

**Summer Village of Ghost Lake
Council Meeting Agenda Wednesday, July 21, 2021**

ITEM	DESCRIPTION
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1.	CALL TO ORDER
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2.	APPROVAL OF AGENDA
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3.	DELEGATIONS
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4.	MINUTES
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4.1.	Regular Meeting April 26, 2021
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5.	FINANCIALS
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5.1.	Payment Schedule - Cheque Register <ul style="list-style-type: none">• April – June 2021
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5.2.	General Bank Account Reconciliation <ul style="list-style-type: none">• April – June 2021 Investment Account Reconciliation <ul style="list-style-type: none">• April – June 2021
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5.3.	Balance Sheet <ul style="list-style-type: none">• April – June 2021
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6.	ADMINISTRATION REPORT
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7.	OLD BUSINESS
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7.1.	Golf Course
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7.2.	Waterfront Annexation <ul style="list-style-type: none">• Approve Consultant• Project Update
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8.	CORRESPONDANCE
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•	June 2021 Interim Police Advisory Quarterly Report
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9.	COMMITTEE REPORTS
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9.1.	Public Works <ul style="list-style-type: none">• Seasonal Storage
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- **West end gravel for road**
- **Garage boiler system**

9.1.1. **Dock Subcommittee of Public Works**

- Publication of waiting list

9.2. **Communications and Village Social Life**

9.3. **Natural Environment and Lake Stewardship**

9.4. **Disaster Services Committee**

10. NEW BUSINESS

- 10.1. AEP Bow River Reservoir Options- Field Study Land Access
- 10.2. Gravel at Garbage Area Proposal
- 10.3. Request to Access waterfront - Royal Tyrrell Museum of Palaeontology
- 10.4. Short Term Rentals
- 10.5. East End Speed Bump
- 10.6. Next Meeting Date

11. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE SUMMER VILLAGE OF GHOST LAKE HELD ON MONDAY APRIL 26, 2021, AT 5:30 P.M. AT SUMMER VILLAGE OF GHOST LAKE COMMUNITY CENTRE.

Called to Order by Mayor Walsh at 5:05 pm.

PRESENT Mayor John Walsh, Deputy Mayor Warren Wilson, Councilor Robyn Carrier, Chief Administrative Officer Sherri Bureyko

3 members of the community

APPROVE AGENDA Council reviewed the agenda as presented.

21-015 ***MOVED by Deputy Mayor Wilson that Council approve the agenda as amended.***

CARRIED.

DELEGATION Scott Bergman from Perfect Turf Synthetic Grass attended the Council meeting via teleconference to answer questions about the Golf Green project and finalize installation plans.

21-016 ***MOVED by Deputy Mayor Wilson that Council approve the Golf Green proposal to replace all 6 greens and 6 existing tee boxes plus add an additional 5 tee boxes for a total of \$47,035.00.***

CARRIED.

MINUTES Council reviewed the minutes of the Regular Meeting February 22, 2021

21-017 ***MOVED by Councillor Carrier that the minutes of the Regular Meeting of February 22, 2021, be adopted as circulated.***

CARRIED.

PAYMENT SCHEDULE The payment schedule, outlining payments of direct withdrawals and cheque nos. 1871-1881 for February 2021 – March 2021 in the amount of \$45,671.99 was acknowledged by Council.

BANK RECONCILIATIONS Council reviewed the General Bank Reconciliation for the periods ending February 28, 2021 and March 31, 2021.

Council reviewed the Investment Account Reconciliation for the periods ending February 28, 2021 and March 31, 2021.

21-018 ***MOVED by Mayor Walsh that the General Bank Reconciliations for the periods ending February 28, 2021 and March 31, 2021 and the Investment Account Reconciliations for the periods ending February 28, 2021 and March 31, 2021 be approved as submitted.***

CARRIED.

FINANCIAL STATEMENT Council reviewed the Balance Sheet reports for the period ending March 31, 2021.

21-019 *MOVED by Councillor Carrier that Council approve the March 31, 2021 Balance Sheet as submitted.*

CARRIED.

2021 BUDGET

21-020 *MOVED by Councillor Carrier that Council approve the 2020 year end surplus as presented*

CARRIED.

21-021 *MOVED by Mayor Walsh that Council approve the 2021 Operating Budget and the 2021 Capital Budget and the 2021 Tax Rate Bylaw.*

CARRIED.

Bylaw 244

21-022 *MOVED by Deputy Mayor Wilson that Bylaw 244 be given first reading.*

CARRIED.

21-023 *MOVED by Councillor Carrier that Bylaw 244 be given second reading.*

CARRIED.

21-024 *MOVED by Mayor Walsh that Bylaw 244 be introduced for third reading at this meeting.*

CARRIED UNANIMOUSLY.

21-025 *MOVED by Deputy Mayor Wilson that Bylaw 244 be given third reading and declared finally passed.*

CARRIED.

ADMINISTRATION

Administration provided an update on ongoing projects.

REPORT

OLD BUSINESS

WATERFRONT

ANNEXATION

21-026 *MOVED by Councillor Carrier that an RFP for the provision of Annexation Professional Services be issued.*

CARRIED.

CORRESPONDANCE

Council acknowledged the receipt of the following correspondence

- Government of Alberta - Alberta Disaster Recovery Program
- Alberta Environment and Parks – follow up on Upper Bow River Flood Study
- Land and Property Rights Tribunal – Fact Sheet
- Email from Minister Ric McIver – Supporting Alberta Businesses

COMMITTEE REPORTS

PUBLIC WORKS

- Boiler system needs to be checked
- Water tank needs to be inspected

DOCK SUBCOMMITTEE

- Dock Committee will be calling a meeting soon

COMMUNICATIONS & VILLAGE SOCIAL LIFE

nil

NATURAL ENVIRONMENT AND LAKE STEWARDSHIP

nil

DISASTER SERVICES

nil

NEW BUSINESS

WEST END ROAD - DRAINAGE

Council discussed the issue That the west end road is being washed out each year – Engineers needed to give us a proposal.

EAST END SPEED BUMPS

Speed Bumps were discussed, and it was decided that Administration will send out survey to affected parties to gage interest.

NEXT MEETING DATE

Saturday June 19, 2021 AGM ay 10am

ADJOURNMENT

21-027 *MOVED by Mayor Walsh being that the agenda matters have been concluded, the meeting adjourn at 8:09 pm.*

CARRIED.

Mayor

Chief Administrative Officer

Summer Village of Ghost Lake

Cheque Register

As of June 30, 2021

Num	Name	Memo	Amount
Bank - TD Canada Trust			
Debit	Cochrane Lake Gas Co-op	April Gas	-71.49
Debit	Epcor Energy Sevices	March Power	-136.53
Debit	Cochrane Lake Gas Co-op	May Gas	-61.71
Debit	Cochrane Lake Gas Co-op	June Gas	-33.89
Debit	Epcor Energy Sevices	April Power	-140.74
Debit	Epcor Energy Sevices	May Power	-122.41
Debit	ASFF - Provincial Tresurer	June Public School Requisition	-33,793.76
1882	Benchmark Assessment Consultants Inc	April - June Assessment Fee	-1,209.24
1883	Blu Planet Recycling	April waste and recycling service	-1,023.75
1884	Government of Alberta.	Police Funding Model (PFM) Fiscal 20-21	-2,909.00
1885	Sherri Bureyko	April Admin Contract, phone, fax, software,printi...	-3,004.66
1886	Workers Compensation Board	891869	-486.40
1887	Sherri Bureyko	May Admin Contract, phone, fax, software,printin...	-2,860.78
1888	Blu Planet Recycling	May waste and recycling service	-1,335.37
1889	TransAlta Generation Partnership	Customer 355179 - 2021 recreational lease - G...	-1,050.00
1890	Ghost Lake Village Community Associa...	2021 One Time Grant approved by council	-1,500.00
1891	Perfect Turf Calgary	Golf Course green replcement Deposit 50%	-25,000.00
1892	Sherri Bureyko	June Admin Contract, phone, fax, software,printi...	-3,039.86
1893	Banff Fire & Safety	Annual Safety Inspection	-246.81
1894	Blu Planet Recycling	June waste and recycling service	-1,233.75
1895	Benchmark Assessment Consultants Inc	July - Sept Assessment Fee	-1,239.47
Total Bank - TD Canada Trust			-80,499.62
TOTAL			-80,499.62

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						495,243.56
Cleared Transactions						
Cheques and Payments - 3 items						
Bill Pmt -Cheque	03/22/2021	1878	Calgary RCSSD No 1	X	-4,286.58	-4,286.58
Bill Pmt -Cheque	04/15/2021	Debit	Epcor Energy Sevices	X	-136.53	-4,423.11
Bill Pmt -Cheque	04/16/2021	Debit	Cochrane Lake Gas ...	X	-71.49	-4,494.60
Total Cheques and Payments					-4,494.60	-4,494.60
Deposits and Credits - 1 item						
Payment	04/30/2021	Depos...	3140 Lindsay	X	200.00	200.00
Total Deposits and Credits					200.00	200.00
Total Cleared Transactions					-4,294.60	-4,294.60
Cleared Balance					-4,294.60	490,948.96
Uncleared Transactions						
Cheques and Payments - 6 items						
Bill Pmt -Cheque	01/16/2020	Debit	Cochrane Lake Gas ...		-98.53	-98.53
Bill Pmt -Cheque	04/30/2021	1885	Sherri Bureyko		-3,004.66	-3,103.19
Bill Pmt -Cheque	04/30/2021	1884	Government of Alber...		-2,909.00	-6,012.19
Bill Pmt -Cheque	04/30/2021	1882	Benchmark Assess...		-1,209.24	-7,221.43
Bill Pmt -Cheque	04/30/2021	1883	Blu Planet Recycling		-1,023.75	-8,245.18
Bill Pmt -Cheque	04/30/2021	1886	Workers Compensat...		-486.40	-8,731.58
Total Cheques and Payments					-8,731.58	-8,731.58
Total Uncleared Transactions					-8,731.58	-8,731.58
Register Balance as of 04/30/2021					-13,026.18	482,217.38
New Transactions						
Cheques and Payments - 6 items						
Bill Pmt -Cheque	05/31/2021	1887	Sherri Bureyko		-2,860.78	-2,860.78
Bill Pmt -Cheque	05/31/2021	1888	Blu Planet Recycling		-1,335.37	-4,196.15
Bill Pmt -Cheque	05/31/2021	1889	TransAlta Generatio...		-1,050.00	-5,246.15
Bill Pmt -Cheque	06/17/2021	1891	Perfect Turf Calgary		-25,000.00	-30,246.15
Bill Pmt -Cheque	06/17/2021	1890	Ghost Lake Village ...		-1,500.00	-31,746.15
Bill Pmt -Cheque	06/30/2021	1892	Sherri Bureyko		-3,039.86	-34,786.01
Total Cheques and Payments					-34,786.01	-34,786.01
Deposits and Credits - 54 items						
Payment	05/10/2021	CAHV...	6080 Chan/Smith		1,284.68	1,284.68
Payment	05/11/2021	CAdKt...	7110 Laustsen		2,383.36	3,668.04
Payment	05/13/2021	CAnT...	2010 Carrier		3,000.00	6,668.04
Payment	05/14/2021	CAV7...	2010 Carrier		2,659.36	9,327.40
Payment	05/17/2021	CAAG...	1080 Attalla		2,500.00	11,827.40
Payment	05/18/2021	CAnz...	1080 Attalla		217.68	12,045.08
Payment	06/17/2021	322	4220 Kearns		1,212.93	13,258.01
Payment	06/17/2021	116	6030 Wood		1,346.42	14,604.43
Payment	06/17/2021	32	4200 Sokolan/Oblak/...		1,414.56	16,018.99
Payment	06/17/2021	2787	5160 Walsh		1,450.75	17,469.74
Payment	06/17/2021	2787	5150 Walsh		1,450.75	18,920.49
Payment	06/17/2021	2787	5120 Walsh		1,527.11	20,447.60
Payment	06/17/2021	2787	5130 Walsh		1,527.11	21,974.71
Payment	06/17/2021	2787	5140 Walsh		1,527.11	23,501.82
Payment	06/17/2021	084	4010 Graham		1,569.51	25,071.33
Payment	06/17/2021	730	5170 Walsh		1,581.46	26,652.79
Payment	06/17/2021	018	5030 Marich		2,003.15	28,655.94
Payment	06/17/2021	265	1050 Macdonald		2,546.74	31,202.68
Payment	06/17/2021	730	2060 Walsh		2,751.88	33,954.56
Payment	06/29/2021	50556...	9120 Telus		86.39	34,040.95
Payment	06/29/2021	0202106	9110 Fortis		290.95	34,331.90
Payment	06/29/2021	022	6200 MacDonald/No...		1,127.83	35,459.73
Payment	06/29/2021	007	7080 Rudolf/Leischner		1,256.04	36,715.77
Payment	06/29/2021	025	7130 Bunes		1,363.00	38,078.77
Payment	06/29/2021	285	4020 Ireland		1,369.74	39,448.51
Payment	06/29/2021	005	4250 Labute		1,389.58	40,838.09

11:10 PM

07/18/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 04/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Payment	06/29/2021	880	4210 Csilics		1,428.69	42,266.78
Payment	06/29/2021	545	4180 Young/Sherwin		1,441.89	43,708.67
Payment	06/29/2021	033	7140 Unger		1,604.73	45,313.40
Payment	06/29/2021	059	6190 Mullan/Zambory		1,830.31	47,143.71
Payment	06/29/2021	728	4120 MacDonald-S...		2,004.57	49,148.28
Payment	06/29/2021	394	2100 Springbank Inv...		2,029.31	51,177.59
Payment	06/29/2021	815	1070 Baisch		2,245.42	53,423.01
Payment	06/29/2021	066	3170 Gowsell		2,457.90	55,880.91
Payment	06/29/2021	832	5040 Bawtinhimer		2,561.98	58,442.89
Payment	06/29/2021	101	5010 Couchman		3,223.68	61,666.57
Payment	06/29/2021	394	2090 Springbank Inv...		4,580.57	66,247.14
Payment	06/30/2021	008	3130 Vryheid		591.84	66,838.98
Payment	06/30/2021	150	6070 Gibson		1,138.96	67,977.94
Payment	06/30/2021	154	7070 Beaton		1,344.85	69,322.79
Payment	06/30/2021	1926	4070 Buzogany		1,361.54	70,684.33
Payment	06/30/2021	180	7030 Cockx		1,570.83	72,255.16
Payment	06/30/2021	180	7040 Cockx		1,891.78	74,146.94
Payment	06/30/2021	192	6020 Rankin/Pruden		1,920.73	76,067.67
Payment	06/30/2021	885	2020 Gnenz		2,161.13	78,228.80
Payment	06/30/2021	153	2110 Smith		2,280.34	80,509.14
Payment	06/30/2021	396	2080 Deines		2,437.86	82,947.00
Payment	06/30/2021	437	4230 Boyd		2,582.07	85,529.07
Payment	06/30/2021	27	4150 Goodwin		2,959.55	88,488.62
Payment	06/30/2021	934	2030 Bohme/Cramer		3,107.39	91,596.01
Payment	06/30/2021	064	6220 Fink/Kokts-Pori...		3,344.66	94,940.67
Payment	06/30/2021	044	6040 Wood/Clark		3,368.80	98,309.47
Payment	06/30/2021	56168...	1100 Mackay/Fougere		3,737.21	102,046.68
Payment	06/30/2021	062	5020 Elvey		3,778.15	105,824.83
Total Deposits and Credits					105,824.83	105,824.83
Total New Transactions					71,038.82	71,038.82
Ending Balance					58,012.64	553,256.20

