

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 25, 2024 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

*THAT the January 25, 2024 Regular Council Meeting agenda be approved
as presented*

or

*THAT the January 25, 2024, Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

3. ADOPTION OF MINUTES

a) January 11, 2024 Regular Council Meeting

Recommendation:

*THAT the January 11, 2024 Regular Council Meeting minutes be approved
as presented*

or

*THAT the January 11, 2024 Regular Council Meeting minutes be approved
with the following amendment(s) (as noted at meeting time)*

4. APPOINTMENTS/PUBLIC HEARINGS -

9:35 a.m. – Cpl. Justin Auld, RCMP, Parkland Detachment

Recommendation:

THAT Council accept the discussion with Cpl. Auld for information

or

some other direction as given by Council at meeting time

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

a) Bylaw 808-24 – Waste, Recycling and Organics Bylaw

Recommendation:

THAT Bylaw # 808-24 the Waste, Recycling and Organics Bylaw (Waste Collection Bylaw) be given first reading

THAT Bylaw # 808-24 the Waste Collection Bylaw be given second reading

THAT Bylaw # 808-24 the Waste Collection Bylaw be unanimously considered for third reading at this meeting

THAT Bylaw # 808-24 the Waste Collection Bylaw be given third reading and adopted

or

some other direction as given by Council at meeting time

c) Bylaw 809-24 – Fees and Charges Bylaw

Recommendation:

THAT Bylaw # 809-24 the Fees and Charges Bylaw be given first reading

THAT Bylaw # 809-24 the Fees and Charges Bylaw be given second reading

THAT Bylaw # 809-24 the Fees and Charges Bylaw be unanimously considered for third reading at this meeting

THAT Bylaw # 809-24 the Fees and Charges Bylaw be given third reading and adopted

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

Pg 5-11

- a) Audit Plan – A Request for Decision is attached

Recommendation

THAT the January 10, 2024 letter outlining the 2023 Audit Plan from Philip Dirks, Metrix Group, Auditor for the Town of Onoway, be acknowledged as received and that Council is aware that they are to contact the Auditor directly if they have concerns regarding any actual, suspected or alleged fraud affecting the Town.

or

some other direction as given by Council at meeting time

Pg 12-17

- b) Library Board Reappointments – A Request for Decision is attached

Recommendation:

THAT the Town of Onoway approve the recommendations from the Town of Onoway Library Board to:

- 1) reappoint Shirley Boissonnault as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from February 1, 2024 to February 1, 2027); and*
- 2) reappoint Heather Breitzkreuz as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from February 1, 2024 to February 1, 2027)*

Pg 18-19

- c) Growth Alberta – Regional Socio-economic development meeting– A Request for Decision is attached

Recommendation:

THAT Council authorize _____, CAO Thompson and/or Dale Johnson, Economic Development and Tourism Committee Chair to attend the Growth Alberta Socio-Economic meeting on February 5 and 6, 2024

or

some other direction as given by Council at meeting time

d)

e)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) Chief Administrative Officer Report –n/a
- e) Corporate and Community Services Director's Report – n/a
- f) Public Works Report – n/a

Recommendation:

THAT the Council written and verbal reports be accepted for information as presented

or

some other direction as given by Council at meeting time

9. INFORMATION ITEMS

- Pg 20 a) West Inter Lake District (WILD) Regional Water Services Commission – January 5, 2024 letter from Manager Dwight Moskalyk regarding launch of stakeholder newsfeed and notice program
- Pg 21-22 b) Summer Village of South View – January 3, 2024 letter from ACAO Angela Duncan advising of the results of the by-election and Committee appointments
- Pg 23-37 c) Alberta Justice – Community Justice Centre (CJC) Engagement – What We Heard Report (submitted to the Federal Government)
- Pg 38-39 d) Community Futures Yellowhead East (CFYE) – January 12, 2024 email from Michelle Jones regarding Small Business Continuity and Disaster Recovery Toolkits
- Pg 40-42 e) Community Futures Yellowhead East (CFYE) – October 19, 2023 Minutes
- Pg 43-44 f) Mikayla Ironside Agility Fundraising – January 12, 2024 letter from Jim Kennedy requesting support for a Bucket Draw auction to fundraise for the World Agility Open in the Netherlands

P945-58

g) Alberta Municipalities – January 18, 2024 email from Dan Rude, CEO, enclosing the 2023 Year in Review

P951-57

h) Alberta Public Safety and Emergency Services – January 18, 2024 email requesting input into police governance and providing dates of information sessions (Police Amendment Act)

i)

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 16(1)(c)(i) FOIP

“Land-Disclosure harmful to business interests of a third party”

11. ADJOURNMENT

12. UPCOMING EVENTS:

- February 8, 2024 – Regular Council Meeting 9:30 a.m.
- February 22, 2024 – Regular Council Meeting 9:30 a.m.
- March 14, 2024 – Regular Council Meeting 9:30 a.m.
- March 28, 2024 – Regular Council Meeting 9:30 a.m.
- April 11, 2024 – Regular Council Meeting 9:30 a.m.
- April 25, 2024 – Regular Council Meeting 9:30 a.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 11, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny (via Zoom) Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Sheila Pockett</p> <p>Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p>
	ABSENT	Councillor: Robin Murray
1.	CALL TO ORDER	Deputy Mayor Lisa Johnson chaired the meeting; called the meeting to order at 9:30 a.m.; advised that the meeting will be recorded and acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #001/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, January 11, 2024 with the following additions:</p> <p>8) Public Works December written report</p> <p>10) Closed Session – add Disclosure harmful to intergovernmental relations (requested by CAO Thompson)</p> <p>10) Closed Session – add Land – Disclosure harmful to business interests of a third party (requested by CAO Thompson)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #002/24	<p>MOVED by Councillor Bridgitte Coninx that the December 14, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS Motion #003/24	<p>MOVED by Deputy Mayor Lisa Johnson that Council approve the 2024 Interim Operating Budget Projects as presented:</p> <ul style="list-style-type: none"> - Information Technology Services Transition - \$36,205.00 - Town of Onoway Brand Redevelopment - \$3,495.00

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 11, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> - Annual Citizen Satisfaction/Budget Survey - \$5,000.00 - Electronic Meeting Management Software - \$4,000.00 <p style="text-align: right;">CARRIED</p>
6.	POLICIES AND BYLAWS	n/a
7.	ACTION ITEMS	
	Motion #004/24	MOVED by Councillor Bridgitte Coninx that Council offer the septage receiving station (SRS) to Lac Ste. Anne County at the cost of purchase. <p style="text-align: right;">CARRIED</p>
	Motion #005/24	MOVED by Mayor Lenard Kwasny that Council accepts the information presented regarding the 2024 FCSS process. <p style="text-align: right;">CARRIED</p>
	Motion #006/24	MOVED by Councillor Sheila Pockett that Council approve Home Support Program services to be provided through Lac Ste. Anne County as per the Memorandum of Agreement as presented. <p style="text-align: right;">CARRIED</p>
8.	COUNCIL, COMMITTEE AND STAFF REPORTS	
	Motion #007/24	MOVED by Councillor Sheila Pockett that the Council and staff written and verbal reports be accepted for information. <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS	
	Motion #008/24	MOVED by Mayor Lenard Kwasny that Council accept the following items for information: <ul style="list-style-type: none"> a) Alberta Municipal Affairs – Undated letter from Minister Ric McIver regarding the Assessment Model Review b) Alberta Municipal Affairs – December 22, 2023 email from Assistant Deputy Minister Ethan Bayne regarding 2023 Assessment Year End Updates c) Alberta Municipal Affairs – December 15, 2023 letter regarding the Local Government Fiscal Framework (LGFF) Program – 2024 Operating Allocation; 2024/25 Capital Allocations d) Alberta Environment and Protected Areas – Undated letter from Minister Schulz regarding provincial drought conditions

