ian Hooper
 Ian Hooper
 Government of Alberta

Certificate # 20190816-2920
 WCB Industry Code(s): 40604

Expiry Date: August 16, 2022





Foster Park Brokers Inc.
 #200 17704-103rd Avenue
 Edmonton, AB T5S 1J9

P 780-489-4961
 F 780-486-0169
 fosterpark.ca

CERTIFICATE OF INSURANCE

NAMED INSURED: Sveer Maintenance Ltd.
 7187 - 56 Street
 Lloydminster, AB. T9V 3N6

CERTIFICATE HOLDER: To Whom It May Concern

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

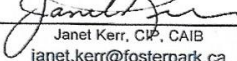
TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YYYY)		LIMITS OF LIABILITY		
		FROM	TO			
GENERAL LIABILITY Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest * Primary Non-Contributory * XCU Liability	Intact Insurance Co.				Inclusive Limit	\$ 5,000,000
	5V1147736	March 15, 2020	March 15, 2021		General Aggregate	N/A
					Products/Completed Operations Aggregate	\$ 5,000,000
					Personal Injury & Advertising Liability Agg.	\$ 5,000,000
					Non-Owned Automobile	\$ 5,000,000
					SEF 94 - Hired Vehicle Damage	\$ 75,000
					Tenants Legal Liability	\$ 500,000
					Contractors Limited Pollution Liability	\$ 2,000,000
					Forest Fire Fighting Expenses	\$ 100,000
AUTOMOBILE LIABILITY * Per Occurrence * Blanket Fleet	Intact Insurance Co.				Bodily Injury & Property Damage	\$ 5,000,000
	7V0000738	March 15, 2020	March 15, 2021		Combined Single Limit	
EQUIPMENT * All Risk	Intact Insurance Co.				Limit	\$ 1,000,000
	5V1147736	March 15, 2020	March 15, 2021			

ADDITIONAL INSURED/LOSS PAYABLE/LESSOR

CANCELLATION:
 Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail N/A days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

ADDITIONAL INFORMATION

DATE: 03/04/2020

PER: 
 Janet Kerr, CIP, CAIB
 janet.kerr@fosterpark.ca

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.



Village of Marwayne
Box 113, 210 2nd Ave N
Marwayne, AB T0B 2X0

780-847-3962 P
780-847-3324 F
marwayne@mcsnet.ca

marwayne.ca

February 23rd, 2021

Honourable Ric McIver
Minister of Municipal Affairs
320 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6

Honourable McIver,

Re: By-election extension request

On behalf of Council for the Village of Marwayne, I am writing this letter due to the impending resignation of one of our councillors. With a vacancy expected to occur on or before March 1st, 2021, the Village of Marwayne would like to request an extension to the requirement of holding a by-election in consideration of the general municipal election scheduled for October 18th, 2021.

Given the unexpected announcement during our February 22nd, 2021 Council Meeting, Council's preference would be to extend filling the vacancy to the next general municipal election date – if possible. With the ongoing COVID-19 pandemic and associated restrictions, the Village of Marwayne is concerned about the costs of implementing the necessary protocols, in addition to the overarching costs of holding and coordinating two (2) municipal elections in a single calendar year with only two (2) administrative staff members.

As a small rural community, comprising of six hundred (600) constituents and five (5) members of Council, the Village of Marwayne would be able to continue on with business as usual and operate effectively with one (1) less Councillor for the time being. Given that quorum is three (3) councillors for a village as per Section 143 (3) of the Municipal Government Act, the Village of Marwayne would still be in compliance with the legislation until such time that the municipal general election is held later this year. Further, the Village of Marwayne is an at-large system, and thus, the electors of our community would continue to be accurately and effectively represented, despite the short-term vacancy.

Council greatly appreciates your review and consideration of our request for an extension. Should you have any further questions, please do not hesitate to contact me.

Sincerely,

Cheryle Eikeland
Mayor
Village of Marwayne



CHIEF ADMINISTRATIVE OFFICER REPORT MEETING DATE: FEBRUARY 22ND, 2021

SAFE & CARING COMMUNITY

- **Agricultural Society COVID-19 Funding**
 - In speaking with Yolanda, President of the Agricultural Society, financial assistance towards the arena and curling rink would be beneficial to provide alternative services for the residents amidst the pandemic.
 - Given the funding we received from the provincial government, I believe it would be prudent to offer the Agricultural Society an additional \$10 000 on top of the (\$6000) we have already provided a variety of our community groups for sanitation supplies and equipment – i.e. The community hall, minor ball, arena/curling rink, etc.
- **CCL Network**
 - Spoke to the manager on February 12th regarding the concerns regarding servicing raised by Council. I have been advised that moving forward we will no longer experience any issues as it relates to our Fire Hall.

PURSUING OPERATIONAL & ORGANIZATIONAL EXCELLENCE

- **AUMA Virtual**
 - Attended part 2 of the virtual conference on policing. It was similar to the first offering and provided insight as to what municipalities can expect and what work the AUMA is doing on our behalf.
- **Audit**
 - Everyone should have received their T4 by now. If not, please let me know. The audit continues to move forward with the auditors currently conducting their sample testing of our documents, invoices, grants, etc.