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						490,948.96
Cleared Transactions						
Cheques and Payments - 8 items						
Bill Pmt -Cheque	04/30/2021	1885	Sherri Bureyko	X	-3,004.66	-3,004.66
Bill Pmt -Cheque	04/30/2021	1884	Government of Alber...	X	-2,909.00	-5,913.66
Bill Pmt -Cheque	04/30/2021	1882	Benchmark Assess...	X	-1,209.24	-7,122.90
Bill Pmt -Cheque	04/30/2021	1883	Blu Planet Recycling	X	-1,023.75	-8,146.65
Bill Pmt -Cheque	04/30/2021	1886	Workers Compensat...	X	-486.40	-8,633.05
Bill Pmt -Cheque	05/16/2021	Debit	Cochrane Lake Gas ...	X	-61.71	-8,694.76
Bill Pmt -Cheque	05/18/2021	Debit	Epcor Energy Sevices	X	-140.74	-8,835.50
Bill Pmt -Cheque	05/31/2021	1887	Sherri Bureyko	X	-2,860.78	-11,696.28
Total Cheques and Payments					-11,696.28	-11,696.28
Deposits and Credits - 13 items						
Payment	05/10/2021	CAHV...	6080 Chan/Smith	X	1,284.68	1,284.68
Payment	05/11/2021	CAdKt...	7110 Laustsen	X	2,383.36	3,668.04
Payment	05/13/2021	CAnT...	2010 Carrier	X	3,000.00	6,668.04
Payment	05/14/2021	CAV7...	2010 Carrier	X	2,659.36	9,327.40
Payment	05/17/2021	CAAG...	1080 Attalla	X	2,500.00	11,827.40
Payment	05/18/2021	CAnz...	1080 Attalla	X	217.68	12,045.08
Payment	05/20/2021	CAbfz...	4110 Bliek	X	1,998.70	14,043.78
Payment	05/21/2021	CAh35...	6280 Smith	X	2,000.00	16,043.78
Payment	05/22/2021	CA5w...	6090 Smith/Brown	X	651.47	16,695.25
Payment	05/22/2021	CAEa...	6280 Smith	X	905.66	17,600.91
Payment	05/28/2021	CA8q...	1090 Geronazzo/Sla...	X	3,901.10	21,502.01
Payment	05/30/2021	CATb...	6090 Smith/Brown	X	652.00	22,154.01
Payment	05/30/2021	dep in ...	5080 Lawrence	X	2,012.87	24,166.88
Total Deposits and Credits					24,166.88	24,166.88
Total Cleared Transactions					12,470.60	12,470.60
Cleared Balance					12,470.60	503,419.56
Uncleared Transactions						
Cheques and Payments - 3 items						
Bill Pmt -Cheque	01/16/2020	Debit	Cochrane Lake Gas ...		-98.53	-98.53
Bill Pmt -Cheque	05/31/2021	1888	Blu Planet Recycling		-1,335.37	-1,433.90
Bill Pmt -Cheque	05/31/2021	1889	TransAlta Generatio...		-1,050.00	-2,483.90
Total Cheques and Payments					-2,483.90	-2,483.90
Deposits and Credits - 1 item						
Payment	05/30/2021		6110 Wilson		1,673.04	1,673.04
Total Deposits and Credits					1,673.04	1,673.04
Total Uncleared Transactions					-810.86	-810.86
Register Balance as of 05/31/2021					11,659.74	502,608.70
New Transactions						
Cheques and Payments - 7 items						
Bill Pmt -Cheque	06/16/2021	Debit	Epcor Energy Sevices		-122.41	-122.41
Bill Pmt -Cheque	06/16/2021	Debit	Cochrane Lake Gas ...		-33.89	-156.30
Bill Pmt -Cheque	06/17/2021	1891	Perfect Turf Calgary		-25,000.00	-25,156.30
Bill Pmt -Cheque	06/17/2021	1890	Ghost Lake Village ...		-1,500.00	-26,656.30
Bill Pmt -Cheque	06/30/2021	1892	Sherri Bureyko		-3,039.86	-29,696.16
Bill Pmt -Cheque	07/15/2021	Debit	Epcor Energy Sevices		-114.20	-29,810.36
Bill Pmt -Cheque	07/16/2021	Debit	Cochrane Lake Gas ...		-30.45	-29,840.81
Total Cheques and Payments					-29,840.81	-29,840.81

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 49 items						
Payment	06/17/2021	322	4220 Kearns		1,212.93	1,212.93
Payment	06/17/2021	116	6030 Wood		1,346.42	2,559.35
Payment	06/17/2021	32	4200 Sokolan/Oblak/...		1,414.56	3,973.91
Payment	06/17/2021	2787	5160 Walsh		1,450.75	5,424.66
Payment	06/17/2021	2787	5150 Walsh		1,450.75	6,875.41
Payment	06/17/2021	2787	5140 Walsh		1,527.11	8,402.52
Payment	06/17/2021	2787	5130 Walsh		1,527.11	9,929.63
Payment	06/17/2021	2787	5120 Walsh		1,527.11	11,456.74
Payment	06/17/2021	084	4010 Graham		1,569.51	13,026.25
Payment	06/17/2021	730	5170 Walsh		1,581.46	14,607.71
Payment	06/17/2021	018	5030 Marich		2,003.15	16,610.86
Payment	06/17/2021	265	1050 Macdonald		2,546.74	19,157.60
Payment	06/17/2021	730	2060 Walsh		2,751.88	21,909.48
Payment	06/29/2021	50556...	9120 Telus		86.39	21,995.87
Payment	06/29/2021	0202106	9110 Fortis		290.95	22,286.82
Payment	06/29/2021	022	6200 MacDonald/No...		1,127.83	23,414.65
Payment	06/29/2021	007	7080 Rudolf/Leischner		1,256.04	24,670.69
Payment	06/29/2021	025	7130 Bunes		1,363.00	26,033.69
Payment	06/29/2021	285	4020 Ireland		1,369.74	27,403.43
Payment	06/29/2021	005	4250 Labute		1,389.58	28,793.01
Payment	06/29/2021	880	4210 Csilics		1,428.69	30,221.70
Payment	06/29/2021	545	4180 Young/Sherwin		1,441.89	31,663.59
Payment	06/29/2021	033	7140 Unger		1,604.73	33,268.32
Payment	06/29/2021	059	6190 Mullan/Zambory		1,830.31	35,098.63
Payment	06/29/2021	728	4120 MacDonald-S...		2,004.57	37,103.20
Payment	06/29/2021	394	2100 Springbank Inv...		2,029.31	39,132.51
Payment	06/29/2021	815	1070 Baisch		2,245.42	41,377.93
Payment	06/29/2021	066	3170 Gowsell		2,457.90	43,835.83
Payment	06/29/2021	832	5040 Bawtinheimer		2,561.98	46,397.81
Payment	06/29/2021	101	5010 Couchman		3,223.68	49,621.49
Payment	06/29/2021	394	2090 Springbank Inv...		4,580.57	54,202.06
Payment	06/30/2021	008	3130 Vryheid		591.84	54,793.90
Payment	06/30/2021	150	6070 Gibson		1,138.96	55,932.86
Payment	06/30/2021	154	7070 Beaton		1,344.85	57,277.71
Payment	06/30/2021	1926	4070 Buzogany		1,361.54	58,639.25
Payment	06/30/2021	180	7030 Cockx		1,570.83	60,210.08
Payment	06/30/2021	180	7040 Cockx		1,891.78	62,101.86
Payment	06/30/2021	192	6020 Rankin/Pruden		1,920.73	64,022.59
Payment	06/30/2021	CxR...	6210 Barrie/Szalay		2,036.29	66,058.88
Payment	06/30/2021	885	2020 Gnenz		2,161.13	68,220.01
Payment	06/30/2021	153	2110 Smith		2,280.34	70,500.35
Payment	06/30/2021	396	2080 Deines		2,437.86	72,938.21
Payment	06/30/2021	437	4230 Boyd		2,582.07	75,520.28
Payment	06/30/2021	27	4150 Goodwin		2,959.55	78,479.83
Payment	06/30/2021	934	2030 Bohme/Cramer		3,107.39	81,587.22
Payment	06/30/2021	064	6220 Fink/Kokts-Pori...		3,344.66	84,931.88
Payment	06/30/2021	044	6040 Wood/Clark		3,368.80	88,300.68
Payment	06/30/2021	56168...	1100 Mackay/Fougere		3,737.21	92,037.89
Payment	06/30/2021	062	5020 Elvey		3,778.15	95,816.04
Total Deposits and Credits					95,816.04	95,816.04
Total New Transactions					65,975.23	65,975.23
Ending Balance					77,634.97	568,583.93

1:10 AM

07/19/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						503,419.56
Cleared Transactions						
Cheques and Payments - 9 items						
Bill Pmt -Cheque	05/31/2021	1888	Blu Planet Recycling	X	-1,335.37	-1,335.37
Bill Pmt -Cheque	05/31/2021	1889	TransAlta Generatio...	X	-1,050.00	-2,385.37
Bill Pmt -Cheque	06/16/2021	Debit	Epcor Energy Sevice	X	-122.41	-2,507.78
Bill Pmt -Cheque	06/16/2021	Debit	Cochrane Lake Gas ...	X	-33.89	-2,541.67
Bill Pmt -Cheque	06/17/2021	1891	Perfect Turf Calgary	X	-25,000.00	-27,541.67
Bill Pmt -Cheque	06/17/2021	1890	Ghost Lake Village ...	X	-1,500.00	-29,041.67
Transfer	06/29/2021			X	-500,000.00	-529,041.67
Bill Pmt -Cheque	06/30/2021	Debit	ASFF - Provincial Tr...	X	-33,793.76	-562,835.43
General Journal	06/30/2021	203		X	-16.25	-562,851.68
Total Cheques and Payments					-562,851.68	-562,851.68
Deposits and Credits - 51 items						
Payment	05/30/2021		6110 Wilson	X	1,673.04	1,673.04
Payment	06/02/2021	CARa...	6120 Costen	X	1,338.99	3,012.03
Payment	06/02/2021	CABdj...	6120 Costen	X	2,000.00	5,012.03
Payment	06/06/2021	CACe...	4270 Fritz	X	1,412.25	6,424.28
Payment	06/06/2021	CAHZ...	2040 Lee	X	2,245.12	8,669.40
Payment	06/06/2021	CACrn...	1010 Hirst	X	2,265.93	10,935.33
Deposit	06/07/2021			X	2,405.17	13,340.50
Payment	06/08/2021	CAn9...	5070 Bethell	X	1,491.89	14,832.39
Payment	06/08/2021	CADq...	5060 Bethell	X	1,806.17	16,638.56
Payment	06/08/2021	CAJbT...	1020 Hirst	X	2,472.27	19,110.83
Payment	06/09/2021	CAr9F...	6170 Anderson/Cam...	X	1,297.03	20,407.86
Payment	06/09/2021	CAYe...	7180 Williams	X	1,326.55	21,734.41
Payment	06/09/2021		3160 Brusset	X	1,532.47	23,266.88
Payment	06/09/2021	CA4ec...	7180 Williams	X	2,000.00	25,266.88
Payment	06/09/2021	CApY...	7120 Laustsen	X	2,166.65	27,433.53
Payment	06/09/2021	direct ...	4160 Foudy	X	3,363.84	30,797.37
Payment	06/11/2021	CANm...	4060 Williams	X	1,601.41	32,398.78
Payment	06/11/2021	CAnM...	4060 Williams	X	2,000.00	34,398.78
Payment	06/12/2021	CAd8...	2050 Ireland	X	3,000.00	37,398.78
Payment	06/13/2021	CA7z...	2050 Ireland	X	580.00	37,978.78
Payment	06/14/2021	CA8fj8...	6060 Hall	X	2,000.00	39,978.78
Payment	06/14/2021	dep in ...	1060 Teghtmeyer	X	2,223.41	42,202.19
Payment	06/15/2021	CAYm...	6060 Hall	X	829.85	43,032.04
Payment	06/15/2021	CAYa...	6130 Huene	X	1,372.02	44,404.06
Payment	06/15/2021	CA99...	6250 Zimmer	X	1,728.85	46,132.91
Payment	06/17/2021	dep in ...	7190 Anderson	X	1,018.68	47,151.59
Payment	06/17/2021	dep in ...	7200 Anderson	X	1,018.68	48,170.27
Payment	06/17/2021	dep in ...	6160 Anderson	X	2,158.09	50,328.36
Deposit	06/18/2021			X	50.00	50,378.36
Payment	06/22/2021	dep in ...	4140 Westendorf-Gu...	X	1,377.99	51,756.35
Payment	06/22/2021	dep in ...	4130 Guest	X	2,172.76	53,929.11
Payment	06/22/2021	CABck...	6140 Donoghue	X	2,500.00	56,429.11
Payment	06/24/2021	CAX4...	3150 Creamer	X	1,466.14	57,895.25
Payment	06/24/2021	CAG7...	4040 Anderson	X	2,217.25	60,112.50
Payment	06/25/2021	dep in ...	4240 Hansen	X	2,565.78	62,678.28
Payment	06/25/2021	CAn2c...	7150 Bauer	X	2,762.25	65,440.53
Payment	06/27/2021	CA54...	6140 Donoghue	X	865.66	66,306.19
Payment	06/28/2021	dep in ...	5050 Harris/Davis	X	1,662.36	67,968.55
Payment	06/28/2021	dep in ...	7060 Allan/Voigt	X	1,835.72	69,804.27
Payment	06/28/2021	dep in ...	1030 Stewart	X	2,105.97	71,910.24
Payment	06/28/2021	dep in ...	1040 Stewart	X	2,827.99	74,738.23
Payment	06/28/2021	CAqp...	4170 Brotzell	X	3,016.06	77,754.29
Payment	06/28/2021	CAW6...	7010 Miller	X	3,817.31	81,571.60
Deposit	06/29/2021			X	60.00	81,631.60
Payment	06/29/2021		4280 Smith	X	1,000.00	82,631.60
Payment	06/29/2021	CAX6...	4050 Perkins/Delugt	X	2,087.44	84,719.04
Payment	06/29/2021	dep in ...	2070 Morgan	X	2,316.47	87,035.51
Payment	06/29/2021	dep in ...	4260 Stewart/Chabot	X	2,994.46	90,029.97
Deposit	06/29/2021			X	7,172.00	97,201.97