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 11, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

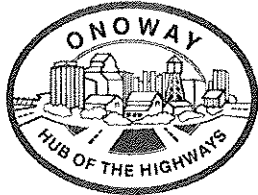
		<p>e) Lac Ste. Anne Foundation – December 4, 2023 letter providing the 2024 Municipal Requisition</p> <p>f) Lac Ste. Anne Foundation – October 25, 2023 Board meeting minutes</p> <p>g) Fortis Alberta - December 13, 2023 update from Kelsey Nixon regarding 2024 Estimated Distribution and Distribution Rates</p> <p>h) Utility Safety Partners – December 4, 2023 email regarding proposed provincial Damage Prevention Legislation</p> <p>i) Alberta Beach – January 2, 2024 letter advising that the FCSS Trivillage Board has selected Onoway for 2024 contracted administration services for FCSS</p> <p>j) Town of Onoway Development Officer – Tony Sonnleitner January 11, 2023 Report</p> <p>k) North Saskatchewan Watershed Alliance (NSWA) – Holiday greetings</p> <p>l) Joint Fire Dispatch Protocol for Area Highways – December 21, 2023 letter from Onoway and Lac Ste. Anne County to Onoway Regional Fire Services (ORFS) Member Municipalities</p> <p style="text-align: right;">CARRIED</p>
10.	<p>CLOSED SESSION Motion #009/24</p>	<p>MOVED by Councillor Bridgitte Coninx that, pursuant to Section 197(2) of the Municipal Government Act, and Section 21(1)(ii) FOIP, Section 17(4)(d) FOIP; and Section 16(1)(c)(i) FOIP, Council move into a Closed Session at 10:20 a.m. to discuss the following items:</p> <p>Disclosure harmful to intergovernmental relations; Personnel; and Land (disclosure harmful to business interests of a third party)</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 10:20 a.m. to 10:22 a.m. to allow the Recording Secretary to leave the meeting.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Lenard Kwasny</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, JANUARY 11, 2024
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Sheila Pockett Jennifer Thompson, CAO Gino Damo, Director of Corporate and Community Services</p> <p>Gino Damo left the Closed Session at 11:35 a.m.</p> <p>Council recessed from 11:48 a.m. to 11:50 a.m. to allow the Director of Corporate and Community Services and Recording Secretary to return to the meeting.</p> <p>Motion #010/24 MOVED by Councillor Sheila Pockett that Council move out of Closed Session at 11:50 a.m. CARRIED</p> <p>Motion #011/24 MOVED by Councillor Bridgitte Coninx that Council authorize the Chief Administrative Officer (CAO) and the Mayor to enter negotiations with the buyer for property address 4911 – 49 Avenue, Plan 6288BZ Block 3, Lot 19. CARRIED</p> <p>Motion #012/24 MOVED by Councillor Bridgitte Coninx that Council authorize the Chief Administrative Officer (CAO) to change saleable Town property prices to reflect current market value. CARRIED</p>												
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Deputy Mayor Lisa Johnson declared the Regular Council Meeting adjourned at 11:52 a.m.												
12.	UPCOMING EVENTS	<table border="0"> <tr> <td>January 24, 2024</td> <td>New Councillor Training</td> <td>Onoway</td> </tr> <tr> <td>January 25, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 8, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 22, 2024</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	January 24, 2024	New Councillor Training	Onoway	January 25, 2024	Regular Council Meeting	9:30 a.m.	February 8, 2024	Regular Council Meeting	9:30 a.m.	February 22, 2024	Regular Council Meeting	9:30 a.m.
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Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 25, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Audit Plan Letter from Metrix Group

BACKGROUND / PROPOSAL

During the October 26, 2023 Organizational Meeting, Council appointed the firm of Metrix Group as the municipal auditors. As part of this appointment Metrix group audits the Town of Onoway Financial Statements annually. As part of this audit, Metrix Group provides a letter outlining an Audit Plan.

STRATEGIC ALIGNMENT

Fiscal Sustainability

RECOMMENDED ACTION

That the January 10, 2024 letter outlining the 2023 Audit Plan from Philip Dirks, Metrix Group, Auditor for the Town of Onoway, be acknowledged as received and that Council is aware that they are to contact the Auditor directly if they have concerns regarding any actual, suspected or alleged fraud affecting the Town.

ATTACHMENTS

- Onoway 2023 Audit Plan letter



METRIX GROUP LLP

CHARTERED PROFESSIONAL
ACCOUNTANTS

January 10, 2024

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Sent via e-mail: cao@onoway.ca

Attention: Town Council Members

Dear Town Council Members:

Re: 2023 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.



B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Town of Onoway financial statements.
- Audit of the Town of Onoway *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Town that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Town and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Town's financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with **Canadian public-sector accounting standards**. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with **Canadian public-sector accounting standards** and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Town that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Town's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Town, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies as well as reviewing various grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, assessing key estimates for potential bias, and incorporating an element of unpredictability into our audit procedures.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner
Senior Accountant

Philip Dirks, CPA, CA
Jad Farhat, CPA

Timing of the Audit

We performed audit planning and interim audit work in November and December 2023.

The year-end audit fieldwork is tentatively scheduled to take place the week of March 4, 2024.

We anticipate presenting the audited financial statements to Town Council at the April 11, 2024 Council meeting.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

G. AUDIT FEES

We understand that the Town demands value and we strive to provide the highest quality services while working with the Town to control costs.

We estimate our audit fees for the 2023 fiscal year will be in the amount of \$16,500. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Town's accounting staff to review these to determine the potential impact to the Town.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Town.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Town Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Jennifer Thompson, Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 25, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Library Board Appointments

BACKGROUND / PROPOSAL

Town of Onoway Library Board – Board Members

The term for two Town of Onoway Library (OPL) Board members are expiring in February 2024 (Members at Large Shirley Boissonnault and Heather Breitkreuz). The Libraries Act states that a municipal library board must have a minimum of 5 and maximum of 10 board members. The Board has 8 members and are currently advertising for additional members (two maximum).

- 1) The members of the OPL Board passed a motion at their January 9, 2024 meeting recommending that the Town reappoint Shirley Boissonnault as a Board member at large, to a second 3-year term (from February 1, 2024 and expiring February 1, 2027).
- 2) The Board passed a motion at their January 9, 2024 meeting recommending that the Town reappoint Heather Breitkreuz as a Board member at large, to a second 3-year term (from February 1, 2024 and expiring February 1, 2027).