PLANNING FOR GROWTH & CHANGE

- **Budget**
 - Administration is currently working on the final budget for 2021. Taking into consideration the unplanned major repair along Highway 897, the public works portion of our budget will require some adjustments. The budget will come forward to Council in April along with the proposed mill rates for 2021.
- **Alberta HUB Meeting**
 - I attended a virtual meeting with the region's economic development members on February 19th to discuss upcoming projects and ongoing initiatives. Following the meeting, I emailed Bob to further discuss opportunities for Marwayne and will provide an update following our discussion.

VILLAGE OF MARWAYNE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Feb 19, 2021

Time : 11:40 am

Supplier : 10 To XYLCA
 Cheque Dt. 19-Feb-2021 To 19-Feb-2021
 Bank : 01 - ATB To 99 - Penny Clearing

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
3583	19-Feb-2021	10	Tannas Bros. Hardware Ltd	Issued	21	C	172.12
3584	19-Feb-2021	10025	Vermilion River Regional Waste	Issued	21	C	10,114.00
3585	19-Feb-2021	10113	TELUS	Issued	21	C	344.40
3586	19-Feb-2021	ASC3	Alberta Municipal Services Corporation	Issued	21	C	2,793.04
3587	19-Feb-2021	BYC	Buffalo Trail Public School	Issued	21	C	1,850.00
3588	19-Feb-2021	CSS	Catholic Social Services	Issued	21	C	1,300.00
3589	19-Feb-2021	MAKO	Mako Mechanical Ltd.	Issued	21	C	761.05
3590	19-Feb-2021	MARAR	Marwayne Arena	Issued	21	C	2,792.00
3591	19-Feb-2021	MAS	Marwayne Agriculture Society	Issued	21	C	10,000.00
3592	19-Feb-2021	MCC	Marwayne Curling Club	Issued	21	C	1,338.65
3593	19-Feb-2021	MCSNE	MCSNet-Lemalu Holdings Ltd.	Issued	21	C	73.40
3594	19-Feb-2021	MFRD	Marwayne Fire and Rescue Dept.	Issued	21	C	1,000.00
3595	19-Feb-2021	MLCP	Marwayne Lil' Critters Playschool	Issued	21	C	5,400.00
3596	19-Feb-2021	MMB	Marwayne Minor Ball	Issued	21	C	444.44
3597	19-Feb-2021	RICCA	Digital Connection Inc.	Issued	21	C	593.49
3598	19-Feb-2021	SENSU	Senior Support Program	Issued	21	C	1,250.00
3599	19-Feb-2021	SLGM	Society Local Government Managers	Issued	21	C	275.00
3600	19-Feb-2021	TM	TELUS	Issued	21	C	71.49
3601	19-Feb-2021	VAAB	Vermilion and Area Brighter Beginnings	Issued	21	C	1,000.00
3602	19-Feb-2021	VADSO	CentralSquare Canada Software Inc.	Issued	21	C	903.00
3603	19-Feb-2021	VIBE01	VIBE (Vermilion Is Being Empowered)	Issued	21	C	1,500.00
3604	19-Feb-2021	WTGS	Walking Through Grief Society	Issued	21	C	700.00

Total Computer Paid :	44,676.08	Total EFT PAP :	0.00	Total Paid :	44,676.08
Total Manually Paid :	0.00	Total EFT File :	0.00		

22 Total No. Of Cheque(s) ...

September 2020



FINALIZATION OF PHASE 4, 5 AND 6

Ace is in the final days of closing off the construction projects for Phase 4, 5 and 6. All final details and work to finish these projects are underway and should be complete in the next 2 weeks.

Phase 7

We have received approval for the remaining construction of the regional water line. The following amounts have been allocated to the project:

Federal Funding	\$13,300,000
Provincial Funding	\$16,625,000
Municipal Funding	\$ 3,975,000

The formula for municipal contributions is slightly higher than 10%. A three-year capital plan has been reviewed by the Board. The funding call is spread over three years to assist with financial budgeting.

**ACE Water
Municipal Capital Contributions
Phase 7**

	17-Sep-20	Remaining Construction Costs	Due \$	Due 31-Mar-21 \$	Due 31-Mar-22 \$	Due 31-Mar-23 \$
<u>Estimated Construction Costs</u>		\$ 3,975,000.00		2,000,000	1,500,000	475,000
			<u>Dewberry/Clandonald</u>	<u>Paradise Valley</u>	<u>Duvernay/Derwent</u>	
County of Minburn	8.3	\$ 329,925	\$ 166,000	\$ 124,500	\$ 39,425	
County of Two Hills	11.6	\$ 459,908	\$ 231,400	\$ 173,550	\$ 54,958	
County of Vermilion	10.7	\$ 426,518	\$ 214,600	\$ 160,950	\$ 50,968	
Town of Vermilion	35.9	\$ 1,426,628	\$ 717,800	\$ 538,350	\$ 170,478	
Village of Dewberry	1.58	\$ 62,805	\$ 31,600	\$ 23,700	\$ 7,505	
Village of Kitscoty	5.91	\$ 234,923	\$ 118,200	\$ 88,650	\$ 28,073	
Village of Paradise Valley	1.47	\$ 58,433	\$ 29,400	\$ 22,050	\$ 6,983	
Village of Marwayne	4.45	\$ 176,888	\$ 89,000	\$ 66,750	\$ 21,138	
Village of Myrnam	2.94	\$ 116,865	\$ 58,800	\$ 44,100	\$ 13,965	
Village of Mannville	6.32	\$ 251,220	\$ 126,400	\$ 94,800	\$ 30,020	
Village of Innisfree	1.87	\$ 74,333	\$ 37,400	\$ 28,050	\$ 8,883	
Town of Two Hills	8.96	\$ 356,160	\$ 179,200	\$ 134,400	\$ 42,560	