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07/19/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Payment	06/30/2021	CAXR...	6210 Barrie/Szalay	X	2,036.29	99,238.26
Payment	06/30/2021	dep in ...	7170 Kennard	X	2,622.05	101,860.31
Total Deposits and Credits					101,860.31	101,860.31
Total Cleared Transactions					-460,991.37	-460,991.37
Cleared Balance					-460,991.37	42,428.19
Uncleared Transactions						
Cheques and Payments - 2 items						
Bill Pmt -Cheque	01/16/2020	Debit	Cochrane Lake Gas ...		-98.53	-98.53
Bill Pmt -Cheque	06/30/2021	1892	Sherri Bureyko		-3,039.86	-3,138.39
Total Cheques and Payments					-3,138.39	-3,138.39
Deposits and Credits - 49 items						
Payment	06/17/2021	322	4220 Kearns		1,212.93	1,212.93
Payment	06/17/2021	116	6030 Wood		1,346.42	2,559.35
Payment	06/17/2021	32	4200 Sokolan/Oblak/...		1,414.56	3,973.91
Payment	06/17/2021	2787	5150 Walsh		1,450.75	5,424.66
Payment	06/17/2021	2787	5160 Walsh		1,450.75	6,875.41
Payment	06/17/2021	2787	5130 Walsh		1,527.11	8,402.52
Payment	06/17/2021	2787	5140 Walsh		1,527.11	9,929.63
Payment	06/17/2021	2787	5120 Walsh		1,527.11	11,456.74
Payment	06/17/2021	084	4010 Graham		1,569.51	13,026.25
Payment	06/17/2021	730	5170 Walsh		1,581.46	14,607.71
Payment	06/17/2021	018	5030 Marich		2,003.15	16,610.86
Payment	06/17/2021	265	1050 Macdonald		2,546.74	19,157.60
Payment	06/17/2021	730	2060 Walsh		2,751.88	21,909.48
Payment	06/29/2021	50556...	9120 Telus		86.39	21,995.87
Payment	06/29/2021	0202106	9110 Fortis		290.95	22,286.82
Payment	06/29/2021	022	6200 MacDonald/No...		1,127.83	23,414.65
Payment	06/29/2021	007	7080 Rudolf/Leischner		1,256.04	24,670.69
Payment	06/29/2021	025	7130 Bunes		1,363.00	26,033.69
Payment	06/29/2021	285	4020 Ireland		1,369.74	27,403.43
Payment	06/29/2021	005	4250 Labute		1,389.58	28,793.01
Payment	06/29/2021	880	4210 Csilics		1,428.69	30,221.70
Payment	06/29/2021	545	4180 Young/Sherwin		1,441.89	31,663.59
Payment	06/29/2021	033	7140 Unger		1,604.73	33,268.32
Payment	06/29/2021	059	6190 Mullan/Zambory		1,830.31	35,098.63
Payment	06/29/2021	728	4120 MacDonald-S...		2,004.57	37,103.20
Payment	06/29/2021	394	2100 Springbank Inv...		2,029.31	39,132.51
Payment	06/29/2021	815	1070 Baisch		2,245.42	41,377.93
Payment	06/29/2021	066	3170 Gowsell		2,457.90	43,835.83
Payment	06/29/2021	832	5040 Bawtinheimer		2,561.98	46,397.81
Payment	06/29/2021	101	5010 Couchman		3,223.68	49,621.49
Payment	06/29/2021	394	2090 Springbank Inv...		4,580.57	54,202.06
Payment	06/30/2021	008	3130 Vryheid		591.84	54,793.90
Payment	06/30/2021	150	6070 Gibson		1,138.96	55,932.86
Payment	06/30/2021	154	7070 Beaton		1,344.85	57,277.71
Payment	06/30/2021	1926	4070 Buzogany		1,361.54	58,639.25
Payment	06/30/2021	180	7030 Cockx		1,570.83	60,210.08
Payment	06/30/2021	180	7040 Cockx		1,891.78	62,101.86
Payment	06/30/2021	192	6020 Rankin/Pruden		1,920.73	64,022.59
Payment	06/30/2021	885	2020 Gnenz		2,161.13	66,183.72
Payment	06/30/2021	153	2110 Smith		2,280.34	68,464.06
Payment	06/30/2021		4280 Smith		2,306.46	70,770.52
Payment	06/30/2021	396	2080 Deines		2,437.86	73,208.38
Payment	06/30/2021	437	4230 Boyd		2,582.07	75,790.45
Payment	06/30/2021	27	4150 Goodwin		2,959.55	78,750.00
Payment	06/30/2021	934	2030 Bohme/Cramer		3,107.39	81,857.39
Payment	06/30/2021	064	6220 Fink/Kokts-Pori...		3,344.66	85,202.05
Payment	06/30/2021	044	6040 Wood/Clark		3,368.80	88,570.85

1:10 AM

07/19/21

Summer Village of Ghost Lake

Reconciliation Detail

Bank - TD Canada Trust, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Payment	06/30/2021	56168...	1100 Mackay/Fougere		3,737.21	92,308.06
Payment	06/30/2021	062	5020 Elvey		3,778.15	96,086.21
Total Deposits and Credits					96,086.21	96,086.21
Total Uncleared Transactions					92,947.82	92,947.82
Register Balance as of 06/30/2021					-368,043.55	135,376.01
New Transactions						
Cheques and Payments - 2 items						
Bill Pmt -Cheque	07/15/2021	Debit	Epcor Energy Sevices		-114.20	-114.20
Bill Pmt -Cheque	07/16/2021	Debit	Cochrane Lake Gas ...		-30.45	-144.65
Total Cheques and Payments					-144.65	-144.65
Total New Transactions					-144.65	-144.65
Ending Balance					-368,188.20	135,231.36

2:47 AM

07/19/21

Summer Village of Ghost Lake

Reconciliation Detail

T D Canada Trust - Investments, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						0.00
Cleared Transactions						
Deposits and Credits - 1 item						
Transfer	06/29/2021			X	500,000.00	500,000.00
Total Deposits and Credits					500,000.00	500,000.00
Total Cleared Transactions					500,000.00	500,000.00
Cleared Balance					500,000.00	500,000.00
Register Balance as of 06/30/2021					500,000.00	500,000.00
Ending Balance					500,000.00	500,000.00

Summer Village of Ghost Lake

Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Chequing/Savings	
Bank - TD Canada Trust	132,655.98
Total Chequing/Savings	132,655.98
Accounts Receivable	
Taxes Receivable	9,393.79
Total Accounts Receivable	9,393.79
Other Current Assets	
Other Assets	63.00
T D Canada Trust - Investments	500,000.00
Total Other Current Assets	500,063.00
Total Current Assets	642,112.77
Fixed Assets	
Accum Deprn - Buildings	-149,228.03
Accum Deprn - Eng Str Breakwatr	-3,447.76
Accum Deprn - Eng Str Roads	-217,899.32
Accum Deprn - Eng Str Water	-1,737.83
Accum Deprn - Land Improvements	-100,760.83
Accum Deprn - Machinery & Equip	-27,964.84
Accum Deprn - Vehicles	-20,146.98
Assets - Buildings	430,297.76
Assets - Eng Struc - Breakwater	7,284.00
Assets - Eng Struct - Roads	595,780.89
Assets - Eng Struct - Water	4,298.00
Assets - Land	36,969.61
Assets - Land Improvements	130,765.62
Assets - Machinery & Equipment	38,054.43
Assets - Vehicles	25,022.00
Total Fixed Assets	747,286.72
TOTAL ASSETS	1,389,399.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	114.20
Total Accounts Payable	114.20
Other Current Liabilities	
Accounts Payable - Accrued	8,931.52
Development Deposit	11,150.00
Excess Collections	197.63
GST/HST Payable	-10,479.93
Payroll Liabilities	-213.93
Receiver General Payable	169.93
Reserves - Bylaw	5,000.00
Reserves - Capital Works	149,763.30
Reserves - Contingency	82,748.19
Reserves - Fire Operating	12,223.22
Reserves - General Opr	6,086.66
Reserves - Library Operating	740.39
Reserves - MR Reserves	34,553.25
Reserves - MSI Interest	34.00
Reserves - Planning Committee	7,290.00
Reserves - Rec & Parks	6,784.21
Reserves - Recreation Board_	7,641.46
Reserves - Recreation Goods Opr	500.00
Reserves - Roads Opr	2,221.40
Unearned Income	82,642.88

Summer Village of Ghost Lake
Balance Sheet
As of June 30, 2021

	Jun 30, 21
Unearned MSI Capital	58,089.55
Total Other Current Liabilities	466,073.73
Total Current Liabilities	466,187.93
Total Liabilities	466,187.93
Equity	
Equity in Fixed Assets	844,657.90
Operating Fund Surplus	-18,607.68
Net Income	97,161.34
Total Equity	923,211.56
TOTAL LIABILITIES & EQUITY	1,389,399.49

Waterfront Annexation Update

Activity to date:

- Researched the annexation process again, focusing on the various process alternatives given different responses from affected parties. Determined that the MD of Bighorn's position was the most critical variable in the process.
- Contacted CAO Robert Ellis to confirm that the MD of Bighorn's position is an "uncontested annexation". Robert responded that no motion had been made in this regard but that he expected that to be Council's position. He indicated that he would bring the matter before Council at its August meeting.
- Investigated the best area and boundary to be used for the annexation proposal, including discussion with a surveyor (Maidment Land Surveys Ltd.), research of land titles and property ownership, and discussion with CAO Sherri Bureyko.
- Received an email from CAO Sherri Bureyko indicating MD of Bighorn Council had passed a motion stating its "uncontested annexation" position at its June 22, 2021, meeting.
- Left two telephone voice messages with TransAlta Corporation contact Bill Evans regarding the annexation proposal and asking for an opportunity to discuss the proposal. Neither message was answered.
- Based on the annexation boundary investigation noted above, had an Annexation Proposal map prepared for use in discussions with TransAlta Corporation, the Municipal Government Board, and other affected parties (see attached map).

Next steps, to be undertaken in the next two-three weeks:






- Send an email to Bill Evans of TransAlta asking for an opportunity to discuss the annexation proposal.
- Wait for confirmation from Sherri Bureyko that the Annexation Proposal map is satisfactory before using it for discussion purposes.
- If there is no response from Bill Evans, approach TransAlta Corporation for another contact person.
- Contact the Municipal Government Board regarding the application to start the process.
- Contact Stoney Nakoda First Nation to determine how best to present the annexation proposal to them.
- Contact Robert Ellis regarding amended boundary and associated change in area (note the MD Council motion specifies an area that is different from the one being proposed)
- Ask Sheri Bureyko when and how she would like to inform SVGL property owners and residents about the annexation proposal and/or its status.

Map changes rational.

Based on my discussions with a surveyor I work with, I believe the attached map is likely the best option for the subdivision application. It uses a straight line connecting the old Morleyville Settlement Lot 5/6 and Lot 7/8 boundaries, and incorporates the entire TransAlta lease area. The size of this annexation area is increased from the original proposal discussed with the MD of Bighorn, now being ± 42.36 ha (± 104.66 ac) in size. This is larger than the 36.34 ha included in the MD Council motion but I think we can work that out separately because the intention is the same. I will discuss it with Robert Ellis in the future.

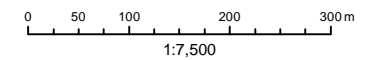


LEGEND

- | | |
|---|---|
|  GHOST LAKE MUNICIPAL BOUNDARY |  EXISTING LOT LINE |
|  LEASED TRANSALTA LAND |  FIRST NATIONS |
|  AREA TO BE ANNEXED FROM MD OF BIGHORN TO SV OF GHOST LAKE | |

SUMMER VILLAGE OF GHOST LAKE

ANNEXATION PROPOSAL



BIRCH
CONSULTING

DRAWN: RICK R.

DATE: 2021/07/13

Aerial photography acquired Spring 2017.

GHOST_LAKE_ANNEX_001_2021_07_13.mxd

June 30, 2021

Dear Mayors, Reeves, and CAOs:

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

Interim Board's Mandate

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

Interim Board's Focus

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

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

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

Interim Board's Engagement with Municipalities

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

- Police Summit
- RMA Convention
- AAPG

Quarterly Template from RCMP

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

Enhanced Policing Document

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

Funding Reconciliation

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

RCMP Update on Staffing

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

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

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

Sincerely,



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



RCMP Provincial Policing Report

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

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

DATE:

PROVINCIAL POLICE SERVICE COMPOSITION

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

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

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

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

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

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

1 REPORTING SCHEDULE

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

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



2 MANAGEMENT OF THE POLICE SERVICE:

2.1 Objectives, Priorities and Goals for 2020/21:

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

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

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

2.1.1 OBJECTIVE:

Sample Text: Control Property Crime

Initiative #1:

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

Current Status and Results:

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

Initiative #2:

Current Status and Results:

2.1.2 OBJECTIVE:

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

Initiative #1:

Sample text: _Community Mobilization

Current Status and Results:

Initiative #2:

Sample text: Drug Enforcement activities

Current Status and Results:

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

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

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

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

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

3.2 SIGNIFICANT MEETINGS IN THE COMMUNITY

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

Police Funding Regulation

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

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

Provincial Police Services

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

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

Enhanced Policing Program



In order to meet additional specific local service initiatives, some Provincial Police Service (PPS) municipalities desire additional dedicated policing services over and above the base service level they receive. These enhanced levels of policing have been available to communities through the Enhanced Policing Program (EPP) under two options.