The pertinent information from the Libraries Act is attached, as well as the list of current Board members and the advertisement that is running in The Bulletin.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Under the Libraries Act, Council appoints municipal library board members. The two above named Board members being considered for reappointment are active contributors who have spearheaded a number of initiatives during their time on the Board.

The Board has also advertised for new Board members to help with succession planning. The deadline for applications is February 16, 2024 and applications will be reviewed by the Board prior to any recommendations coming forward to the Town for new appointments. In order to encourage volunteerism, the Board did not focus on any specific competencies.

STRATEGIC ALIGNMENT

Good governance

COSTS / SOURCE OF FUNDING

There is no cost to the Town for Board member recruitment. The advertising costs are part of the library budget. Board members are unpaid volunteers.

RECOMMENDED ACTION

That the Town of Onoway approve the recommendations from the Town of Onoway Library Board to:

- 1) reappoint Shirley Boissonnault as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from February 1, 2024 to February 1, 2027);
- 2) reappoint Heather Breitkreuz as a board member at large to the Town of Onoway Library Board for a second term of 3 years (from February 1, 2024 to February 1, 2027)

ATTACHMENTS:

- 1) Libraries Act information
- 2) List of current Board members
- 3) Recruitment advertisement

Appointments to the Municipal Library Board

A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

Appointment Basics

Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board

member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be

appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

Municipal vs. System Appointments

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

The Importance of Ensuring ALL Board Members are Appointed

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or

motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

Board Member Responsibilities

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

TOWN OF ONOWAY LIBRARY BOARD

2024 BOARD MEMBER LIST

NAME	TERM	EMAIL
Lorne Olsvik, Chair Board Member at Large	Nov 2025 3 year term (reapp in Nov 22) 2 year term (2 year reapp in Jan 2021)	lolsvik@lsac.ca
Marge Hanssen, Vice Chair Board Member at Large	Jan. 2025 3 year term (3 year reapp in Jan 2022)	marge.hanssen@svnakamun.com
Shirley Boissonnault, Board Member at Large	Feb 2024 3 year term	buzzno1@telus.net
Heather Breitreuz Board Member at Large	Feb 2024 3 year term	heatherlitebreit@gmail.com
Bridgitte Coninx Town Elected Board Member	Nov 2024 1 year term (1 yr reappt Oct 23)	bconinx@onoway.ca
Jean Moses Board Member at Large	Jan. 2025 3 year term	mosesjr2@outlook.com
Sheila Pockett Town Elected Board Member	Nov 2024 1 year term	spockett@onoway.ca
George Vaughan Board Member at Large	Jan. 2025 3 year term (3 year reapp in 2022)	GVaughan@lsac.ca

LIBRARY BOARD MEMBER WANTED!



The Onoway Library Board and Town of Onoway are looking for a community member from Onoway and the greater Onoway area.



The ideal applicant will be a current or past Library member who has an interest in learning about our community, and advocating for the Onoway Public Library.



The Onoway Public Library is an integral part of our municipalities. It serves as a welcoming community resource centre, providing access to information,

independent learning, and recreational reading through collections, programs and service.

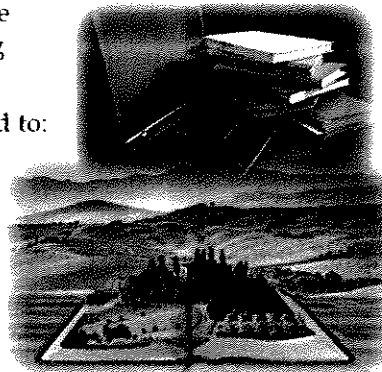
The governance Board is made up of both private and government representatives from the Town of Onoway, the County of Lac Ste. Anne, and area summer villages.

Applications will be accepted until noon on Friday, February 16, 2024 from interested community members who wish to volunteer for a Board member position.

Terms are 1 to 3 years and meetings are usually held every two months, during week day hours, in Onoway.

Your letter of interest can be forwarded to:

Lorne Olsvik, Chair
Town of Onoway Library Board
c/o The Town of Onoway
4812 - 51 Street
Box 540
Onoway, AB T0E 1V0



Lorne Olsvik's cell: 780-937-5360

Email: info@onoway.ca

17



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 25, 2024
Presented By:	Gino Damo, Director of Corporate and Community Services for Jennifer Thompson, Chief Administrative Officer
Title:	Growth Alberta – Regional Socio-economic development

BACKGROUND / PROPOSAL

The attached email was received regarding working toward common goals for economic and social priorities as a region. The event is being held February 5 & 6 in Whitecourt. Members of the Economic Development & Tourism committee have expressed interest in attending. At the time of writing this report, additional information had not been received.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Collaborating on regional priorities is of benefit to all municipal partners. The agenda is currently being worked on however Administration has expressed interest and asked for more information.

As the timeline is compressed, Administration wanted to bring this opportunity to Council's attention to express interest.

Mr. Dale Johnson has expressed interest in attending. Mr. Johnson is the Economic Development & Tourism Committee (EDTC) chair. While the agenda is not available at this time, it may be beneficial for Council to consider having a member of Council and the Chair of the EDTC attend. Administration is interested in attending for information and networking opportunities to expand the Economic Development function of the Town of Onoway.

STRATEGIC ALIGNMENT

Economic Development

COSTS / SOURCE OF FUNDING

NONE known at this time.

RECOMMENDED ACTION

- 1) THAT Council authorize _____, Jennifer Thompson, Chief Administrative Officer and/or Dale Johnson, Economic Development & Tourism Committee Chair to attend the Growth Alberta Socio-Economic Development meeting
- OR
- 2) Direction provided at time of meeting.

ATTACHMENTS

Growth Alberta: Regional Socio-Economic Development email correspondence

Jennifer Thompson

From: Janet Jabush <Janet.Jabush@mayerthorpe.ca>
Sent: January 11, 2024 11:18 AM
To: aboffice@albertabeach.com; rachel@athabasca.ca; Ed LeBlanc, CAO; cao@villageofclyde.ca; mstarnes@draytonvalley.ca; kevinz@edson.ca; communications@foxcreek.ca; Rod Risling, CAO; wrussouw@hinton.ca; ecdev@midsmokyriver.com; Jennifer Thompson; Mayor Len Kwasny; lisajohnson@onoway.ca; Bridgette Coninx; Robin Murray; spockett@onoway.ca; jason.swanson@slavelake.ca; Ben Berlinguette; vzittlaw@westlock.ca; economicdevelopment@whitecourt.ca
Subject: Regional socio-economic development

Happy New Year, Municipal Colleagues!

I'm pleased to invite you to an unusual event being hosted by Growth Alberta (Growth). Growth is one of nine Regional Economic Development Alliances (REDAs) at work in Alberta. REDAs have been part of the economic development landscape in Alberta for a couple of decades. Growth sees an opportunity to re-imagine its place on that landscape and we'd like your voice at the table.

The event aims to envision a re-invigorated inter-municipal partnership to work toward common goals for economic and social priorities throughout our region. Admittedly, this is a bold venture in this unusually complicated and challenging socio-economic environment, but we must believe that collaboration is more important than ever and that we need to assert more control over our future!