TENATIVE SCHEDULE FOR PHASE 7

2020

- Selection of Engineers – part of the federal funding requirement is to publicly advertise for construction services, including engineers. This process should be complete in October 2020.
- Complete routing and survey work from Marwayne to Dewberry and on to Clandonald this fall. This will be contingent on weather.

2021

- Tender and construction of Marwayne to Dewberry and on to Clandonald
- Routing selection and tendering of route to Paradise Valley
- Start construction to Paradise Valley
- Routing to Duvernay and Derwent

2022

- Finalize construction to Paradise Valley
- Tendering of Routing to Derwent and Duvernay

2023

- Construction to Derwent and Duvernay

Board Elections for each Zone

Fall Zone Election for Board of Directors

Each Zone as part of the Unanimous Shareholders Agreement must hold an annual zone meeting and elect or re-elect one representative to the Ace Board for a 3-year term by November 30, of each year. Board members from each zone have staggered 3-year terms. This provides continuity to the ACE Board. Below is the list of members and when their position must be confirmed for another 3-year term or the zone hold an election for that position.

Each Zone representative’s term will be up by November 30, 2020

Zone 1 – Minburn and District

Board Member	Year Elected or Renewed to Ace Board	2020/2021 Term/Year of 3 year term	Action at Zone Meeting	Term Ends
Cliff Wowdzia	2019	1 st year	none	2022
Rex Smith	2017	3rd year	Election	2020
Aaron Cannon	2018	2 nd year	none	2021

Zone 2 – Vermilion and District

Board Member	Year	2019/2020 Term	Action at Zone Meeting	Term Ends
Clint McCullough	2018	2 nd years	None	2021
Marty Baker	2019	1 st year	None	2022
Dennis Roth	2017	3rd year	Election	2020

Zone 3 – Two Hills and District

Board Member	Year	2018	Action at Zone Meeting	Term Ends
Leonard Ewanishan	2019	1 st Year		2022
Don Gulayec	2018	2 nd Year		2021
Ed Sosnowski	2017	3rd	Election	2020

Ace Water staff are available to give an update at your zone meetings. Please contact either Brent Romanchuk 780-808-1987 or Rhonda King 780-808-6785 to make arrangements.



587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

February 15, 2021

Dear Mayors, Reeves, and CAOs:

The Alberta Police Interim Advisory Board (APIAB) wants to ensure that municipalities continue to have an understanding of the work the Board is doing. This quarterly update outlines the work that the Interim Board has undertaken since we last reported October 20th.

Interim Board's Mandate

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

Interim Board's Focus

Since the last report, the Interim Board has held six meetings. All of our meetings have been held virtually due to COVID-19. JSG staff and the RCMP continue to be active participants in these meetings.

The Interim Board has been making progress on both aspects of its mandate. During this quarter, our primary focus has been on reviewing the results of the policing priorities survey sent to you in October. Your input has been integral in developing the priorities for the RCMP moving forward in 2021/2022. Attached to this update is the letter and report sent to the Minister on January 29, 2021, outlining the Interim Board's recommendations for the 2021-22 policing priorities.

Interim Board's Engagement with Municipalities

The APIAB has now shifted its focus to the governance of the permanent Board, with the next steps being to finalize the following related to the Board structure and scope:

- Size

Classification: Protected A

- Representation
 - Public versus elected officials
 - Members at large
 - Voting and non-voting status of various members
- Member criteria/qualifications/competencies to ensure necessary skill sets, experience and diversity
- Recruitment strategy
- Selection process
- Appointment terms
- Knowledge transfer and membership shifts
- Board responsibilities and duties (including process for alternates, termination of member, etc.)
- Terms of Reference
- Code of Conduct
- Code of Ethics

In the coming weeks a survey will be circulated for input from municipalities on some of these issues in order to ensure that the permanent Board represents municipal needs and preferences.

RCMP Update on Resourcing

As of February 8, 2021 the RCMP advised that 66 of 76 new regular member positions had been filled. The remaining 10 positions are pending within the staffing process. As well, of the 57 public service employee positions, a total of 28 positions have been filled to date, and the remaining 29 positions are pending within the staffing process. See the attachment titled "PPSA Police Funding Model Positions February 2021" for further details.

The Interim Board has reviewed many different resourcing options with RCMP "K" Division over this last quarter. There are many different options, other than front-line policing, as to how new resources can be allocated. Attached is a brief outline of some of those options to help provide clarity on what these other programs provide to overall community safety. The Interim Board will continue to work with JSG and the RCMP to ensure our provincial policing resources continue to grow in ways that improve community safety throughout Alberta. We have recommended that the RCMP continue to balance front-line policing, support programs and civilian resourcing to meet the priority recommendations of the Interim Board.