OPTION 1 – PPS Full Time/Long Term Positions

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

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

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

Option 1s

As of April 1, 2020

TERMINATED

AGREEMENTS with JSG
MUNICIPAL COST (JSG now PAYING)

CONTINUED/UNCHANGED

POSITIONS
DUTIES/RESPONSIBILITIES
MOUs with RCMP

OPTION 2 – Short Term Services

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

The Police Funding Model

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

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

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

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

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

The PFM Formula for Cost Distribution



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

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

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

Future Status of EPP and PFM

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

Provincial Police Transition Study

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



PPSA Police Funding Model – 2020/21 Positions

Updated: June 7, 2021

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

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

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

The following public service employee positions have been allocated:

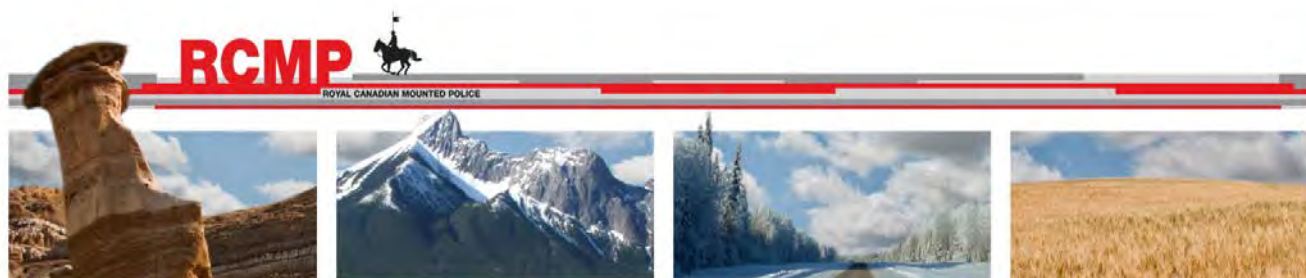
- 31 Detachment Services Support positions (25 Filled, 6 Pending)
- 1 Court Case Management position (Filled)
- 2 Criminal Operations Strategic Management Services positions (Filled)
- 4 Community Engagement and Outreach Specialists (Pending)
- 4 Scenes of Crime Officers (Pending)
- 6 Operational Call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

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

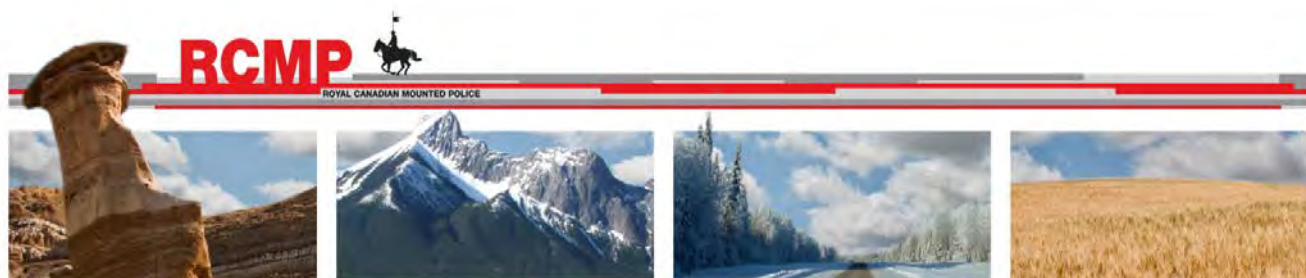


Annex A – Regular Member Position Detail

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



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



Annex B – Civilian Position Detail

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



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

Alberta Police Interim Advisory Board: Report on Governance

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Introduction

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

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

The interim Board has been mandated to:

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

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

Development of Draft Governance Documents

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

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

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

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

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

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

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

Key Decision Points

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

Decision Point 1: Operational Board Financial Support

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

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

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

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

Decision Point 2: Operational Board Recruitment Process

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

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

Decision Point 3: Permanent Operational Board

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

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

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

Next Steps and Implementation

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

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

Appendix 1 – Terms of Reference

ALBERTA POLICE ADVISORY BOARD TERMS OF REFERENCE

BACKGROUND

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

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

MANDATE / RESPONSIBILITIES

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

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

SCOPE

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

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

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

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

MEMBERSHIP

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

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

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

Non-voting members of the Board include:

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

Chair

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

Vice Chair

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

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

BOARD MEMBER TERMS

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

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

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

RESPONSIBILITIES

Conduct

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

Conflict of Interest

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

Duties

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

Meetings

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

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

Reporting

Board members

Within the context of confidentiality provisions, the Board:

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

Minister and Justice and Solicitor General

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

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

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

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

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

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

Quorum

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

Voting

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

FUNDING SUPPORT

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

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

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

EXPENSES

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

CONFIDENTIALITY

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

express permission from the originator of the information.

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

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

Appendix 2 – Code of Conduct

ALBERTA POLICE ADVISORY BOARD CODE OF CONDUCT

I. Preamble

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

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

II. Core Values

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

III. Guiding Principles

These principles guide the behaviour and decisions of Board members:

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

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

IV. Behavioural Standards

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

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

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

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

Gifts and Gratuities

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

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

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

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

Confidential Information and Conflicts of Interest

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

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

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

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

V. Administrative Processes

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

a. Declaration

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

b. Administration

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

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

c. Disclosure

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

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

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

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

d. Reporting a Potential Breach by Another Member

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

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

e. Responding to a Potential Breach

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

f. Consequences of a Breach

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

g. Review of a Decision

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

h. Unresolved Conflict

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

i. Leave from Board

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

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

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

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

j. Removal or Resignation from Board

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

VI. Other Resources

a. Where to Get Advice

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

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

b. Questions to Consider

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

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

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

VII. Affirmation

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

Appendix 3 – Conflict of Interest

ALBERTA POLICE ADVISORY BOARD CONFLICT OF INTEREST DECLARATION EXPLANATION AND INSTRUCTIONS

Appointment to Board

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

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

What is a real or perceived conflict of interest?

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

When does a real or perceived conflict of interest exist?

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

What do private interests include?

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

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

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

What do private interests not include?

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

ALBERTA POLICE ADVISORY BOARD CONFLICT OF INTEREST DECLARATION

Name of Board Member: _____

Declaration

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

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

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

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

Board Member's Signature: _____

Date: _____

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

For Program Area's Use:

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

Appendix 4 – Recruitment and Selection Proposal

ALBERTA POLICE ADVISORY BOARD RECRUITMENT AND SELECTION PROPOSAL

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

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

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

Recruitment and selection recommendations

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

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

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

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

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

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

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

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

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

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

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

Recruitment and selection documents

- Document 1: Competency Matrix

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

- Document 2: Position Profile

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

- Document 3: Application/Interview Questions

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

- Document 4: Evaluation Matrix

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

- Document 5: Selection Process

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

ALBERTA POLICE ADVISORY BOARD BOARD MEMBER COMPETENCY DESCRIPTIONS AND MATRIX

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

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

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

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

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

ALBERTA POLICE ADVISORY BOARD PUBLIC BOARD MEMBER POSITION PROFILE

Role(s) Required

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

Role Description

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

Board members contribute to:

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

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

About the Agency

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

Competencies and Experience

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

Specialized Knowledge and Expertise

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

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

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

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

Remuneration, Time Commitment and Meeting Location

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

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

Additional Notes

To be eligible for appointment a candidate must:

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

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

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

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

ALBERTA POLICE ADVISORY BOARD BOARD MEMBER APPLICATION INTERVIEW QUESTIONS

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

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

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

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

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

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

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

Purpose: Links to all competencies.

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

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

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

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

6. Describe your previous experience in leadership roles.

Purpose: Links to "leadership/teamwork" competency.

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

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

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

Purpose: Links to “community engagement” competency.

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

Purpose: Links to all competencies.

ALBERTA POLICE ADVISORY BOARD APPLICANT EVALUATION MATRIX

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

Applicant name: _____

Applicant community: _____

RCMP District: _____

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

Supplementary considerations

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

ALBERTA POLICE ADVISORY BOARD MEMBER RECRUITMENT AND SELECTION PROCESS

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

Recruitment and Selection Committee Members

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

Recruitment Process

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

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

Recruitment and Selection Decision-Making

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

Recruitment and Selection Two-Part Process

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

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

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

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

Recruitment and Selection Timeline

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

Board Member Orientation, Learning, and Development

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

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

Evaluation and Succession Planning

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

Appendix 5 – Compliance with Best Practices

ALBERTA POLICE ADVISORY BOARD COMPLIANCE WITH GOVERNANCE POLICY BEST PRACTICES

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

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

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

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

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

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

Appendix 6 – Stakeholder Survey Results

ALBERTA POLICE INTERIM ADVISORY BOARD STAKEHOLDER ENGAGEMENT AND GOVERNANCE SURVEY RESULTS

Overview

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

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

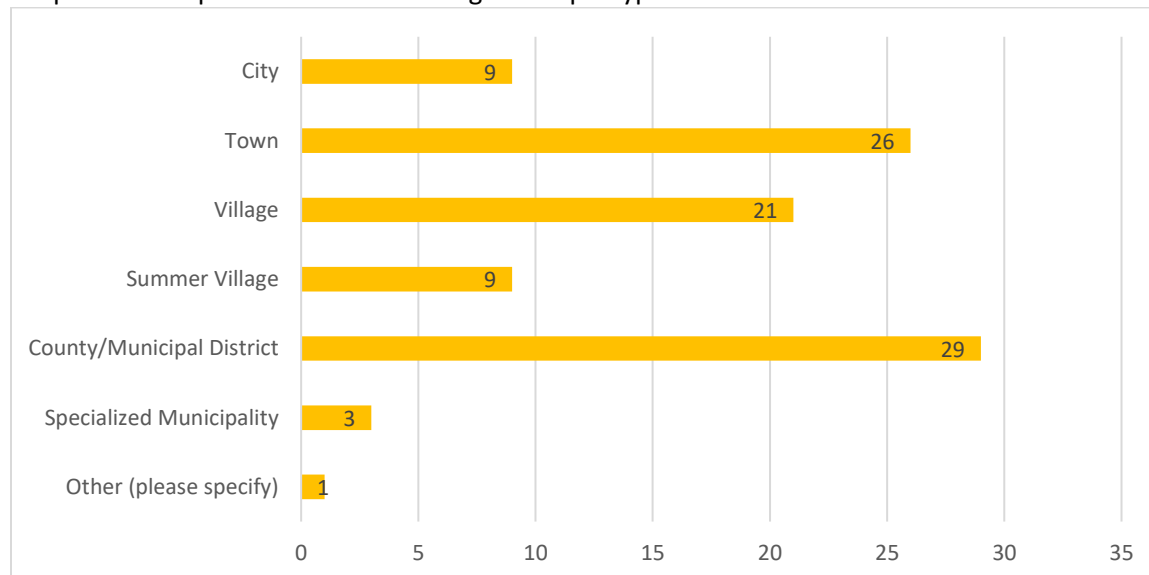
- Respondents clearly identified police costs, funding, and service levels as priority issues for the Board moving forward.
- Respondents generally agreed that the Board should play a role in communications between the Government of Alberta/RCMP and municipalities. However, a very large number of respondents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

Survey Results

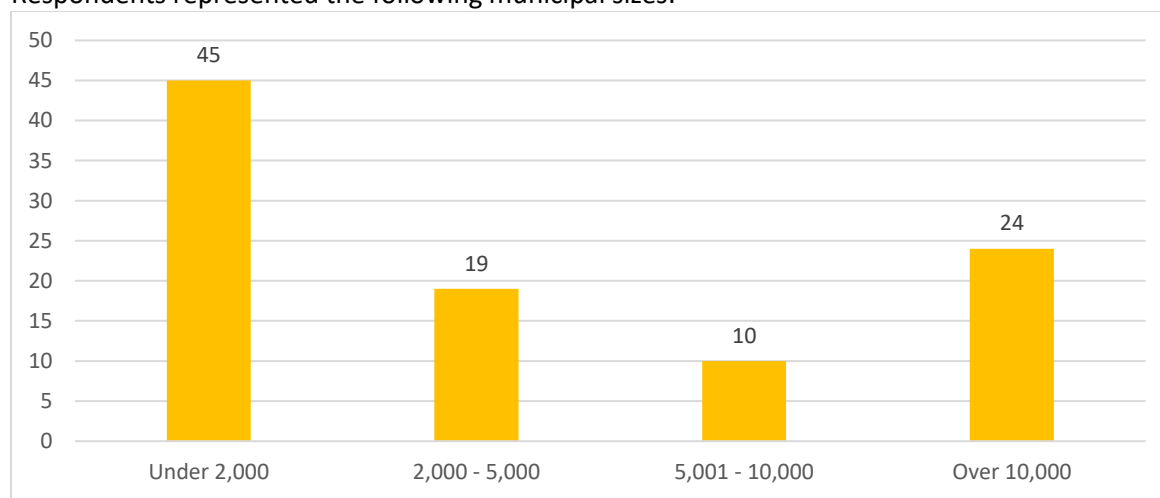
Demographic Information

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

Respondents represented the following municipal types:



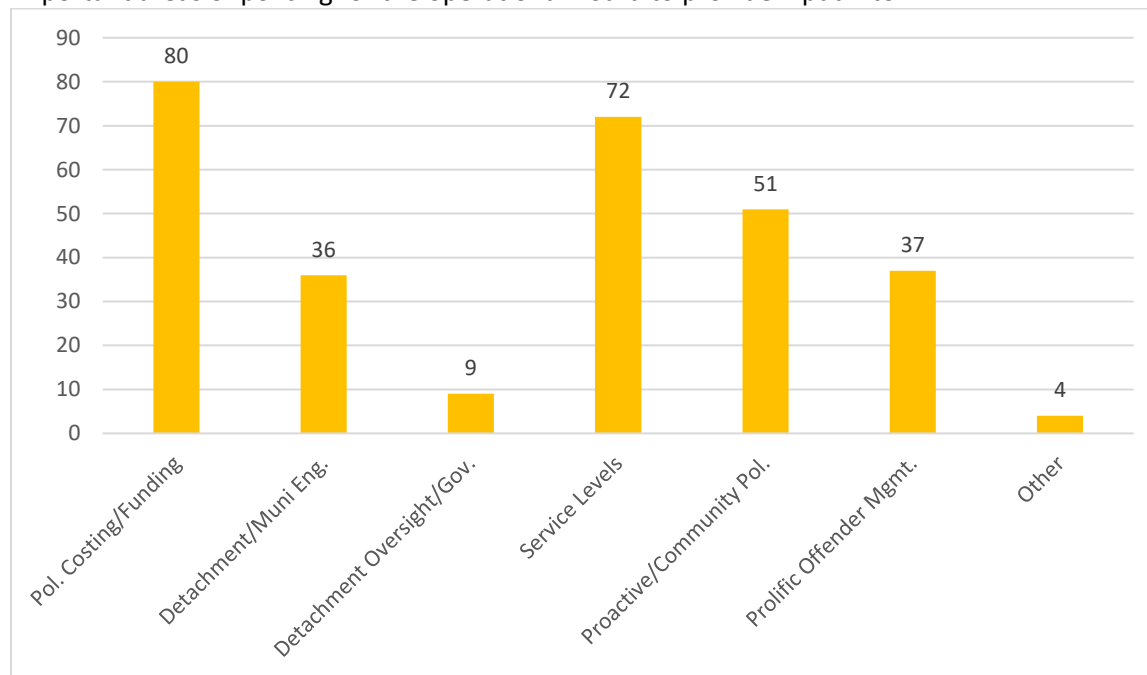
Respondents represented the following municipal sizes:



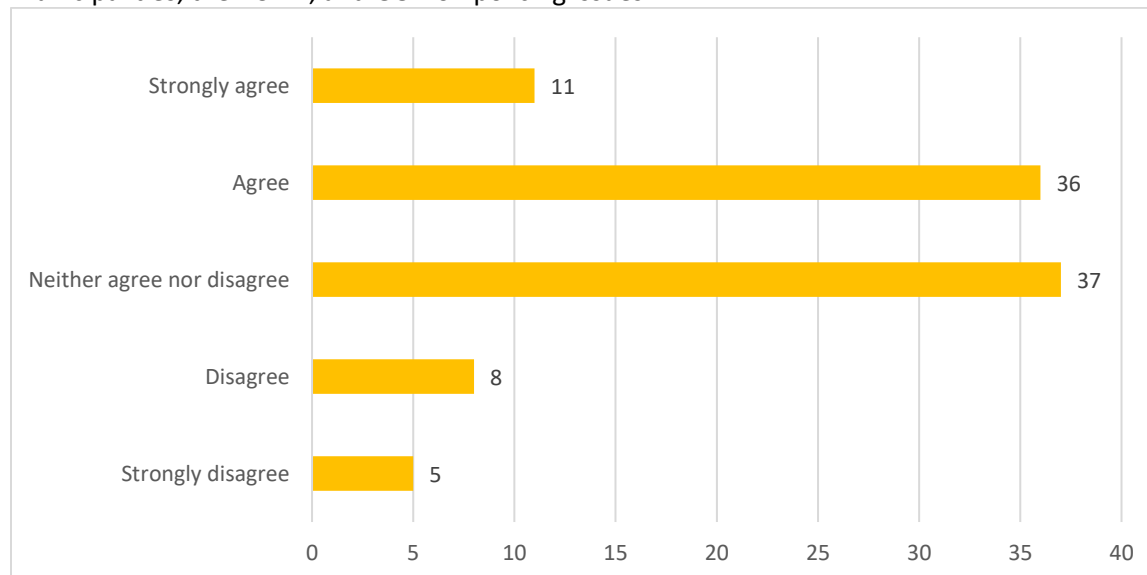
Board scope and deliverables

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

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



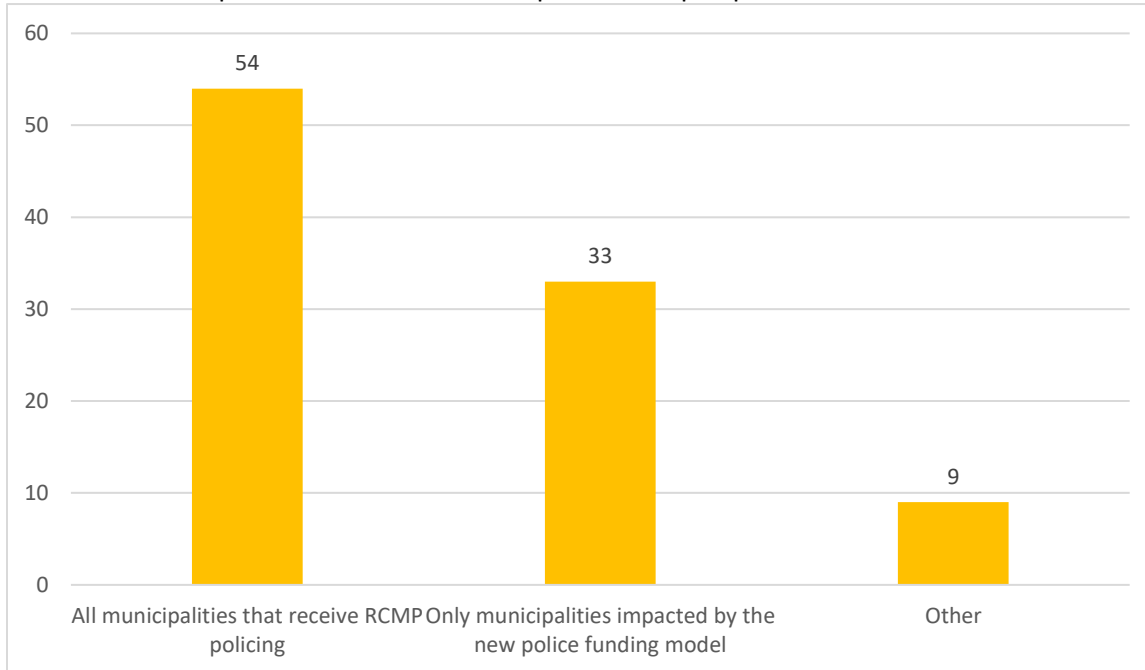
Question 6: The operational Board is well-positioned to serve as a communications conduit between municipalities, the RCMP, and GOA on policing issues.



Board representation

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

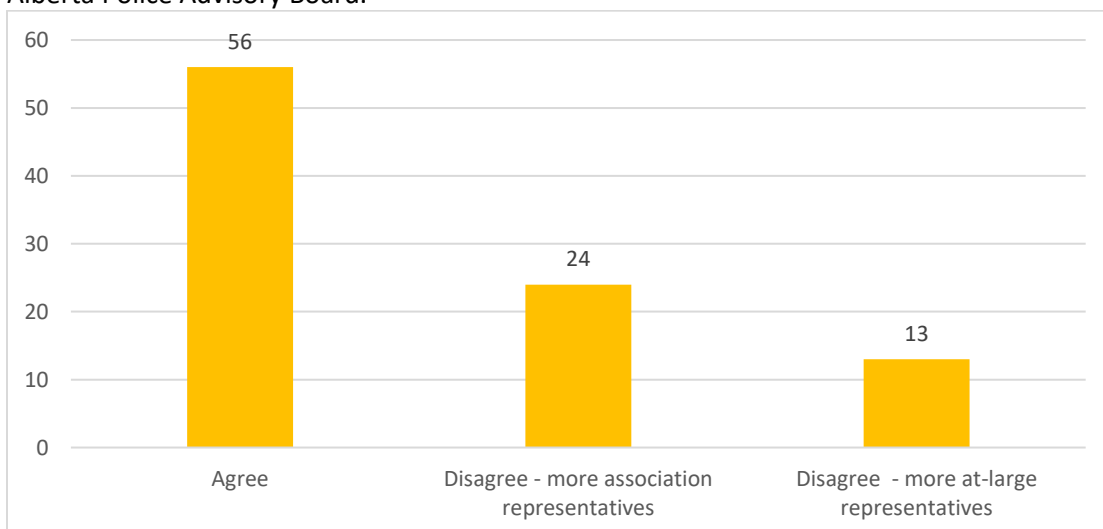
Question 7: The operational Board should represent the perspectives of:



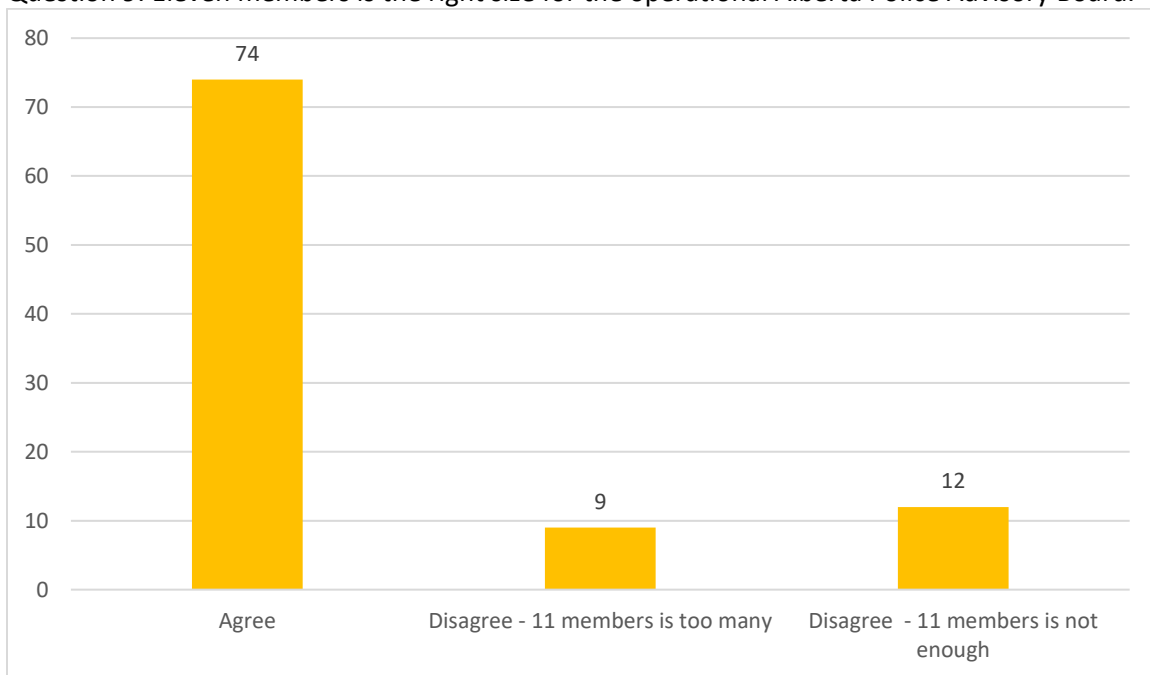
Board size, composition, and term

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

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



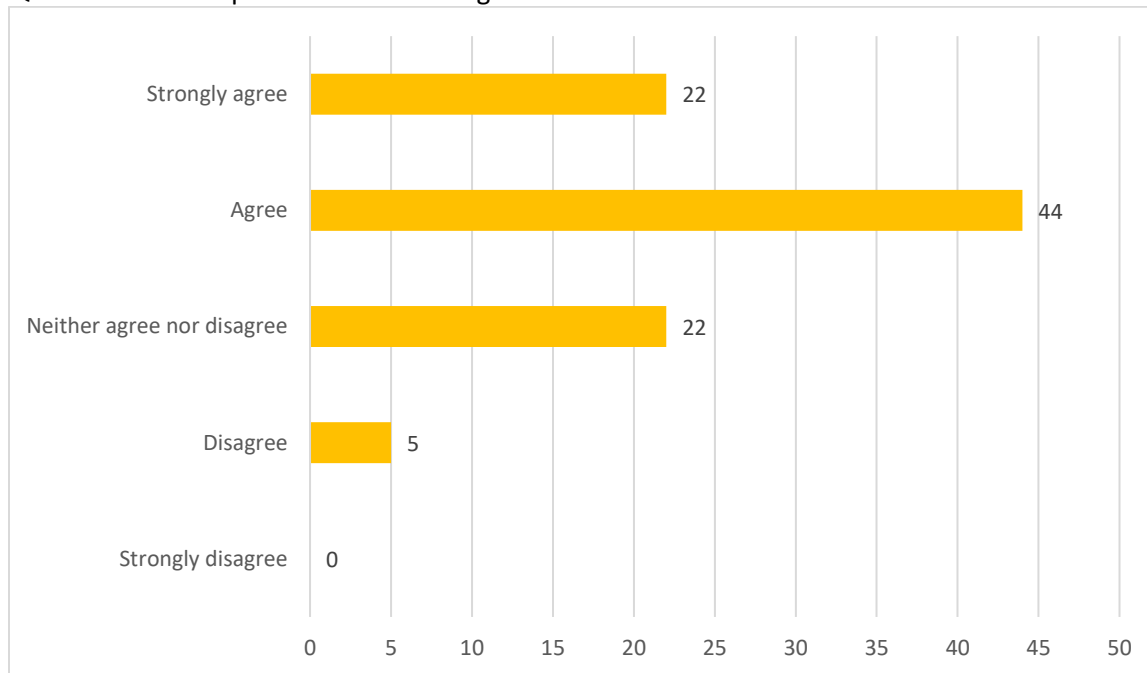
Question 9: Eleven members is the right size for the operational Alberta Police Advisory Board.



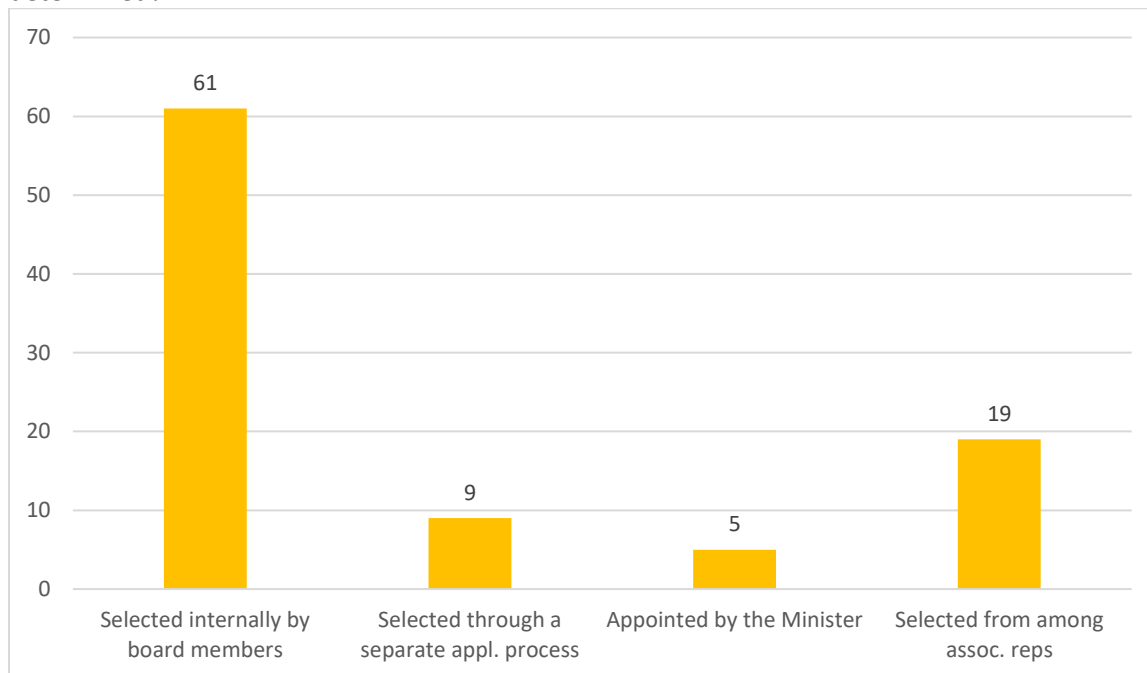
Question 10: If you answered “Disagree” to question 8, what is the right size for the operational Alberta Police Advisory Board?



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



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



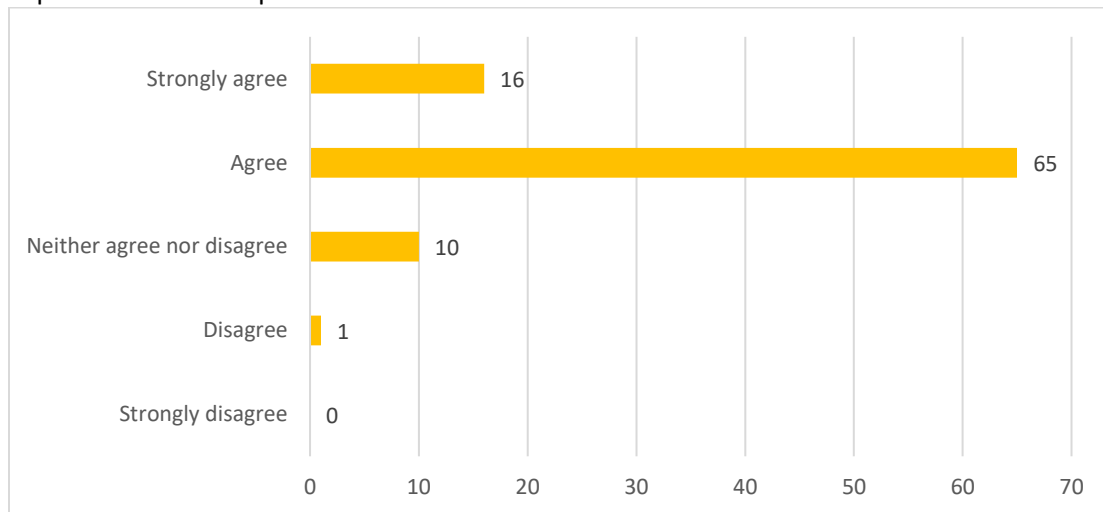
Question 13 asked respondents if they had any other comments on the hypothetical example, or general comments related to the Board size, composition, and chairperson selection process.