Please mark your calendar and plan to attend on February 5 & 6 at the Eagle River Casino & Travel Plaza just outside Whitecourt. Our hope is that at least two from each municipality are able to attend; one from administration and one from Council (additional attendees are certainly welcome). More details regarding agenda and accommodations will be forthcoming.

On behalf of the Growth Alberta Board of Directors, we look forward to seeing you and collaborating on regional priorities.

Janet Jabush

Chair, Growth Alberta
P.O. Box 222
Mayerthorpe AB T0E 1N0
C: 780.268.4231



Growth Alberta
Your Business. Our Future.

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**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0

Ph: 780-967-0271 Fax: 780-967-0431 Email: wildwatercommission@gmail.com

January 5th, 2024

To: All Members, WILD Water Commission

Dear Members:

Re: Launch of Our Stakeholder Newsfeed and Notice System

The WILD Water Commission is pleased to announce the launch of our Stakeholder Notice System, available through our website. This system is intended to help our team more effectively communicate urgent/emergency matters regarding the WILD Water Commission's daily operation (such as line breaks, truck fill closures, maintenance schedules, and other service interruptions) by sending information directly to subscriber emails.

Updates and service status changes have always been published on our website, but expanding this service to include a single source newsfeed and direct email communication will be helpful to many of you, in particular our commercial haulers and their fleet coordinators. While our municipal and community partners will continue to be contacted directly by our team regarding service matters in their respective jurisdictions, subscription to this new service is encouraged for their administration, operations, and emergency services teams as well, as a failsafe form of notification within their organizational structures.

Anyone interested in learning more about this new option, or subscribing to the notice system, is encouraged to visit our website at: <https://www.wildrWSC.com/>. The registration link and newsfeed are located under the News & Notification tab on the homepage. For assistance, or general enquiries on this announcement, please contact our office at 780-967-0271, or by email at wildwatercommission@gmail.com.

Thank you,



Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

cc: *Board of Directors – WILD Water Commission*
Administration and Operations – WILD Water Commission



Box 8,
Alberta Beach, AB T0E 0A0
Phone: 780-967-0271
Fax: 780-967-0431
Email:
svsouthview@outlook.com

January 3, 2024

Lac Ste. Anne County
Town of Onoway
Town of Mayerthorpe
Village of Alberta Beach
Summer Villages of Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands,
Sunrise Beach, Sunset Point, Val Quentin, West Cove, and Yellowstone

RE: Summer Village of South View Byelection Results and Organizational Meeting

The Summer Village of South View held a byelection on December 16, 2023 to fill two vacancies on Council. Garth Ward and Colleen Richardson were declared elected and were sworn in on December 21, 2023 at an organizational meeting of Council.

Sandi Benford remains Mayor and Garth Ward has been appointed as Deputy Mayor. Summer Village of South View Council Organization Chart, which includes committee appointments, is attached for your information.

Please don't hesitate to contact me if you require any further information at 780-967-0271 or svsouthview@outlook.com.

Sincerely,

Angela Duncan
Assistant CAO
Summer Village of South View

Encl: Council Organizational Chart

Summer Village of South View
Council Organizational Chart

Updated Dec 21, 2023

	Rep
	Alternate

	Name	Sandi Benford	Garth Ward	Colleen Richardson
	Position	Mayor	Deputy Mayor	Councillor
	Public Email	svsouthview@outlook.com	svsouthview@outlook.com	svsouthview@outlook.com
	Public Phone	780-967-0271	780-967-0271	780-967-0271
Public Works Supervisor				
Highway 43 East Waste Commission				
Summer Villages of Lac Ste. Anne County East (all of Council to attend - rep to vote)				
Darwell Sewage Lagoon Committee & Darwell Regional Waste Water Line				
Lake Isle Aquatic Management Society				
Yellowhead Regional Library				
Family and Community Support Services (FCSS)				
Regional Emergency Services				
Flowering Rush Abatement Project				

From: Lindsey Zucchi <Lindsey.Zucchi@gov.ab.ca>
Sent: January 16, 2024 9:08 AM
To: Anna Mariet; Karen Korchinski; Matthew Reid
Subject: CJC Engagement - What We Heard Report
Attachments: WWH Report - CJC Engagement.pdf

Dear valued Albertan stakeholders and participant,

The Ministry of Justice is excited to release the “What We Heard” Report detailing the outcomes of the Community Justice Center (CJC) engagement conducted from September 2022 and April 2023. As introduced in the engagement sessions, CJsCs present a distinctive and innovative approach to justice in communities. These centers, akin to a community court model, integrate judicial practices with diverse social services to address the underlying causes of crime. Through the integration of various justice initiatives into a unified program and the provision of interconnected services within a single facility, CJsCs strive to diminish reoffending, fortify community bonds, and improve public safety and well-being. Moreover, these community-driven spaces are designed to flexibly and collaboratively address each community's specific needs, offering opportunities to tackle social inequities and promote holistic solutions.

The “What We Heard” Report has brought to light a multitude of recurring themes voiced by stakeholders and participants, underscoring the imperative need for attention in the event that Alberta moves forward with the development and implementation CJsCs. Additionally, as highlighted in the Report, it encompasses subsequent themes identified during Indigenous engagement sessions, providing insight on additional perspectives from an Indigenous lens.

The feedback obtained during the CJC engagement sessions has been formally submitted to the federal government. While there has not been any announcements or provided updates regarding the possibility of CJsCs in Alberta, the Ministry of Justice sincerely appreciates your active participation and insights on this matter. The Ministry of Justice highly values the feedback you have provided, recognizing the importance of your insights in shaping the direction of upcoming projects with similar goals; your input will be thoughtfully considered to enhance the planning and execution of future initiatives.

With sincere thanks and gratitude,

Lindsey Zucchi (she/her)
Community and Program Liaison
Community Safety Initiatives
Justice Supports
Strategy, Support and Integrated Initiatives
Alberta Justice
Ph: 825.945.1443
Fax: 403.297.5934
Email: lindsey.zucchi@gov.ab.ca



Community Justice Center Engagement

What We Heard Report



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Executive Summary

In January 2020, Justice Canada's Justice Partnership and Innovation Program invited provinces and territories to apply for funding to support a Community Justice Centres (CJC) engagement to inform a broader federal CJC strategy and funding model. In May 2022, Alberta Justice's Strategy, Support, and Integrated Initiatives (SSII) Division, Community Justice and Integrated Services, in consultation with the Community and Stakeholder Engagement Branch, received approval to conduct CJC engagement sessions with community and professional stakeholders across the province of Alberta.

CJCs are rooted in community justice, an innovative strategic and philosophical alternative to the formal justice system. Community justice can resemble a community court model that connects contemporary judicial practices to other forms of social services to address the root causes of crime, reduce reoffending, strengthen community bonds, and improve public safety and community well-being. The design of CJCs often integrates several justice initiatives under a singular program and offers interconnected services within a single facility. CJCs are community-driven spaces tailored to meet each community's unique and diverse needs. This flexible approach creates meaningful opportunities to address social inequities, marginalization, and oppression in a holistic and collaborative way.