We have also provided recommendations on the report templates that Detachment Commanders should provide to municipalities. We expect that councils and administration will begin seeing reports in this format on a quarterly basis moving forward.

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

Sincerely,



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



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780.955.3639 | RMAAlberta.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!

Classification: Protected A

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)

Classification: Protected A



ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

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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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> • Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> • 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.
<p>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.</p>	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none">• 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 policing² 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 is 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.

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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.

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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.

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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.

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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.

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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?



PPSA Police Funding Model – 2020/21 Positions

Updated: February 8, 2021

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

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

This accounts for all of the 76 regular member positions. A total of 66 positions have been filled to date, 10 positions are pending within the staffing process. See Annex A for further details.

The following public service employee positions have been allocated:

- 31 Detachment Services Support positions (16 Filled, 15 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call Center Operators (Filled)
- 2 Operational Call Center Administrative Support positions (Filled)
- 4 Rural Crime Reduction Analysts (Pending)
- 1 Rural Crime Administrative Support positions (Pending)
- 1 Forensic Identification Services Clerk – St. Paul position (Filled)
- 1 Intellex position (Pending)

This accounts for all of the 57 public service employee positions. A total of 28 positions have been filled to date, and the remaining positions are pending within the staffing process. See Annex B for further details.



Annex A – Regular Member Position Detail

Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	AIRDRIE	General Duty	Filled	2020-07-10
		General Duty	Filled	2020-12-10
	CANMORE	General Duty	Filled	2020-08-11
	COCHRANE	General Duty	Filled	2020-10-16
		General Duty	Filled	2020-09-30
		General Duty	Filled	2020-10-27
	DIDSBURY	General Duty	Filled	2020-09-15
	HIGH RIVER	General Duty	Filled	2020-11-03
	OKOTOKS	General Duty	Filled	2020-07-06
	STRATHMORE	General Duty	Filled	2020-09-14
SAD GIS	General Investigative Services	Filled	2020-11-13	
	General Investigative Services	Pending		
	General Investigative Services	Filled	2020-12-10	
Central Alberta District	BLACKFALDS	General Duty	Filled	2020-07-22
	CAMROSE	General Duty	Filled	2020-04-01
	INNISFAIL	General Duty	Filled	2020-10-12
	LEDUC	General Duty	Filled	2020-04-01
	MORINVILLE	General Duty	Filled	2020-09-03
	PARKLAND	General Duty	Filled	2020-07-27
	RIMBEY	General Duty	Filled	2020-11-30
	ROCKY MOUNTAIN	General Duty	Filled	2020-07-22
	HOUSE	General Duty	Filled	2020-07-22
	STETTLER	General Duty	Filled	2021-01-25
	STRATHCONA	General Duty	Filled	2020-07-27
	SYLVAN LAKE	General Duty	Filled	2020-11-28
	THORSBY	General Duty	Filled	2020-09-14
		General Duty	Filled	2020-11-16
WETASKIWIN	General Duty	Filled	2020-07-18	
Eastern Alberta District	ATHABASCA	General Duty	Filled	2020-09-21
		General Duty	Filled	2020-12-21
	BONNYVILLE	General Duty	Filled	2020-07-28
	COLD LAKE	General Duty	Filled	2020-07-01
	ELK POINT	General Duty	Filled	2020-07-21
		General Duty	Filled	2020-09-14
	KITSCOTY	General Duty	Filled	2020-08-10
	LAC LA BICHE	General Duty	Filled	2020-10-12
	ST PAUL	General Duty	Filled	2020-10-29
	VEGREVILLE	General Duty	Filled	2020-07-22
WESTLOCK	General Duty	Filled	2020-11-13	



Police Funding Model - Year 1 - Regular Members - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Western Alberta District	BEAVERLODGE	General Duty	Filled	2020-07-06
	EDSON	General Duty	Filled	2020-07-02
	EVANSBURG	General Duty	Filled	2020-07-06
	GRANDE PRAIRIE	General Duty	Filled	2020-11-23
		General Duty	Filled	2020-09-25
		General Duty	Filled	2020-09-12
	HIGH LEVEL	General Duty	Filled	2020-10-08
	MAYERTHORPE	General Duty	Filled	2020-07-02
VALLEYVIEW	General Duty	Filled	2020-07-02	
WHITECOURT	General Duty	Filled	2020-07-02	
CROPS Contract Policing	Contract Policing Support Services	Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-07-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-01
		Call Back Unit	Filled	2020-04-02
		Call Management KMOSS	Filled	2020-04-07
			Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Critical Incident Program - ERT South	Filled	2020-04-01
		Diversity Engagement	Pending	
		Diversity Engagement	Pending	
		Hate Crimes	Pending	
Offender Management	Pending			
Offender Management	Pending			
Offender Management	Pending			
Offender Management	Pending			
Police Dog Services	Pending			
Police Dog Services	Pending			
Serious Crimes Branch	Operations South	Child Advocacy Center - Red Deer	Filled	2020-04-01
		Child Advocacy Center - Sheldon Kennedy Centre	Filled	2020-09-01
	Operations North	Child Advocacy Center - Zebra Centre	Filled	2020-04-01