Board member characteristics and competencies

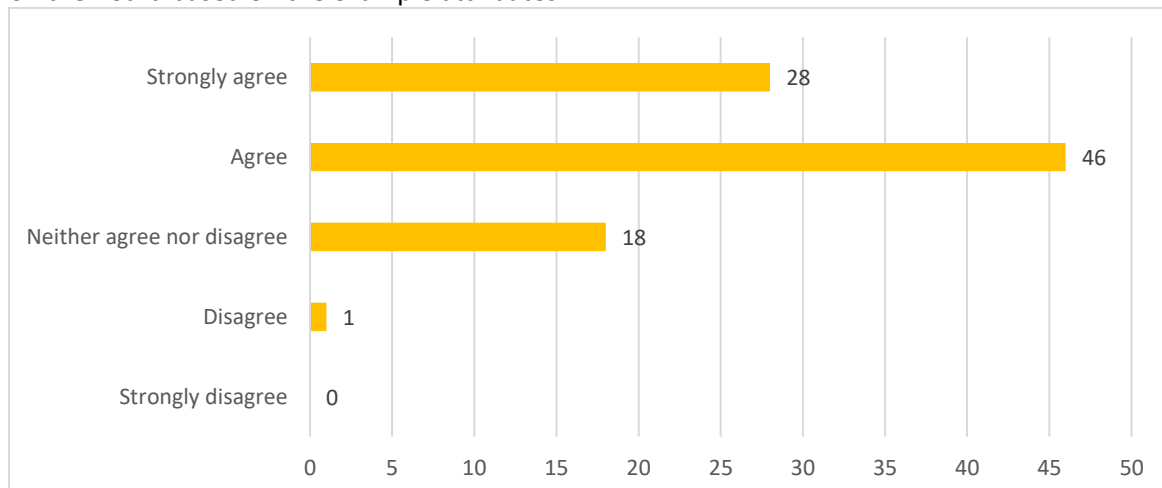
This section focused on determining the proper competencies, experiences, etc. needed for Board members to effectively contribute to the operational Board's mandate. The section was based around the following example attributes previously supported by the interim Board:

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

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



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



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

Summer Village of Ghost Lake

Request For Decision

Re: AEP Bow River Reservoir Options- Field Study Land Access

BACKGROUND

On July 14, 2021 Administration received a request from a contractor on behalf of Alberta Environment and Parks requesting an access agreement for water well testing. This request is a part of the feasibility study for Alberta Environment and Parks regarding 3 options for a dam site on the Bow River to help with future flood and drought mitigation.

Based on the Land Schedule provided the activities on all 3 parcels would fall under Environmental Fieldwork.

FINANCIAL IMPLICATIONS

1. As presented the Land Access Agreement allows for a \$5,000 payment to the Summer Village per parcel for a total of \$15,000.

RECOMMENDATIONS

1. Set up a meeting with the Consultant to discuss the project and plans for the 3 sites prior to approving agreements.

Submitted by:
Sherri Bureyko
July 21, 2021

Attachment: AEP Bow River Reservoir Options- Field Study Land Access email
Land schedule
Landowner Info Package
Lands Access Agreement

From: Boake, Rosslynn <rosslynn.boake@woodplc.com>
Sent: Wednesday, July 14, 2021 3:13 PM
To: admin@ghostlake.ca
Cc: Del-fabbro, Nolan
Subject: AEP Bow River Reservoir Options- Field Study Land Access
Attachments: The Summer Village of Ghost Lake - Land schedule.pdf; 2021-06-11 BRRO - Landowner Info Package, aep.pdf; 2021-06-25_Lands Access Agreement_The Summer Village of Ghost Lake.pdf

Hi Sherri,

My name is Rosslynn and I am working on behalf of Alberta Environment and Parks. I am currently contacting landowners to acquire access for the Bow River Reservoir Option study area. I tried to call first to see if there was someone else I should direct my email to. I decided best to send it to you and you would know who should get this information.

As you may know, Wood is conducting a feasibility study for Alberta Environment and Parks in regard to 3 options for a dam site on the Bow River to help with future flood and drought mitigation.

I have attached the Activity sheets for each activity / process that explains in more detail the work being proposed for the study. This work will be completed the summer of 2021 through to Spring of 2023.

The attached spread sheet indicates the land locations and the activities proposed for each. We will be in contact regarding water well testing prior to the field visit.

The access agreement is attached for your review. I will come and meet with you at your convenience to go through the agreements for each parcel and sign them. There will be one for each parcel listed. Access for each titled parcel is \$5000 for environment study activities.

If you require any additional information, please let me know. I look forward to hearing from you.

Thank you and have a great day,

Rosslynn Boake

Land Agent / Utility Coordinator

Mobile: 1+403-796-6688

www.woodplc.com

The logo for Wood, featuring the word "wood." in a bold, dark blue, sans-serif font. The period is a small dot.



Alberta Environment and Parks, Bow River Reservoir Options - Study Access

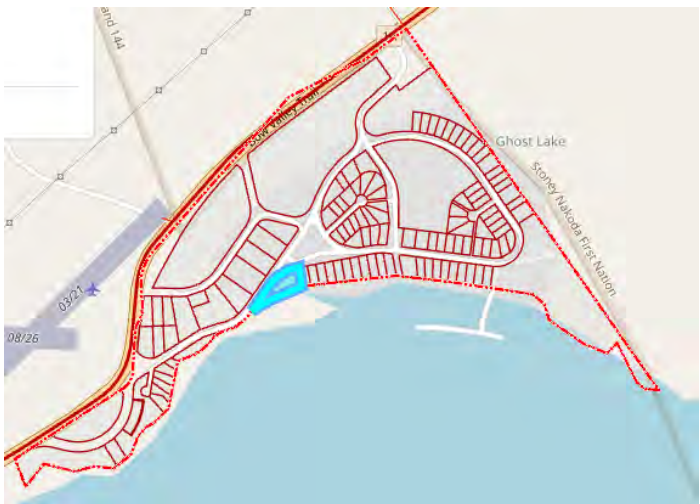
LandO Wner Name	Legal Location	LINC Number	Title Number	Mailing Address	Amphibians	Birds	Soil Sites	Vegetation	Water Wells	Wetlands	Phase 1 ESA	Winter Tracking	Borehole	Geophysical Lines	Geology Field Recon
THE SUMMER VILLAGE OF GHOST LAKE	SW 10-026--06 W5	0018915050	163O178001	Box 19554 RPO South Cranston, Calgary, Alberta, T3M0V4					1						
THE SUMMER VILLAGE OF GHOST LAKE	NW 10-026--06 W5	0026817270	011345382	Box 19554 RPO South Cranston, Calgary, Alberta, T3M0V4					1						
THE SUMMER VILLAGE OF GHOST LAKE	SW 10-026--06 W5	0035473289	121314058012	Box 19554 RPO South Cranston, Calgary, Alberta, T3M0V4								1			



Water Wells



Winter Tracking



Water Wells

Bow River Reservoir Options

Phase 2: Feasibility Study



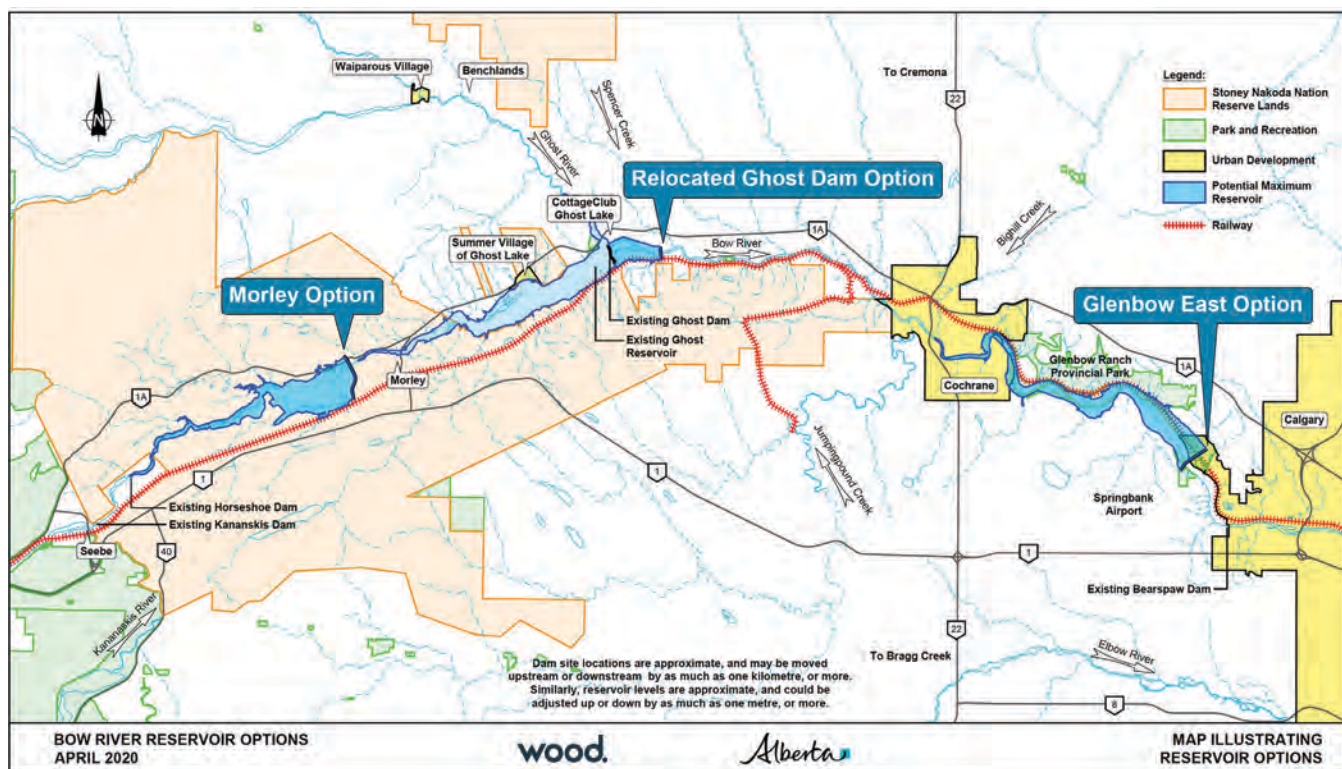
Background

The floods of 2005 and 2013 surpassed any on the Bow River since 1932. They resulted in significant risk to public safety and substantial damage to homes and infrastructure. Droughts also pose considerable threat to the environment and the reliable supply of clean water for all users and purposes.

Alberta Environment and Parks (AEP) continues to explore options to build additional reservoir capacity on the Bow River to reduce the impacts of flood and drought on Albertans and the economy. In 2015, AEP contacted the Bow River Working Group (BRWG), a multi-stakeholder group of water managers and users with relevant technical expertise. The group was asked to study and provide recommendations on how to reduce flood and drought risk within the Bow River basin. The BRWG delivered a report in May 2017, which included

a recommendation to complete conceptual assessments of three major reservoir options on the Bow River upstream of Calgary. The Bow River Reservoir Options (BRRO) initiative builds on that report.

The BRRO initiative will have multiple phases as shown in the timeline on the next page. The Phase 1: Conceptual Assessment was completed in spring 2020. The Phase 2: Feasibility Study, will conclude in spring 2023. Two additional phases may be implemented, Phase 3: Engineering & Regulatory Approval Process and Phase 4: Procurement, Construction & Commissioning. At the end of each phase, the Government of Alberta will decide whether to proceed to the next phase.



Phase 1: Conceptual Assessment

November 2018 to Spring 2020

The conceptual assessment considered many factors to identify the approximate dam site location and associated reservoir details for each of the three options recommended by the BRWG. The three sites resulting from the conceptual assessment are:

- “Morley” – a new reservoir between Seebe and Morley, on Stoney Nakoda Nations Reserve lands;
- “Relocated Ghost Dam” – an expansion of the existing Ghost Reservoir; and
- “Glenbow East” – a new reservoir between Cochrane and the Bears paw Dam at the western edge of Calgary.

The map on the previous page shows the potential locations of the three options. All three options would involve constructing a new dam. The “Relocated Ghost Dam” would also involve decommissioning the existing Ghost Dam. To increase the reservoir storage capacity, the new dam would be located approximately 3 km downstream of the existing dam. Details regarding the dam locations and reservoir sizes are all subject to change.

The conceptual assessment was a desktop study based on existing information. This information was supplemented with a drone survey to collect high quality video of existing conditions along the Ghost and Glenbow stretches of river. The objective of the conceptual assessment was to study all three reservoir options at a conceptual level, but not to compare the options. The conceptual assessment was informed by social, environmental, cultural, traditional land use, engineering and economic factors and input was collected during engagement with Indigenous groups, stakeholders and the public. The assessment confirmed that all three options could provide flood and drought storage. The conceptual assessment report can be found on the initiative website (see link below). Following the completion of Phase 1, the Government of Alberta decided to proceed to Phase 2.

Phase 2: Feasibility Study

Spring 2020 to Spring 2023

Building on the conceptual assessment, the feasibility study will examine the technical feasibility of each of the three options. A variety of social, environmental, cultural, traditional land use, engineering and economic factors will be used to inform the study.