The engagement sessions aimed to introduce the concept of CJCs and gather feedback on how CJCs could and should look within various Alberta contexts, including large and medium urban municipalities and First Nations and Metis Settlements. Between September 2022 and April 2023, 37 engagement sessions were held, some conducted in-person and others conducted virtually. Additionally, pre-established focus points were used to help guide the conversation, including discussions on the current state of Alberta Justice, innovation, systems thinking, and future planning. A description of these focus points will be provided in this report.

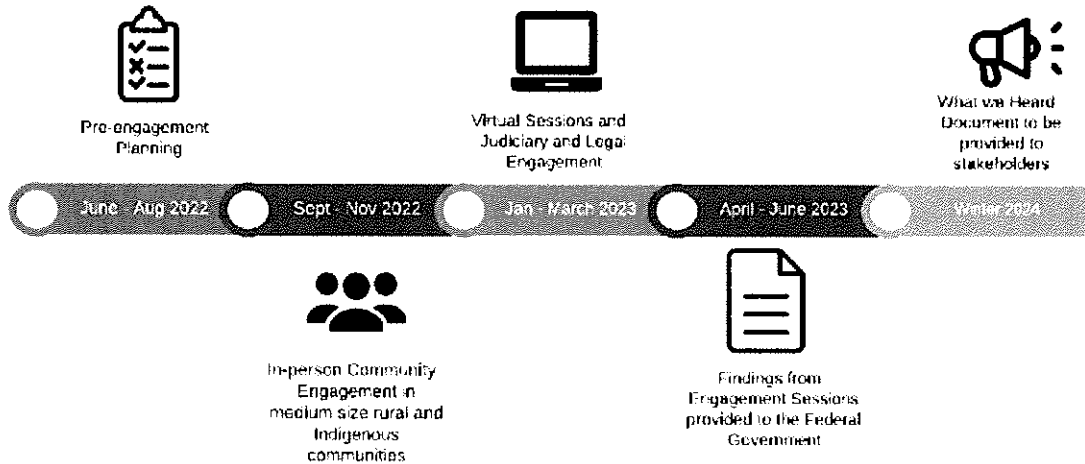
Participants included representatives from law enforcement, Alberta municipalities, non-governmental organizations, other government ministries, the judiciary, legal groups, and community stakeholders, including groups representing culturally and ethnically diverse groups. Additionally, separate engagement sessions were held with Indigenous communities to better understand their unique experiences with approaches to justice and to discuss opportunities to reform the criminal justice system to be more culturally sensitive.

This report summarizes what was heard during the engagement sessions, resulting in six recurring themes from the non-Indigenous sessions. These themes include funding, needs responsiveness, community-led and controlled, increased use of diversion and restorative justice, expansion of existing services, and evaluation. From the Indigenous sessions, the most prevalent themes included funding, Indigenous-led initiatives, the differences between westernized restorative justice and Indigenous restorative justice, and repairing harm and trust. All of themes will be individually addressed in this report.

The engagement sessions served as an exploratory exercise into the viability of CJCs, as Alberta does not have any current programs that would be considered a CJC. Upon completion of the

engagement sessions, a report of findings was developed and provided to the federal government for review to move forward with the potential expansion of CJs in Alberta.

CJC Engagement Timeline:



CJC Engagement Process:

Pre-engagement activities took place between June and August 2022, and included the development of a cross-ministry expert working group. The working group included representatives from Community Engagement and Strategy and Community Justice and Integrated Services. The working group met consistently throughout this period, having collaborative discussions, and integrating unique perspectives to ensure the CJC engagement sessions were conducted inclusively and equitably.

The working group established a set of principles to be used as a framework for conducting the engagement sessions. The first principle focused on fostering inclusivity by inviting stakeholders and the public to represent groups of cultural and ethnic diversity, including First Nation and Métis Settlements. The second involved providing a safe space for exploring ideas and empowering stakeholders to propose solutions and recommendations that align with principles for performance standard establishment. The final principle held that adhering to cultural competency increases the government's capacity to understand stakeholders' experience with approaches to justice.

Stakeholders

The working group helped identify and create an inventory of stakeholders who should be included in the CJC engagement sessions. This process also included establishing a general timeline and strategy to conduct the CJC engagement sessions across the province to ensure participants had an equal opportunity to participate.

Building the list of stakeholders to be invited to the CJC engagement sessions began with compiling lists of agencies that previously received funding for Crime Prevention, Guns and Gangs, Restorative Justice Projects, and Youth Justice Committees. The working group identified more than 400 stakeholders and consolidated their names with additional identifiable stakeholders.

The stakeholders represented law enforcement (police, peace officers), organizations representing municipalities (e.g., Alberta Municipalities), non-governmental organizations (e.g., organizations working on restorative justice, crime prevention, hate crime suppression), social service agencies (e.g., organizations working with individuals experiencing homelessness, mental health and addiction concerns, victims of human trafficking), other government ministries (e.g., Seniors, Community and Social Services, Health, Children and Family Services, Education), the judiciary, legal groups (e.g., Legal Aid, Criminal Defense Lawyers Association), and community groups representing cultural and ethnic diversity (e.g., groups promoting gender and sexual diversity, faith-based groups, groups representing multiculturalism, Indigenous organizations, and linguistic groups). Representatives involved with case development groups were also invited, including police officers and Alberta Health Services Representatives. Case development groups are collaborative and pursue the goal of cohesive case planning between various disciplines to reduce recidivism and increase community safety.

The stakeholder list was validated by other Government of Alberta ministries (e.g., the former Ministry of Labour and Immigration, Arts, Culture and Status of Women, Seniors, Community and Social Services, Indigenous Relations) to ensure the views of key stakeholders were represented. Invitations encouraged the invited groups/communities to send two representatives to the available sessions.

Methods for Participation

From September 2022 to April 2023, 37 engagement sessions were completed, involving a total of approximately 590 participants. Email invitations were sent containing information for all in-person sessions, inviting stakeholders to register for the session in their area. Stakeholders were also encouraged to suggest additional stakeholders who may want to attend. Invitations went out at least two weeks in advance. Locations were selected to fit as wide a range of urban, rural, and Indigenous contexts as possible. Several sessions were explicitly geared toward representatives from Indigenous organizations and communities; however, invitees were also welcome to attend any other session on the list. Written submissions were encouraged if participants could not participate in the in-person or virtual sessions.

The working group identified four focus areas, which helped structure the conversation of the engagement sessions:

- The current state of how justice is delivered in Alberta, including its strengths and potential areas of improvement.
- Existing innovative programming in Alberta, and how CJsCs could be integrated into the current system.
- Governance structure and identification of service providers and stakeholders needed for CJC development.
- Future planning, including guiding principles of a CJC, outcomes, gaps, and solutions to the gaps.

A roundtable discussion with prompting questions ensured all attendees had space to contribute their thoughts and opinions to reflect their local context.

In-person Sessions: Fourteen in-person sessions in small, medium, and large urban centers were conducted. This allowed for an Alberta-wide perspective on CJsCs. These sessions were held in English from September to November 2022. These sessions took place in St. Paul, Lloydminster, Cold Lake, Peace River, Grande Prairie, Airdrie, Lethbridge, Medicine Hat, Fort McMurray, Lac La Biche, Drayton Valley, Wetaskiwin, and Red Deer. Each session was approximately three hours in length to permit time to introduce the notion of CJsCs, discuss the four focus points, and allow space for discussion and questions.