Annex B – Civilian Position Detail

Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
Southern Alberta District	BEISEKER	Detachment support	Pending	
	BOW ISLAND	Detachment support	Pending	
	COCHRANE	Detachment support	Pending	
	DIDSBURY	Detachment support	Pending	
	LAKE LOUISE	Detachment support	Pending	
	OLDS	Detachment support	Filled	2021-01-11
	PICTURE BUTTE	Detachment support	Filled	2020-12-01
	TURNER VALLEY	Detachment support	Pending	
Central Alberta District	BASHAW	Detachment support	Pending	
	BRETON	Detachment support	Pending	
	INNISFAIL	Detachment support	Filled	2021-01-04
	RIMBEY	Detachment support	Pending	
	STRATHCONA	Detachment support	Pending	
	SYLVAN LAKE	Detachment support	Filled	2020-11-30
	THORSBY	Detachment support	Filled	2021-01-12
Eastern Alberta District	CORONATION	Detachment support	Filled	2020-12-21
	DESMARAIS	Detachment support	Pending	
	KITSCOTY	Detachment support	Filled	2020-09-23
	PROVOST	Detachment support	Pending	
	TWO HILLS	Detachment support	Filled	2021-01-05
	WOOD BUFFALO	Detachment support	Pending	
Western Alberta District	BEAVERLODGE	Detachment support	Filled	2020-12-21
	FOX CREEK	Detachment support	Filled	2020-10-28
	GRANDE PRAIRIE	Detachment support	Pending	
		Detachment support	Filled	2020-09-21
	HINTON	Detachment support	Filled	2020-10-02
	MANNING	Detachment support	Filled	2020-12-21
	PEACE RIVER	Detachment support	Filled	2021-01-06
	RED EARTH CREEK	Detachment support	Pending	
VALLEYVIEW	Detachment support	Filled	2021-01-11	



Police Funding Model - Year 1 - Civilian Support - as of February 8, 2021				
District/Unit	Detachment	Position Description	Staffing Status	Start Date
CROPS Contract Policing	Contract Policing Support Services	OCC - Administrative Support	Filled	2020-04-01
			Filled	2020-10-14
		OCC - Telecommunications Operators	Filled	2020-11-05
			Filled	2020-11-06
			Filled	2020-11-05
			Filled	2021-02-12
			Filled	2021-01-04
			Filled	2020-10-01
		Scenes of Crime Officers	Pending	
			Pending	
	Pending			
	Pending			
	Community and Indigenous Policing	Court Case Management	Filled	2019-05-01
			Pending	
Pending				
Pending				
CROPS Contract	Criminal Operations	CROPS Strategic Management Services	Filled	2020-04-01
			Filled	2019-03-18
		Crime Reduction Analysts	Pending	
			Pending	
			Pending	
			Pending	
		Crime Reduction - Administrative Support	Pending	
		Forensic Identification Services Clerk - St. Paul Intellex	Filled	2020-04-01
Pending				



Alberta RCMP Resources supporting Community Safety

In addition to the police officers in communities, the Alberta RCMP is made up of a number of programs that contribute to the safety of Albertan communities. Below is a description of a many of these programs:

Operational Communication Centers

The Operational Communications Center is the first point of contact for the public requesting police assistance in both emergency and non-urgent matters. Operators receive calls and evaluate what services are required. Dispatchers then convey the information to officers as quickly as possible, ensuring priority is placed on public and officer safety.

Traffic Services

Traffic Services focuses on enhancing safety on Alberta's roadways through targeting behaviours that negatively impact safety and lead to serious injuries and fatalities. Traffic Services also detects and interdicts criminal networks that use highways for criminal enterprise and distribution of contraband.

Crime Reduction Units

Crime Reduction Units (CRUs) are specialized units with the primary mandate to support detachments by targeting priority offenders, known crime hotspots and the underlying causes of crime. CRU teams help address an identified enforcement problem, especially in the areas of property crime, auto theft and ongoing criminal activity.

Integrated Offender Management

Integrated Offender Management (IOM) is a program in which constables work with the Government of Alberta Justice and Solicitor General's Office Integrated Community Safety Unit (ICSU), to bring community stakeholders/partners together to manage offenders in a collaborative way with an effort to reduce recidivism.

Crime Analysts

Crime analysts use database research techniques to analytically identify, predict, and help prevent crime. They provide strategic, statistical and investigative support to police forces by developing ways of reducing criminal activities within specific areas. This enables police officers to target their efforts in addressing criminal behavior.

Police Dog Services

Police Dog Services provides support to many detachments and specialized units across rural Alberta, enhancing public and police officer safety in communities. Police Dog Services often deploy with Crime Reduction Teams assisting with high-risk situations and tracking down offenders who are attempting to evade police. Police Dog Services also assist detachments in locating missing people.

Forensic Identification Services

Forensic Identification Services supports front line policing in Alberta by providing a variety of specialized and expert investigative services. Forensic Identification members secure, record and document crime scenes, as well as collect and package exhibits for analysis.

Emergency Response Team

Emergency Response Team (ERT) is the RCMP's tactical unit. Referred to as SWAT by many police agencies in Canada, ERT members are the tactical operators who deploy to situations that are beyond the means of the front line regular members such as hostage takings and high-risk firearms complaints and executing high-risk search warrants.