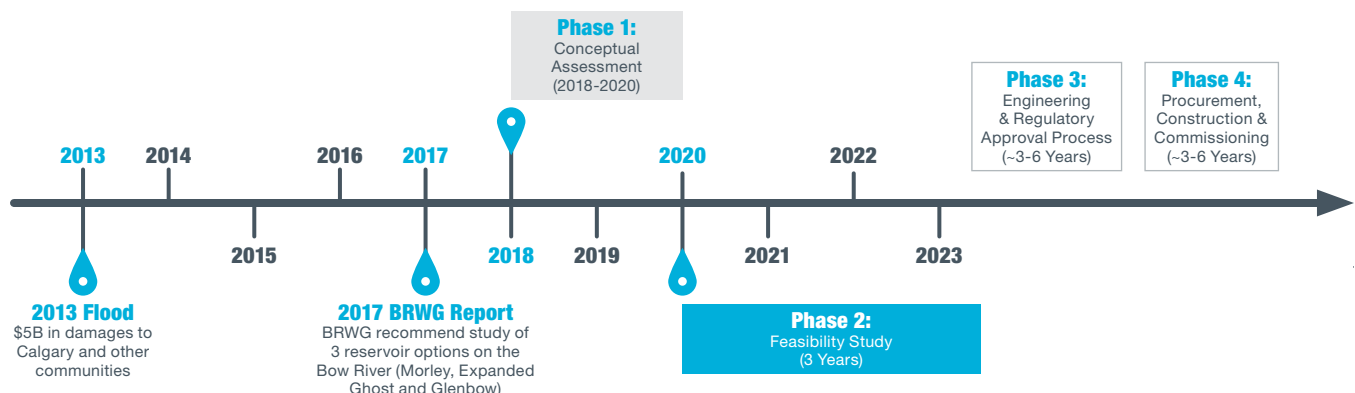
For each option, the feasibility study will:

- examine its technical feasibility;
- analyze its effectiveness in mitigating flood and drought risk, while also providing water management flexibility;
- assess the potential impacts on communities, the environment and infrastructure; and
- estimate the costs and assess potential benefits.

The feasibility study scope of work will also include:

- additional engagement opportunities for Indigenous groups, stakeholders and the public;
- environmental field studies to evaluate the existing vegetation, wetlands, wildlife, fish, soils, groundwater and cultural resources; and
- geological, geotechnical and geophysical field investigations to collect technical information on the soil and bedrock conditions at the dam sites and in the surrounding areas.

Information gathered during the feasibility study will help the Alberta government decide if there is an option that should proceed to the next phase, the Phase 3: Engineering & Regulatory Approval Process.



For more information about the initiative, including drone videos and computer animations, visit:

www.alberta.ca/bow-river-reservoir-options.aspx

For more information about engagement activities, visit: www.alberta.ca/bow-river-reservoir-options-engagement.aspx

Questions? Contact us at aep.bowbasin@gov.ab.ca or 310-3773, toll-free

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Bow River Reservoir Options

Phase 2: Feasibility Study

Activity Description Sheet – Geotechnical Drilling and Geological Field Mapping

Overview

Alberta Environment and Parks (AEP) continues to explore options to build additional reservoir capacity on the Bow River upstream of Calgary to reduce the impacts of flood and drought on Albertans and the economy. The Bow River Reservoir Options (BRRO) initiative is being approached in phases. The Phase 1: Conceptual Assessment was completed in spring 2020 and identified three reservoir options: Morley, Relocated Ghost Dam and Glenbow East. The Phase 2: Feasibility Study is now underway and will further evaluate the three reservoir options. As part of the feasibility study, AEP's consultant, Wood Environment & Infrastructure Solutions, will be completing geotechnical drilling and geological field mapping.

Why do geotechnical drilling?

Geotechnical drilling provides information about the subsurface soil, bedrock and groundwater conditions. The holes that are drilled are called boreholes. Information is gathered by:

- Observing the drill cuttings (the drilled materials brought to surface) and characterizing the material types as drilling occurs;
- Completing tests down the borehole to assess the strength of the materials;
- Collecting, visually inspecting and describing soil samples and bedrock cores;
- Completing off site laboratory testing on select soil samples and bedrock cores;
- Taking on-going groundwater elevation measurements in PVC pipes installed in select boreholes; and
- Preparing borehole logs to document the soil, bedrock and groundwater conditions observed at each borehole.

Geotechnical drilling and testing results will help establish geotechnical design parameters and contribute to the overall evaluation of the feasibility of each reservoir option.

Geotechnical drilling is only a part of the overall geotechnical investigation program, which also includes desktop studies, geophysical surveys, geological field mapping and general site reconnaissance. Only the geotechnical drilling and geological field mapping components are described in this sheet.



Photo: Wood

Example truck-mounted auger rig.



Photo: Wood

Example track-mounted downhole hammer drill with auxiliary air compressor (back left).



Photo: Wood

Example track-mounted rotary drill rig with water tank (left) and support truck (right).

For more information, visit: <https://www.alberta.ca/bow-river-reservoir-options.aspx>
Questions? Contact us today at aep.bowbasin@gov.ab.ca or call 310-3773.

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Alberta

What does geotechnical drilling consist of?

Equipment

- Geotechnical drilling is typically carried out with either a truck-mounted or track-mounted drill rig.
- Drill rigs range in size from those that can fit through a standard doorway to those mounted on a single or tandem axle truck.
- The type of drill rig used depends on the anticipated subsurface conditions, for example:
 - Clayey or sandy soils – use a continuous auger drill.
 - Gravel or bedrock – use rotary or downhole pneumatic hammer drill.
- A support truck is needed to carry drill pipes and other supplies.
- Rotary-style rigs use water or drilling mud to lift the drill cuttings to surface, whereas downhole hammer rigs use compressed air.

The drill rigs shown in the example photographs are representative of the type and size of drill rigs expected for the BRRO drilling program.

What to expect

- Boreholes are typically 150 to 200 mm (6-8") in diameter.
- It will likely take about ½ to 2 days to drill a typical borehole for the BRRO geotechnical drilling program.
- It is essential that drilling is completed without striking an existing underground utility. Prior to drilling:
 - A call is made to Alberta One-Call, which provides utility information in the area and requires utility owners to locate and mark their utilities in the field; and
 - Borehole locations are surveyed and marked, and a secondary physical utility locate sweep is conducted within a 30 m radius of the drilling location by an independent company.
- Large trees will not be harmed, although some brush clearing may be required to permit access to some of the borehole locations.
- Drill cuttings are removed from the borehole to allow the drill bit to advance into the material below.
- Soil samples and bedrock cores are collected for detailed visual logging and laboratory testing.
- Once drilling is complete, the borehole is either backfilled immediately, or a slotted PVC standpipe (typically 50 mm or 2" diameter) is installed so that groundwater levels can be measured later.
- Boreholes are backfilled with a combination of drill cuttings and sand.

- Excess drill cuttings are collected and transported off site for disposal.
- When PVC standpipes are installed, bentonite is used to backfill around the top of the pipe to seal the borehole from surface water. At the ground surface, a steel casing with a lockable cap is installed around the PVC standpipe to protect it from damage.
- When the geotechnical evaluation is completed, and the standpipe has served its purpose, the standpipe is decommissioned by removing the casing and PVC pipe, and backfilling the borehole.
- Landowners should anticipate some truck or track marks from the drill rig accessing the site, but minimal disturbance is anticipated overall.

What is geological field mapping?

- Geological field mapping is conducted by parking at a suitable access point and walking to areas of interest.
- Geologists will observe and document the soils and bedrock visible at the ground surface and in the river valley walls. They will also observe and document any topographical features of interest, such as evidence of previous landslides. Photos will be taken.



Photo: Wood

Example Standpipe installation with protective steel casing riser.

Why do geological field mapping?

- Geological field mapping is done to help verify the types of soils and bedrock identified in desktop studies and further assess potential geological hazards, like areas of potential slope instability.

Will the results be shared with landowners?

The final Bow River Reservoir Options – Phase 2: Feasibility Study report will be made available to the public following the completion of the feasibility study in spring 2023. The report will include the findings of the geotechnical drilling and geological field mapping.

Bow River Reservoir Options

Phase 2: Feasibility Study

Activity Description Sheet – Geophysical Surveys

Overview

Alberta Environment and Parks (AEP) continues to explore options to build additional reservoir capacity on the Bow River upstream of Calgary to reduce the impacts of flood and drought on Albertans and the economy. The Bow River Reservoir Options (BRRO) initiative is being approached in phases. The Phase 1: Conceptual Assessment was completed in spring 2020 and identified three reservoir options: Morley, Relocated Ghost Dam and Glenbow East. The Phase 2: Feasibility Study is now underway and will further evaluate the three reservoir options. As part of the feasibility study, AEP's consultant, Wood Environment & Infrastructure Solutions, and its subconsultant Tetra Tech, Canada Inc., will be completing geophysical surveys.

Why do geophysical surveys?

Geophysical surveys are undertaken to **obtain continuous information of subsurface soils present (e.g., to distinguish sands versus clays), groundwater levels and depth to bedrock** between, and beyond, a limited number of geotechnical boreholes. The ground-based geophysical surveys will consist of seismic refraction lines (seismic) and Electrical Resistivity Tomography (ERT).

Geophysical surveys are one part of the overall geotechnical site investigation program which will also include desktop studies, geotechnical drilling, geological field mapping and general site reconnaissance. Only the geophysical survey component is described in this sheet.



Photo: Typical underbrush clearing requirements for seismic or ERT lines.



Photo: Typical seismic geophone placement.

What does a geophysical survey consist of?

Site Access and Disturbance

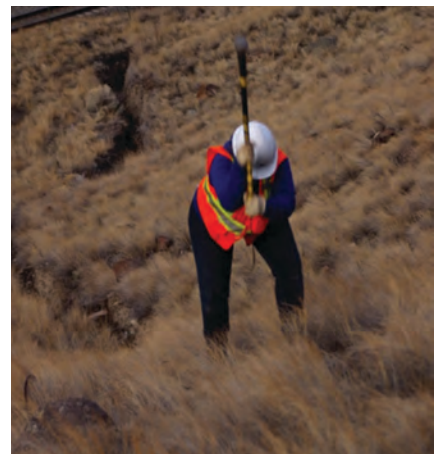
- The geophysical surveys (seismic and ERT) will be low impact and can be carried out on foot from nearby vehicular access.
- Ideally, access will be by vehicle or all-terrain vehicle (ATV) to within 500 m of the geophysical line location. However, the work could still be completed by walking a farther distance.
- The geophysical surveys will be done on the ground surface. Some minimal clearing of brush may be required in vegetated areas so that cables can be laid out and the field crew can walk the line. Disturbance to mature trees will be minimized and limited to the hand removal of the occasional lower tree limb that is obstructing the line.
- The geophysical survey lines will be walked prior to the fieldwork to assess:
 - Access to and along the lines;
 - Vegetative cover and locations requiring limited brush clearing;
 - Areas with steep slopes, cliffs and other obstructions such as minor water crossings like small creeks;
 - Intersections with infrastructure such as fence lines, roads and rail lines; and
 - High noise-level locations.



Typical shotgun source.



Typical drop weight source.



Typical hammer source.

Photo: Tetra Tech

Survey Methodology

- The survey methodology for both the seismic and ERT surveys consists of three fundamental steps:
 1. Laying out an initial length of cables and inserting the sensors – geophones for seismic surveys and electrodes (2 ft stainless steel pins) for ERT surveys. The sensors detect signals transmitted through the ground from the source (see below). The way the signals travel through the ground is affected by the types of soil and bedrock present and the groundwater conditions.
 2. Setting up the source – energy for seismic and electrical for ERT (see below) and taking readings at the sensors.
 3. Removing part of the cable and re-laying (or rolling) the cables and sensors farther along the line.

Steps 2 and 3, above, are repeated until the geophysical survey line is complete.

Seismic Cable Layout and Energy Source

- Minimal line clearing is required to allow the field crew to walk the line and place the cable and geophones.
- The geophones are placed into the ground using a 3" steel spike. All cables and geophones are removed after data collection.
- Three potential energy sources will be used. The selected source will depend on ground terrain and local geology.
 1. Shot gun energy source – 1" diameter hole is augered about 3 ft into the ground and a firing rod with a 12-gauge or 8-gauge shotgun shell blank at the end is inserted into the hole and fired. The spent shell is then removed, and the hole tamped.
 2. Drop weight energy source – a strike plate is placed on the ground and is struck with a drop weight system mounted on an all-terrain vehicle or tandem wheel dolly.

3. Hammer energy source – a strike plate is placed on the ground and is struck with a steel hammer to generate the sound.

- The steel strike plate used for the seismic drop weight and hammer sources is moved between locations, leaving minimal impact.

ERT Cable Layout and Electrical Source

- ERT cable layouts are like those required for seismic layouts in that they require laying out cables along cleared lines and inserting electrodes at least 1 ft into the ground.
- After taking ERT readings, the electrodes and cables are removed, leaving minimal impact to the ground.
- The electrical source and measurement equipment for the ERT survey is hand portable and battery operated. It is placed at intervals along the cable layout and is moved as the cables are rolled out or moved.

Cable Options at Road and Rail Crossings

- For road crossings, protective mats are placed over the cables and suitable traffic control measures are implemented. Traffic control plans are registered and approved by the owning road authority.
- For rail crossings, cables can be run under the rails, on top of the ballast and between the sleepers. Once the cables are in place, no activity is required within the rail right of way until the cables are removed. Access and authorization would be obtained from the owning rail authority.

Will the results be shared with landowners?

The final Bow River Reservoir Options – Phase 2: Feasibility Study report will be made available to the public following the completion of the feasibility study in spring 2023. The report will include the findings of the geophysical surveys.

Bow River Reservoir Options

Phase 2: Feasibility Study

Activity Description Sheet – Environmental Fieldwork

Overview

Alberta Environment and Parks (AEP) continues to explore options to build additional reservoir capacity on the Bow River upstream of Calgary to reduce the impacts of flood and drought on Albertans and the economy. The Bow River Reservoir Options (BRRO) initiative is being approached in phases. The Phase 1: Conceptual Assessment was completed in spring 2020 and identified three reservoir options: Morley, Relocated Ghost Dam and Glenbow East. The Phase 2: Feasibility Study is now underway and will further evaluate the three reservoir options. As part of the feasibility study, AEP's consultant, Wood Environment & Infrastructure Solutions, will be completing environmental fieldwork.



Why do environmental fieldwork?

The feasibility study scope of work includes conducting environmental fieldwork **to establish and document the current environmental site conditions and evaluate potential impacts** (which will be considered when selecting an option). The following environmental disciplines will complete fieldwork:

- Vegetation and Wetlands
- Historical Resources
- Environmental Site Assessments (ESAs)
- Wildlife
- Soils
- Groundwater
- Fisheries

What does environmental fieldwork consist of?

Vegetation and Wetland Surveys

- Field staff will park in a suitable place and walk to the survey area.
- Vegetation surveys consist of observing and documenting rare plants and weeds. Vegetation surveys are done in both the spring and summer.
- Wetland surveys are undertaken in the summer and use indicators such as vegetation, soil and hydrologic characteristics to confirm the presence, type and permanence of wetlands. On occasion, soils may be sampled using a hand auger, trowel or shovel. Any holes are backfilled prior to leaving the site.
- Photos may be taken during vegetation and wetland surveys.

Wildlife Surveys

- Field staff will park in a suitable place and walk to the survey area.
- Wildlife surveys are undertaken in the spring, summer and winter to identify significant habitat, species in the area and species of concern.
- Wildlife surveys consist of observing and documenting amphibians and songbirds, winter animal tracking, and viewing their habitat (reconnaissance).
- Amphibian surveys are conducted at night near wetlands or creeks. Biologists listen for frog and toad breeding calls.
- Songbird surveys occur close to sunrise. Biologists listen for birds singing.
- All amphibian and songbird species heard at each location are recorded.
- Winter animal tracking is conducted by documenting species in the area by observing animal tracks (footprints) left in the snow.
- Habitat reconnaissance surveys are conducted at the same time as songbird surveys. Important habitat features such as rocky cliffs, wetlands, nests and dens are documented.
- Photos may be taken during wildlife surveys.