Virtual Sessions: Four virtual sessions were facilitated in January and February 2023, including one French-language session. These sessions were intended for those in larger municipalities such as Edmonton and Calgary, but attendees from previous in-person sessions were able to attend as well. Participants were also provided a brief overview of CJsCs, including domestic and international examples, before their selected session to create more discussion time. The virtual sessions were up to two hours in length and included a breakout room feature to ensure all participants had an opportunity to speak and engage in conversation. Thirteen further virtual engagement sessions were completed with professional stakeholders between February and April 2023. This included the judiciary and other legal interest groups.

Indigenous Sessions: From September 2022 until April 2023, six engagement sessions were also held in Indigenous communities, representing Treaty 7 from Blackfoot Confederacy, Stoney Nakoda Tsuut'ina Nations (G4), Bigstone Cree Nation from Treaty 8, Native Counselling Services of Alberta, and Métis Nation of Alberta. Additionally, Indigenous sessions were also offered in Fort McMurray and Peace River. In preparation for these sessions, Indigenous stakeholders were provided domestic and international examples of CJsCs using an Indigenous lens. These sessions helped better understand their communities' experiences with current approaches to justice, the strengths, and limitations of the current approach in their community or municipality where their members access justice services. Opportunities for Indigenous courts and new justice initiatives within each community were also discussed.

Post-Engagement Session Steps: After the completion of the engagement sessions, the findings were provided to the Federal Government. This included the recurring themes and top takeaways regarding areas for further consideration in the development and sustainability of CJs in Alberta.

CJC Engagement Stakeholders

The following tables provide details on the dates, locations, and number of participants for municipal, First Nations, Métis, virtual, and professional stakeholder engagement sessions:

In-person Municipalities Engagement Sessions

Engagement Session	Community	Target Group(s)	Date	Number of Attendees (including facilitators)
1	St. Paul	Community Stakeholders	09/20/2022	12
2	Lloydminster	Community Stakeholders	09/21/2022	6
3	Cold Lake	Community Stakeholders	09/22/2022	17
4	Peace River	Community Stakeholders	09/27/2022	18
6	Grand Prairie	Community Stakeholders	09/29/2022	18
7	Airdrie	Community Stakeholders	10/18/2022	26
8	Lethbridge	Community Stakeholders	10/18/2022	14
9	Medicine Hat	Community Stakeholders	10/19/2022	11
10	Fort McMurray	Community Stakeholders	10/25/2022	11
11	Lac La Biche	Community Stakeholders	10/26/2022	16
12	Drayton Valley	Community Stakeholders	11/07/2022	13

13	Wetaskiwin	Community Stakeholders	11/08/2022	19
14	Red Deer	Community Stakeholders	11/09/2022	9

Virtual Municipalities Engagement Sessions

Engagement Session	Community	Target Group(s)	Date	Number of Attendees (Including facilitators)
1	Provincial wide	Community Stakeholders	01/20/23	65
2	Provincial Francophone Community	Community Stakeholders	01/26/23	9
3	Provincial wide	Community Stakeholders	02/03/23	55
4	Provincial wide	Community Stakeholders	02/24/23	45

Indigenous Communities Engagement Sessions

Engagement Session	Community	Target Group(s)	Date	Number of Attendees (Including facilitators)
1	Peace River	Indigenous Stakeholders	09/28/22	4
2	Fort McMurray	Indigenous Stakeholders	10/25/22	12
3	Tsuut'ina Stoney Nakoda Nations (G4)	Indigenous Stakeholders	11/16/22	7
4	Métis Nation of Alberta	Indigenous Stakeholders	11/22/22	12
5	Blackfoot Confederacy	Indigenous Stakeholders	04/12/23	8
6	Bigstone Cree Nation	Indigenous Stakeholders	04/26/23	30

Professional Stakeholder Engagement Sessions

Engagement Session	Community	Target Group(s)	Date	Number of Attendees (Including facilitators)
1	Alberta Court of Justice	Professional Stakeholders	02/07/23	4
2	Legal-Aid Alberta	Professional Stakeholders	02/28/23	9
3	Alberta Association of Chiefs of Police	Professional Stakeholders	02/03/23	25
4	Alberta Crown Prosecution Service	Professional Stakeholders	02/07/23	12
5	Criminal Defence Lawyers Association & Criminal Trial Lawyers Association	Professional Stakeholders	03/21/23	1
6	Alberta Family Lawyers Association	Professional Stakeholders	03/27/23	6
7	Native Counselling Services of Alberta	Professional Stakeholders	04/05/23	35
8	Public Prosecution Service of Canada	Professional Stakeholders	04/20/23	6
9	Canadian Bar Association – Criminal Justice	Professional Stakeholders	04/24/23	7
10	Court of King's Bench of Alberta	Professional Stakeholders	04/25/23	7
11	Canadian Bar Association – Family & Civil	Professional Stakeholders	04/25/23	35

12	Alberta Law Foundation	Professional Stakeholders	04/25/27	2
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'What We Heard' Themes

The participants shared ideas on important factors requiring further attention and consideration. The following themes are summarized and translated into recommendations for the development and implementation of CJs in the province of Alberta.

1. Consistent and Secure Funding: *"Grants don't work, take too much time from providing services to people, needs consistent, long-term funding so staff can focus on clients"* – participant from Grande Prairie.

Concerns over unreliable funding were raised in every engagement session, reflecting a sense of distrust and lack of confidence in government funding. Moreover, several participants acknowledged that inadequate funding impacts the sustainability and efficacy of community resources and services for vulnerable populations. Participants underscored that if CJs can achieve secure funding, this may be a step toward repairing the relationship between the government and the community.

Further, municipal representatives highlighted that if funding for a CJC were short-term, municipalities, Justice, and other social services might experience financial pressures to support the sustainability of CJC within their communities.

2. Needs Responsivity: *"There need to be integrated and open-door services, such as using system navigators"* – participant from Wetaskiwin.

Many participants highlighted the opportunity for CJs to be mindful of diversity, which requires holistic and flexible approaches to support marginalized groups. Participants strongly supported the concept of system navigators to address service gaps and connect individuals to the appropriate resources to facilitate meaningful outcomes (e.g., addressing individual risk factors). It was further recommended that system navigators be specific to the makeup of the community the CJC serves (e.g., Indigenous and cultural navigators) to ensure cultural connection. Many participants highlighted that in-person services should be prioritized; however, the benefits of technology (e.g., virtual services) can also be a huge asset to a CJC. (CCTV and virtual programming were described as ways to address transportation and attendance issues, especially for isolated and remote communities.) However, some participants raised concerns about connectivity issues in rural regions which might prevent access to virtual programming.

Many of the professional stakeholders underscored the stigma many communities associate with the physical building of a courthouse. It was suggested that the CJC's location should reflect a trauma-informed and culturally sensitive atmosphere to protect individuals from being triggered and re-traumatized.