Special Tactical Operations

The Special Tactical Operations Team functions as a public order team who responds to instances of civil disobedience. This team is also used to augment detachments with additional specialized support, such as conducting large scale, complex evidence searches and disaster response.

Explosive Disposal Unit

Explosive Disposal Units are experts in the public awareness, disposal and investigation of all explosive devices. They will sometimes support other units such as ERT with things like explosives forced entries. The Explosive Disposal Units is also trained in the mitigation and investigation of Chemical, Biological, Radiological and Nuclear scenes.

Serious Crimes Branch

Serious Crimes Branch is responsible to investigate homicides, serious persons crimes and child abuse. The Serious Crimes Branch is made up of several units with significant expertise:

Major Crimes:

Major Crimes Units are comprised of highly specialized investigators who conduct homicide investigations, along with investigations related conspiracy to commit murder, kidnapping, suspicious deaths and suspicious missing persons files. Major Crime Units also provide assistance and guidance to detachment members in serious incidents such as workplace fatalities and crime crash investigations.

Interview Assistance Team:

The Interview Assistance Team works with Major Crimes and other units to provide specialized interview and interrogation skills to support serious investigations.

Missing Persons Unit:

The Missing Persons Unit monitors, reviews and assists with Missing Persons investigations across the Province. This unit also houses the Center for Missing Persons and Unidentified Remains.

Child Advocacy Centers:

The Alberta RCMP has partnered with not for profit and community service groups throughout the province to support Child Advocacy Centers. Child Advocacy Centers are places where children and youth who have experienced abuse can go to tell their story and get support through the disclosure, investigation, judicial and healing journey.

High Risk Offender Program:

The High Risk Offender Program (HROP) works with high risk violent offenders throughout the Province. The single HROP member works closely with Correctional Service Canada, the Province and Crown to identify high-risk violent offenders being released from the Federal and Provincial Institutions at the expiry of their sentence. HROP works to place offenders on peace bonds and assist with managing them in the community.

Behavioural Sciences Group:

Behavioural Sciences Group was established due to increasing need to provide support services through the use of the most current behavioural science-based investigative tools. The Threat Evaluation and Management Team (TEM) prevents violence by evaluating the potential for targeted violent acts and implementing plans to reduce the risk of these acts from occurring. Another Behavioural Science tool is the Violent Crime Linkage Analysis System (VICLAS) which helps investigators identify serial criminals by focusing on the linkages that exist among crimes committed by the same offender. Other Behavioural Science tools include such things as Geographic Profiling, High Risk Offender Programs and the Sex Offender Registry.

General Investigative Services

General Investigative Services support detachments by providing enhanced investigative capacity on files that are complex and often multi-jurisdiction. General Investigative Services investigate both persons and property crime, including but not limited to robberies, break and enters, thefts and assaults.

'K' Division Member Operational Support Section (KMOSS)

KMOSS is located with our Operational Communication Center and is staffed with Senior police officers who provide guidance and advice to officers, when their supervisor or detachment commander is off-shift. They support the employees in the OCC in assessing the need for immediate call out to incidents and provides a point of coordination for significant police incidents.

Call Back Unit

The Call Back Unit was established to create a more efficient and effective method of managing non-urgent calls from citizens for police service. Non-urgent police calls are diverted to the Call Back Unit and the members of the unit contact the complainants, investigate the occurrence and document the results accurately on the PROS records management system. When follow-up or further investigation is required, the Call Back Unit engages the Detachment of jurisdiction or specialized Unit most appropriate to the nature of the crime.

In June 2020, the Alberta RCMP's On-Line crime reporting system became operational. This system allows Albertans the convenience of inputting their non-urgent complaints via a computer, tablet or cell phone, at any time of day or night, through a secure system for investigation by the Alberta RCMP. The Call Back Unit has investigated over 600 online crime reports from Albertans. The files are primarily property-crime related, including theft under, bicycle theft, vandalism and mischief.

Pros Data Center

The Pros Data Center (PDC) is an administrative unit established to improve and modernize the method in which the Alberta RCMP documents calls for police services and the subsequent investigations and intelligence learned. Front line members can also obtain support from the PDC to help them complete their obligation of documenting police investigations.

Community Liaison Program

The Community Liaison Program serves as a touch point with communities, by actively sharing information and hosting educational sessions with community groups regarding the Alberta RCMP and the services we provide to help them prevent crime. This group also actively shares information to support community lead initiatives such as information about grant/funding opportunities.

Restorative Justice Program

Restorative Justice is a method that resolves disputes by addressing the harm caused by crime or conflict. It promotes meaningful resolutions by addressing the victim's needs and holds the offender responsible for their actions. Each detachment in Alberta has a dedicated Restorative Justice Liaison and they support all Justice and Solicitor General Restorative Justice Initiatives and they provide referrals to established programs.

Relationship Violence Program

This Unit is responsible for updating policy, providing support and subject matter expertise and guidance to frontline members. The Unit develops and delivers training for Alberta RCMP members and proactively maintains effective and collaborative relationships with external partner agencies.