For more information, visit: <https://www.alberta.ca/bow-river-reservoir-options.aspx>
Questions? Contact us today at aep.bowbasin@gov.ab.ca or call 310-3773.

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Soils Surveys

- Field staff will access soil survey locations by a combination of pickup truck, walking, all-terrain vehicle or boat.
- Soils fieldwork is scheduled for early summer but may be done later in the year.
- Objective is to identify soil types and properties, and characterize the landform.
- At identified sample locations, scientists use a hand auger and shovel to expose the earth and classify the soils.
- All utilities are identified and marked before digging, and all holes are backfilled before leaving the site.
- Field notes and photos are recorded by the field personnel.



Photo: Wood

Historical Resources

- Field staff will park in a suitable place and walk to the survey area.
- An archaeologist walks the land and observes select landforms to confirm the results of desktop work.
- The select landforms are photographed, and field notes and observations are documented.

Environmental Site Assessments (ESAs)

- There are multiple levels of ESAs; the initial site screening assessments will be completed as part of the feasibility study.
- The field component of the initial phase of the ESAs consist of field staff driving to a suitable access point and walking to areas of interest.
- The field component includes taking photos and notes of the study areas, focusing on areas of potential environmental concern such as potential contamination sites.

Groundwater

- Field staff will park in a suitable place and walk to the well.
- Pre-selected existing water wells will be confirmed in the spring or summer, preferably under dry conditions.
- Characteristics of the wells, including GPS coordinates, elevation and general condition, will be recorded.
- Photos of the wells and surrounding landscape may be taken.
- Water levels in the wells may be measured using an acoustic sounder, if practical and with permission. Downhole measuring tapes or sensors will not be used.
- A groundwater sample may be collected from a raw water outlet, if available and with permission.
- A water well survey questionnaire will be provided to the well owner and can be reviewed in person, if agreed to.

Fisheries

- Field staff will use a combination of jet boat and wading. The jet boat will be launched from public launches.
- The fisheries surveys will consist of habitat identification, classification and mapping within the aquatic study area.
- Spawning surveys will be completed to identify any areas where salmonid species (trout and whitefish) may use habitat within the study area for this critical life stage.
- Spawning surveys are conducted in the fall as the low flow and clear water conditions allow biologists to easily identify redds, which are depressions in the river substrate dug by spawning trout.
- GPS locations are recorded for all identified redds and the data will contribute to the habitat quality rating.



Photo: Wood

Will the results be shared with landowners?

The final Bow River Reservoir Options – Phase 2: Feasibility Study report will be available to the public following completion of the feasibility study in spring 2023. The report will include the findings of the environmental fieldwork.

Bow River Reservoir Options

Phase 2: Feasibility Study

Activity Description Sheet – Drone, Bathymetric and Topographical Surveys

Overview

Alberta Environment and Parks (AEP) continues to explore options to build additional reservoir capacity on the Bow River upstream of Calgary to reduce the impacts of flood and drought on Albertans and the economy. The Bow River Reservoir Options (BRRO) initiative is being approached in phases. The Phase 1: Conceptual Assessment was completed in spring 2020 and identified three reservoir options: Morley, Relocated Ghost Dam and Glenbow East. The Phase 2: Feasibility Study is now underway and will further evaluate the three reservoir options. As part of the feasibility study, AEP's consultant, Wood Environment & Infrastructure Solutions, will be completing various Unmanned Aerial Vehicle (UAV or 'drone'), bathymetric and traditional topographical field surveys. Surveys are completed to gather topographic information about the existing site conditions. The various survey data outputs are then used to develop the layout of new potential site features.

Photo: Wood



Drone surveys

- Drones can be rotary or fixed wing (image shown is a fixed wing drone).
- Pilots can remotely navigate the drone from the ground or a boat.
- Drones can be used to collect high resolution topographic information such as video, photography, and ground elevation data (for example, LiDAR–Light Detection and Ranging).

Photo: Wood



Bathymetric surveys

- Bathymetric surveys are used to collect underwater topographical data (the ground elevation beneath the water).
- Bathymetric surveys are done from an on-water survey vessel. The vessel may have a captain or be remotely driven (remote style shown in photo).
- Boats are launched from public launches or accessible sites.
- The survey vessel has either a single beam or multibeam sonar system that uses sound waves to collect underwater elevation data.

Photo: istockphoto.com



Topographical field surveys

- Field surveys are used to gather topographical data (location and elevation) required to support design, construction or legal surveys.
- Field staff will drive to an appropriate access location and either walk or use an all-terrain vehicle (if required) to access specific survey locations.
- Field surveys are done using various survey equipment such as total stations, survey-grade GPS units and high-precision scanners.

Will survey data be shared with landowners?

The final Bow River Reservoir Options – Phase 2: Feasibility Study report will be available to the public following the completion of the feasibility study in spring 2023. The report will include select survey data.

For more information, visit: <https://www.alberta.ca/bow-river-reservoir-options.aspx>

Questions? Contact us today at aep.bowbasin@gov.ab.ca or call 310-3773.

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Classification: Public



LAND ACCESS AGREEMENT

THIS AGREEMENT is dated _____, 2021

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA
as represented by The Minister of Environment and Parks

(the “Province”)

AND

THE SUMMER VILLAGE OF GHOST LAKE

(the “Landowner”)

BACKGROUND

- A. The Landowner is the registered owner of the Lands,
- B. The Province desires access to the Lands to conduct a feasibility study in connection with the Bow River Reservoir Options initiative, and
- C. The Province has contracted with Wood to complete the Activities.

THEREFORE, the parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Defined Terms.** In this Agreement, the following terms have the following meanings:

- (a) “**Activities**” means the geotechnical, geophysical, geological and environmental fieldwork specified in Schedule A;
- (b) “**Claims**” means any claim, demand, action or cost, including legal costs on a solicitor-client basis;
- (c) “**Effective Date**” means the date of this Agreement, as set out above;
- (d) “**Improvements**” means any improvements located on the Lands, including crops and trees;
- (e) “**Lands**” means the lands set out in Schedule B; and
- (f) “**Wood**” means Wood Environment & Infrastructure Solutions, a division of Wood Canada Limited.

1.2 **Schedules.** The following Schedules are incorporated into and form a part of this Agreement:

Schedule A – The Activities

Schedule B – The Lands

2. ACCESS TO THE LANDS

- 2.1 **Grant of License.** The Landowner hereby grants the Province a license to access the Lands for the purpose of conducting the Activities.
- 2.2 **Payment to the Landowner.** The Province will pay the Landowner \$_____, by cheque sent to the address specified in section 4.3 within 45 days of the Effective Date, which includes both
- (a) an access fee for granting the license, and
 - (b) compensation for use of the Lands, including any inconvenience to the Landowner and all damages to the Land and Improvement that may result from the Activities.
- 2.3 **Performance of the Activities.** The Province will comply with the conditions specified in Schedule A when performing the Activities.
- 2.4 **Notice.** The Province will endeavour to provide at least 24 hours' notice to the Landowner prior to accessing the Lands and conducting the Activities; however, the Landowner agrees that prior notice is not required.
- 2.5 **Restoration of the Lands.** The Province will make reasonable efforts to restore the Lands to the condition that existed immediately prior to commencing the Activities, provided that the Province is not responsible to restore any Improvements.
- 2.6 **Contractors.** The Province designates Wood as its representative for this Agreement, and the parties agree that
- (a) Wood (including its subcontractors) is entitled access to the Lands in accordance with section 2.1; and
 - (b) the Province is responsible for the actions of Wood (including its subcontractors).
- 2.7 **Registration.** The Province may register this Agreement and the license granted in section 2.1 against title to the Lands provide that the Province discharges the registration promptly after the expiry of the term of this Agreement and the Province pays all costs relating to the registration, including discharge costs.

3. INDEMNITIES AND LIMITATIONS

- 3.1 **Third Party Claims.** Each party will indemnify the other party, including the other party's employees, contractors or agents, for all third party Claims to the extent arising from
- (a) that party's breach of this Agreement, or
 - (b) the negligence, other tortious act or willful misconduct of that party, including that party's employees, contractors or agents, in relation to the performance of its obligations under this Agreement.

- 3.2 **No Further Compensation.** Subject to section 3.3, the Landowner agrees the amount paid under section 2.2 includes a reasonable amount for the Province's use of the Lands for conducting the Activities, and further agrees not to make any Claims for additional compensation resulting from the Province's use of the Lands, including any Claims based on damage to the Lands or the Improvements caused, directly or indirectly, by the Activities, including where after reasonable efforts by the Province the Lands are not fully restored to the condition that existed immediately prior to commencing the Activities.
- 3.3 **Exception.** The limitation in section 3.2 does not apply if the damage to the Lands or Improvement is the result of negligence, other tortious act or willful misconduct of the Province or any of the Province's employees, contractors or agents.
- 3.4 **Landowner's Representations.** The Landowner represents to the Province there is no other person having an ownership or other interest in the Lands or the Improvements, including a beneficial interest, who would be entitled to compensation for granting the license in section 2.1 or for damage to the Lands or Improvements caused by the Activities, and the Landowner agrees to indemnify the Province, its employees, contractors or agents against any Claims that may be made by any other person for such additional compensation.

4. GENERAL

- 4.1 **Term of the Agreement.** This Agreement commences on the Effective Date and continues until the earlier of
- (a) the date the Province sends notice to the Landowner that the Activities have been completed, and
 - (b) 24 months after the Effective Date.
- 4.2 **Notices.** Unless otherwise stated, all notices or other communication to be given by one party to the other are to be in writing and delivered by email or regular mail as follows:
- (a) To the Province:

Mr. Nolan Del Fabbro
Wood Environment & Infrastructure Solutions
5681 – 70th Street NW
Edmonton, AB, T6B 3P6
nolan.del-fabbro@woodplc.com

with a copy to

Ms. Denise Auriat
Alberta Environment and Parks
11th Floor, Oxbridge Place
9820 106 Street NW
Edmonton, AB, T5K 2J6
Denise.Auriat@gov.ab.ca

(b) To the Landowner:

4.3

Further Assurances. Each party will, as reasonably requested by the other party, execute and deliver such further documents and do such further things as necessary to carry out the terms of this Agreement.

4.4 **General.** This Agreement

- (a) constitutes the entire agreement between the parties,
- (b) enures to the benefit of and is binding on the parties and their respective representatives, successors and permitted assigns,
- (c) may only be amended in writing, and
- (d) is to be construed and interpreted in accordance with the laws applicable in the Province of Alberta and the federal laws of Canada applicable therein.

- 4.5 **FOIP.** The parties acknowledge that this Agreement may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*, and that it applies to information obtained, generated, collected, or provided under this Agreement, and the parties agree to adhere to the *Freedom of Information and Protection of Privacy Act* in its collection, use and disclosure of information.

The parties have signed this Agreement to be effective as of the Effective Date.

**HER MAJESTY THE QUEEN, in Right of
the Province of Alberta, as Represented
by the Minister of Environment and Parks**

Per: _____

THE SUMMER VILLAGE OF GHOST LAKE

SCHEDULE A THE ACTIVITIES

The Activities to be conducted on the Land are those activities listed below, and include surveying and other activities incidental to these activities, including restoration of the Lands under section 2.5:

Method of access:

☐ Foot Access

Conditions:

☐ Motorized/Off Road Vehicle

Conditions:

☐ Geotechnical Drilling

Installation of above ground standpipe (for water level readings)

☐

Return visit by Wood staff to complete initial water level readings
(Approximately 1 month after installation)

☐

Return visits by Wood staff to complete additional readings

☐

(Readings at intervals of approximately 3 months until March 31, 2023)

Conditions:

☐ Geophysical Program

Energy source for seismic survey:

Sledgehammer ☐

Shotgun Blank ☐

Weight Drop ☐

Conditions:

☐ Geological Field Mapping

Conditions:

☐ Soils Testing

Conditions:

☐ Existing Groundwater Well(s)

Access to location of existing water well(s) ☐

Water level readings in well(s) ☐

Collection of water samples for chemical analysis from tap ☐

(the results of the analysis will be provided to the Landowner, once available)

Are you willing to discuss your groundwater well, any other groundwater sources on your property (e.g., springs), and current groundwater usage with a Wood hydrogeologist, either in person or over the telephone?

☐ No ☐ Yes

(if so, please provide your telephone number: _____)

Conditions:

☐ Environmental Field Studies – Vegetation, Wetlands, Wildlife, Fisheries, Cultural Resources

Conditions:

SCHEDULE B
THE LANDS

Landowner Name:

Municipal Address:

Legal Description:

Land Title Number:

Special Conditions:



Hi Sherri,

I spoke briefly with Warren after today's meeting and he suggested I should talk with John.

Since we moved the garbage bins a few years ago there has been a large hollow area in front of the bins. It is either full of rain water or ice depending on the season and has resulted in a couple of nasty falls. So far, I have escaped its grasp and would like to keep it that way!

Chris and I are prepared to buy up to six cubic metres of 20mm road crush to fill this spot and to arrange and pay for the delivery at a time convenient to the Village.

In exchange, we would need the spreading, packing and anything else deemed necessary to be complete by the end of September 2021 at the latest. As well, someone with a better eye than me would need to estimate how much we would need as six cubic metres is likely too much. However, I would also be fine with any left over to be piled out of the way to be used in the future. One should always have some gravel on hand!

I would also like a receipt for the costs to be used as a charitable deduction on my taxes. When we paid for the drywall and insulation for the garage now located beside the community services building I was able to claim that amount on my tax filing, but that was a few years ago.

Let me know if this is of interest and we can proceed from there.

Thanks,



From: Francois Therrien <Francois.Therrien@gov.ab.ca>
Sent: Thursday, July 15, 2021 7:00 AM
To: ! ADMIN
Subject: Request to access boat launch facility

Dear Sir/Madam,

I am a paleontologist at the Royal Tyrrell Museum in Drumheller. Recently, someone reported finding a fossil clam in the cliff along Ghost Lake, east of the town of Ghost Lake. The easiest way to access the site to investigate this fossil report would be to either walk along the shore or launch a canoe from the easternmost boat launch site in Ghost Lake. I was wondering if I could get your permission to park my vehicle and/or launch a canoe from the easternmost boat launch site in Ghost Lake in order to go investigate this site?

Please do not hesitate to contact me if you have questions.

Thank you,

François

François Therrien, Ph.D.
Curator of Dinosaur Palaeoecology

Royal Tyrrell Museum of Palaeontology
PO Box 7500
Drumheller, AB
T0J 0Y0

Ph: (403) 820-6217
Fax: (403) 823-7131
https://tyrrellmuseum.com/research/scientists/francois_therrien

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