The concept of "wrap-around" services was identified as a need in many justice contexts--not just in the criminal justice stream, especially concerning custody to community reintegration, but also

in family law and civil law matters where integrated supports for child custody, protection orders, and landlord-tenancy are needed. Many participants acknowledged the gaps in the system, such as access to treatment and housing, resulting in a perpetual cycle of “catch and release.” Another common theme was the lack of client-centred frameworks, contributing to long wait times, transportation barriers, and limited resources that result in ineffective social services. Several participants stressed that CJsCs must develop inclusive, user-friendly, and barrier-free services, especially for services that work with diverse populations, such as the French-speaking community. The integration of health and wellness into social services was frequently raised, resulting in a suggestion for CJsCs to be used for civil and family matters.

Numerous participants spoke to formal needs assessments as a necessary tool at the onset of individuals’ entrance into the CJC. While it was recognized that having a breadth of services available at the CJC would be positive, not having a standardized approach to assessment would leave gaps in service and lead to inefficiencies. System navigators were identified as suitable positions to administer such needs assessments. They could then use the information gained and rapport built during assessment interviews to better tailor case plans and identify appropriate services for the individual.

3. Community-led: *“The budget needs to be community controlled – the resources need to be closer to home”* – participant from St. Paul.

While many participants highlighted that CJsCs should be government-led, they also underscored that their operational structure and framework should be community-driven and this requires a collaborative relationship between grassroots organizations and governments. Discussing the community-led approach yielded themes and ideas such as wrap-around services, needs assessments, complex client case development/management groups, and meaningful collaboration.

Multi-disciplinary case development groups appeared to be highly prioritized in rural and urban communities, especially amongst interest groups that provide services to high-risk individuals with chronic offending. These groups are found in Alberta’s specialized courts and policing models and provide collaborative and cohesive case planning between various disciplines to reduce the prevalence of recidivism and increase community safety. Participants identified multi-disciplinary groups within CJsCs as beneficial, as their processes can better support marginalized groups by addressing criminality and other social justice issues. Therefore, these groups can be used as a model or jumping-off point for CJsCs, as they already use interdisciplinary processes, including collaborations between law enforcement, health, and social service agencies.

Meaningful collaboration between community and justice stakeholders was a recurring theme from the engagement sessions, as inconsistent processes between service providers can negatively impact the quality and delivery of the services. Many participants suggested that a coordinated policy and framework, especially in the context of information sharing, could be beneficial. Furthermore, the need for a coordinating group or organization was identified as a necessity to encourage stakeholders to work together. Participants were interested in CJsCs having a program/project manager to oversee day-to-day operations and the management of involved stakeholders to ensure that their services are fully integrated with one another.

4. Inclusion of Restorative Justice (RJ) and Diversion: *“CJC would benefit from applying a humanitarian model of Justice while reflecting principles of restorative justice”* – legal representative participant.

Participants described that CJsCs must reflect a victim-, offender-, and community-centred approach. Many participants shared their belief that RJ and diversionary principles can make meaningful changes in the legal system and that the lack of early intervention and proactive programming to support vulnerable populations is a major issue. Participants underscored that should CJC be developed, RJ, diversion, mediation, and early intervention should be considered fundamental practices.

5. Expansion of Existing Practices: *“There is no need to create something new. Come with a mandate and funding, and the community will come together to make it happen”* – participant from Lethbridge.

Many community practices apply trauma-informed and client-centred principles when working with vulnerable groups. Several participants advocated that existing services need not be reinvented but instead require financial support to increase their capacity to reach marginalized populations. Equity was a frequently used term, especially in rural communities, as consistent service access was identified as an ongoing barrier. Further feedback acknowledged that if CJsCs were to expand services, an assessment of the impact on other stakeholders and could mitigate these effects would be necessary. (For instance, the expansion of resources may add pressure and widen the scope of front-line staff to provide services to CJC users.)

6. Importance of Planning and Evaluation: *“A need assessment uncovers what actual needs look like and what they cost”* – participant from Fort McMurray.

Many participants proposed a community readiness assessment as a first step, as this process can provide insight into how CJsCs should operate to best serve their community while uncovering gaps to identify transformative goals. Participants further suggested that an evaluative framework should be a top priority as this will distinguish how evaluative tools, such as qualitative and quantitative methods, will be utilized. The notion of outcome measurement and success was also raised; this would require an operational definition at each CJC. Reduced recidivism rates, increased wellness for clients, and improved access to services were common examples of evaluative benchmarks participants suggested during the engagement sessions.

‘What We Heard’ Themes from Indigenous Sessions

1. Indigenous-led Initiatives: *“Partnering with systems that are inherently racist makes the trust building difficult – needs to be by Métis for Métis”* – Métis stakeholder participant.

Engagement sessions with Indigenous groups provided clear insight into how Indigenous traditions and customs must be honoured and prioritized in future justice initiatives. Efforts should be made to make the current criminal justice system more inclusive of Indigenous needs while creating opportunities for Indigenous-led programming. Indigenous participants underscored the importance of providing space for Indigenous communities and leadership to self-govern and

guide the establishment of CJs in their communities or for their membership. For example, an Indigenous-led CJC might not be termed a “CJC” and instead bear a name developed by the community and which would better reflect their culture and practices. Indigenous-led CJs may also use different names, language, and terminology, especially about position titles, as the notion of Justice can have negative connotations. These efforts speak to cultural competency while avoiding the traditional punitive techniques of Justice.

2. The Importance of Funding: *“We should have the discretion on where to allocate funding based on the community’s needs”* – Indigenous stakeholder participant.

Indigenous participants consistently raised the importance of funding. The need for a long-term commitment from the government to provide adequate funding was underscored; for example, a “generational funding” commitment lasting between 15 to 25 years to assess the sustainability and efficacy of CJs. Furthermore, long-term funding was described as helpful when it comes to identifying impacts, gaps, and where future programming development is needed. Indigenous participants noted that Indigenous-led CJs should have the discretion to develop a funding framework.

3. Indigenous vs. Westernized Restorative Justice: *“Our approach to RJ is a little different than others; it is nicer, kinder, but has never been given the light of day”* – Indigenous stakeholder participant.

The criminal justice system would continue to benefit from inclusion of culturally sensitive practices brought forward through Indigenous perspectives. For example, RJ is a longstanding cultural aspect of Indigenous communities; however, RJ is also delivered in the current criminal justice system in a way that reflects more Westernized and Eurocentric principles.

4. Repairing Trust and Building Relationships: *“CJs could increase trust between Indigenous communities and the justice system”* – Indigenous stakeholder participant.

There were frequent conversations surrounding Indigenous communities’ lack of trust and confidence in government throughout the engagement sessions. CJs were identified as a step in the right direction toward empowering Indigenous communities. Indigenous-led CJs may create feelings of safety and support for their members, as their frameworks adhere to grassroots approaches and place a greater emphasis on individual healing and addressing community harm.

Conclusion

This engagement aimed to gather diverse perspectives to inform the potential for CJs in the province of Alberta. Engagement with stakeholders involved in-person and virtual sessions that were guided by predetermined focus points while also allowing space for discussion and questions. Indigenous community engagement sessions also took place to provide a separate opportunity to discuss issues that specifically affect Indigenous peoples.