Sexual Assault Reviewer

The creation of the Alberta RCMP Sexual Assault Review Coordinator provides oversight and guidance to all regular members conducting sexual assault investigations in the Province. This position also assists Criminal Operations with high-risk files, reviews and the development of policies, procedures and programs for the Alberta RCMP.

Financial Crimes

The Provincial Financial Crimes Unit primarily carries investigations, which are too complex and time consuming for detachments to undertake; these investigations often require a certain level of expertise that is gained through experience and time. In addition to these complex investigations, members of the unit are also fully engaged in requests to provide guidance and support to detachment personnel in conducting smaller scale fraud investigations and the unit is also tasked with priority investigations of a political nature.

Air Services

Air Services utilizes fixed wing aircraft, helicopter and Remote Piloted Aircraft System (also known as drones), to provide aerial transport and airborne tactical support to the Alberta RCMP as well as other government departments and law enforcement agencies. Services include operational support, transport of resources and cargo and aerial surveillance.

Investigative Support

There are a number of units that deploy operational assets and resources to support investigations in Alberta utilizing specialized techniques. Units included within this section are: Special Engineering Services, Special I, Special O, and Protective Technical Services Section. The expertise and assets within these units assist in successfully track and charge offenders advancing crime reduction efforts.

Digital Forensic Services

Digital Forensic Services provides digital forensic examination and analysis of electronic exhibits in support of investigations.

Major Case Management Operational Service Centre

Major Case Management Operational Service Centre's primary duties are to assist in organizing evidence (notes, seized documents, reports, multimedia etc.) for disclosure to the courts. This can involve combining information, converting to PDF and transcribing audio and video statements.



RECEIVED
FEB 19 2021

265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0
Tel: 403 752-4585 – Fax: 403 752-3643 – Website: www.abfarmsafety.com

February 12, 2021

Marwayne Chief Administrative Officer
Mrs. Joanne Horton
Box 113
Marwayne, AB T0B 2X0

I apologize in advance for the length of this correspondence, but the challenges and changes caused by COVID and other circumstances are many. Acknowledging the burden of budget deliberations and the fact that choices between good, better, and best can be difficult; a certain amount of detail and explanation are needed at this time.

From the beginning of the 2019-2020 school year in September 2019 until school classes in Alberta were suspended in mid-March 2020 - 40,662 rural children in 339 schools had already received our in-class farm safety presentations. Students in an additional 152 schools were booked for Safety Smarts delivery during the remaining months of the school year. A full 2019-2020 year-end report can be accessed on our website: abfarmsafety.com

In April 2020 we began working to add content to our website which would allow students to access interactive farm safety learning tools during the COVID disruption in school attendance. By the first week of May two of the game-based teaching activities typically used in-class had been adapted and made available on our website: abfarmsafety.com
Parent feedback has been very positive.

With the return of in-person program delivery uncertain, the following activities were completed between Apr - Oct 2020

- Hundreds of farm safety related still images gathered over time have been tagged, for improved access/use
- Video resources developed previously by the Centre have been reformatted to allow on-line, web-based access
- Re-formatted video resources have all been tagged, for improved access/use in adapted program delivery
- Safety Smarts materials, models, tools etc. have been gathered from regional instructors across the province
- Sorting and cleaning of models, displays and other in-class teaching materials gathered from regional instructors
- Adaptation of some existing personal experience safety videos to make them more virtual delivery friendly
- Gathering of an additional 18 personal experience safety videos – for use virtually and face to face
- Remake of the Welcome to the Farm video with both female and male youth narrators
- Completion of new K/Gr 1 book – for virtual use. Available in hardcopy when in-person delivery resumes
- Development of 65+ new age and topic specific activity sheets – for virtual and in-person use
- Adaptation of Safety Smarts presentations to make them accessible/usable virtually
- Launch of updated website to better support schools, families and organizations looking for farm safety materials
- Procurement of PPE in anticipation of new disease prevention protocols when in-person delivery resumes

We did not begin reaching out to schools in September 2020, as it seemed apparent that COVID had greatly complicated their day-to-day responsibilities in the new 2020-2021 school year. School contacts began in October as we inquired about their interest in continued farm safety learning. Without exception schools suggested we wait until 2021 to attempt any sort of outreach again.

Research into virtual delivery possibilities began in October 2020, with the purchasing of video conferencing equipment for November trials. Extensive training of delivery contractors, for potential video conferenced (Zoom) Safety Smarts delivery began in December 2020 and continued into January 2021.

In late January rural schools were made aware of our intention to attempt virtual delivery of adapted Safety Smarts presentations. Actual Zoom delivery began on February 1, 2021 and by the second week of the month 80+ school had already set up delivery schedules. Over the coming weeks we will get a better idea how virtual engagement is working and what improvements are needed to make the most of the precious classroom time invested by rural schools. We anxiously await the opportunity to again meet with students in-person, but until that is possible, we will continue with the steep learning curve of the virtual COVID world.

A few other items of note:

In October of 2020, the Farm Safety Centre was informed by GOA representatives that ALL their involvement in and support of farm safety learning and extension would end in December 2020. Their departmental staff were laid off and online resources were withdrawn at the end of the year. A portion of the printed materials and learning models they had on-hand were sent to the centre. We intend to make them available to rural Albertans in the coming weeks and months.

In December of 2020, an updated website was launched by the Farm Safety Centre. It is extremely straightforward to navigate and has many new resources available for schools, families, and organizations. Portions are still under constructions, but I would encourage you to spend a few minutes reviewing what is available. We would be happy to promote any of your upcoming happenings in our News & Events section, or on our social media platforms.

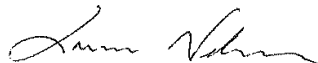
In January of 2021, the organization began a strategic assessment of our strengths, weaknesses, opportunities, and risks/threats. We anticipate some findings by mid-April. Results will be available on our website in "About Us" section. Since inception in the early 1990's the FSC has had eye-to-eye learning moments with more than 780,000 rural individuals. What will and should the next 20+ years include, to ensure we continue serving rural Albertans in a meaningful way? This is THE question....

In March of 2021, I will be retiring as Executive Director after 20 wonderful years. I very much appreciate the enriching interactions I have had with exceptional individuals across the province. Jordan Jensen will be stepping in as the new Executive Director. **He can be reached at j.jensen@abfarmsafety.com or 403 593-8960 (cell) or 403 752-4585 (office).**

And lastly, the Farm Safety Centre is hopeful that in 2021 your organization will consider supporting our extension efforts. **Within the financial realities of an economically challenged province, any financial support supplied in 2021 would be greatly appreciated.**

Exactly how farm safety learning will evolve moving forward, is uncertain at this time but our organization is doing all it can to prepare itself to continue helping things go right for farmers and their families across our amazing province.

Sincerely,



Laura Nelson
Outgoing Executive Director
Farm Safety Centre



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

AR96122

February 11, 2021

Ms. Shannon Harrower
Chief Administrative Officer
Village of Marwayne
PO Box 113
Marwayne AB T0B 2X0

Dear Ms. Harrower:

Thank you for your email of February 2, 2021, regarding the completion of non-compliant items identified in the Village of Marwayne 2018 Municipal Accountability Program (MAP) report.

As noted in the letter from Municipal Affairs dated September 11, 2020, the village's deadline to resolve all non-compliant issues was further extended at your request from October 1, 2020 to December 31, 2020. That said, I understand that the village still requires additional time to collaborate with neighbouring municipalities to pass a regional assessment review board bylaw and an intermunicipal subdivision and development appeal board bylaw.

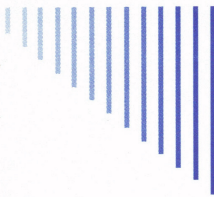
As such, I have approved an extension of the 2018 MAP deadline to July 30, 2021, in order to provide time for the village to address the remaining two items.

I look forward to receiving an update by July 30, 2021, with confirmation that the remaining items have been completed.

Sincerely,


Paul Wynnyk
Deputy Minister

Classification: Protected A



Vermilion River Regional Waste Management Services Commission

P.O. Box 3125
 Vermilion, AB
 T9X 2B1

Phone: (780) 853-5561
 Fax: (780) 853-4532
 Email: vrrwmsc@telus.net

February 16, 2021

Village of Marwayne
 P.O. Box 113
 Marwayne, AB T0B 2X0
 Village Administrator: Shannon Harrower

Dear Shanon:

Re: 2020 Budget Reconciliation:

I have completed the Budget Reconciliation for the 2020 Budget to actual costs, as well as a requisition comparison for 2020.

	BUDGET	RECEIVED	CR/DB	ADJ TTL	ACTUALS	VARIANCE
MARWAYNE	\$68,875	\$64,665	\$4,210	\$68,880	\$67,575	\$1,300

I have determined that the Commission retains a credit for the Village of Marwayne of \$1,300 when balancing to the actual costs incurred in 2020. Due to our charter the Commission cannot issue a cheque for credit, so would ask that you deduct this amount from your remittance total in 2021. I have enclosed a credit note for this amount.

Following is a breakdown of the actual to budget costs for the Village of Marwayne for 2020..

<i>Village of Marwayne</i>	BUDGET	ACTUAL	DIFFERENCE
Administration	\$7,224	\$6,258	\$966
Transfer Stations	\$22,218	\$20,609	\$1,609
Residential Waste	\$21,000	\$22,484	-\$1,484
Recycling	\$2,500	\$1,230	\$1,270
Ldfil/Trans	\$13,203	\$14,264	-\$1,061
Capital Reserve	\$2,730	\$2,730	\$0
Total	\$68,875	\$67,575	\$1,299

If you have any questions, please do not hesitate to contact me.

Yours truly,

S.A. Schwartz
 Chief Administrative Officer

AGENDA ITEM #11.4

Vermilion River Regional Waste Mgt. Services Commission

P.O. Box 3125
 Vermilion
 Alberta
 T9X 2B1

Credit Memo

Date	Credit No.
2021-02-16	CM2021-001

Customer
Village of Marwayne P.O. Box 113 Marwayne, AB T0B 2X0 Canada

P.O. No.	Project

Description	Qty	Rate	Amount
Overpayment of 2020 operating budget		1,300.00	-1,300.00
		Total	-\$1,300.00
		Invoices	\$0.00
		Balance Credit	-\$1,300.00

GST/HST No. 899283931