Overall, CJs were identified as a step in the right direction toward empowering communities to make transformative changes within the criminal justice system. The notion of CJs was

positively received amongst stakeholders, especially their capacity to support grassroots frameworks, their emphasis on individual healing, and their focus on repairing community harm. CJsCs were also well-received based on the possibility of returning the administration of justice services back to the community.

The identified themes from the engagement sessions shed light on where specific attention is required for developing and sustaining CJsCs throughout Alberta. The Government of Alberta values all the feedback they received during the engagement sessions. We are incredibly grateful to everyone who participated, particularly for their ongoing commitment to improving the criminal justice system to be more inclusive and equitable.

From: Michelle Jones <mjones@albertacf.com>
Sent: Friday, January 12, 2024 3:16 PM
Subject: CFYE - Small Business Continuity and Disaster Recovery Toolkits

Good afternoon and Happy New Year.

In light of the numerous challenges our communities have faced, over the past few years, between the pandemic, and the drastic increase in the number of natural disasters being experienced, Community Futures Yellowhead East is please to inform you of a crucial new initiative we are undertaking along with several other Community Futures offices across Alberta.

Attached you will find an information sheet outlining the project objectives, along with other opportunities that will be made available to all our community partners and regional stakeholders.

We invite you to be an integral part of this initiative, and In order to take action, we kindly request that you share any disaster recovery planning and crisis management efforts your organization is currently undertaking. This information will contribute to a more comprehensive toolkit for all stakeholders.

Further information on this initiative will be forthcoming as the project details unfold. We will be hosting a number of roundtable discussions in the coming months as we work together to foster collaboration and devise strategies to support business continuity and disaster recovery.

Documents available for sharing can be forwarded directly to myself, and or if you have any questions or inquiries regarding this initiative, please feel free to contact me directly, or contact Nancy Robbins, lead project coordinator with Community Futures West Yellowhead, whose contact information is contained within the attachment.

Thank you in advance for your anticipated participation in this valuable small business continuity and disaster recovery initiative.

Michelle Jones,

Executive Director, Community Futures Yellowhead East

Box 2185, Whitecourt, AB T7S 1P8

p: 780-706-3500, c: 780-778-0977

mjones@albertacf.com

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<https://digitalmainstreet.ca/business-account/registration/>

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COMMUNITY FUTURES

Empowering Communities, Supporting Businesses



Project: Small Business Continuity and Disaster Recovery Toolkits

As valued partners in our mission to foster resilient communities, we are excited to share details on a crucial new initiative being undertaken by Community Futures offices in Alberta - the "Small Business Continuity and Disaster Recovery Toolkits"

The Problem:

In recent years, our communities have faced an array of challenges, from pandemics and wildfires to floods and tornadoes. Through these experiences, we recognized the gaps in our preparedness and the need for comprehensive disaster recovery tools for our offices and for the businesses we support. A startling revelation emerged - if our Community Futures offices aren't equipped, how can we expect local businesses to weather these storms?

Project Objectives:

Our overarching goal is to prepare Community Futures offices, business communities, and non-profit organizations to effectively navigate disasters. To achieve this, we aim to:

- Enhance disaster preparedness for CF offices, businesses, and non-profits
- Strengthen the role of CF offices in disaster recovery, positioning them as essential resources
- Advocate for small businesses by creating opportunities and support networks
- Develop a robust support system for clients, guiding them through recovery stages

We recognize that Community Futures offices do not have a role during disasters; this is the role of our municipalities, provincial and federal governments. However, we do have active roles in the pre-disaster and post-disaster stages of business recovery and those roles are the focus of this project.

We invite you to be an integral part of this initiative:

Training Opportunities:

Join us either in-person or online at EDA Economic Resiliency & Recovery Course's hosted by Community Futures locations across Alberta.

Business Continuity and Disaster Recovery Round Tables:

Be a part of regional round tables, to foster collaboration and devise strategies to support business continuity and disaster recovery.

Take Action:

To maximize the impact of this initiative, we kindly request you to share any disaster recovery planning and crisis management efforts your organization is undertaking. Your insights will contribute to a more comprehensive toolkit for all stakeholders.

For inquiries and collaboration opportunities, please reach out to Nancy at Community Futures West Yellowhead: nrobbins@albertacf.com

Together, let's build resilient communities and support the businesses that make them thrive.

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Community Futures Yellowhead East Office
Thursday October 19, 2023

In Attendance	Nick Gleych, Daryl Weber, Serena Lapointe, Liz Krawiec, Anna Greenwood, Robin Murray, Marvin Schatz, Dave Kusch, Ty Assaf, Michelle Jones, Matthew Hartney
REGRETS:	Jim Hailes
1) CALL TO ORDER:	Meeting Called to Order at 1:08
2) ADOPTION OF AGENDA:	<u>Motion# 25 Moved by Daryl Weber</u> That the Agenda be accepted as presented CARRIED
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 26 Moved by Liz Krawiec</u> That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz <u>Motion # 27 Moved by Ty Assaf</u> That the minutes of the June 15 ^h 2023 IRC meeting be accepted as amended to correct the improper spelling of board member Marvin Schatz name. . CARRIED
4) TREASURERS REPORT:	As Attached <u>Motion# 28 Moved by: Liz Krawiec</u> That the minutes of the June 15, 2023 regular board meeting be accepted as amended, correction of spelling of board members name Marvin Schatz CARRIED
5) IRC REPORT:	5.1 Ratify New CGI Loans, Youth Loans & In House Quick Cash Loans, as per in house approval . <u>Motion # 29 Moved by: Marvin Schatz</u> Motion to approve ratifying the CGI, Youth and Quick Cash loans as previously approved by staff according to policy and previous approvals granted. CARRIED 5.2 Approval of the attached 2023.2024 Business Number Report due to Prairies Can by October 20, 2023. <u>Motion # 30 Moved by: Anna Greenwood</u> Motion to approve the annual business number report as required for submission to Prairies Can. CARRIED 5.3 Loan Client – Failure to Comply – Forbearance Agreement Lawyer Recommendations <u>Motion# 31 Moved by: Robin Murray</u> Motion to accept discussion for information as presented.

CARRIED

5.4. RRRF – Government Announcement.
RFD – RRRF Client Re-Financing Loan Considerations
Motion to approve recommendation.

Motion: # 32 Moved by Ty Assaf

Motion made, to table the re-financing decision for CFYE RRRF loan clients until further clarifying information has been received from Prairies Can, regarding interest only payments mirroring that of the CEBA refinancing regulating guidelines set by the federal government.

CARRIED

6) CHAIR REPORT

6.1: Introduction: New Board Member – Woodlands County Reeve – Dave Kusch – Introduction was made at beginning of the meeting.

6.2 Guest Visitors: Assistant Deputy Minister Michelle Evans, Prairies Can Director General Carolina Calderon

Items for Discussion:

- RRRF Loan concerns – Uncertainties around Recovery, What happens to those who don't pay, Loss of Small Business due to COVID & Disaster Recovery , RRRF Additional Cost to operations with the extension, no additional operating dollars announced.
- No Increase to CF Operating Budget Dollars, Lack of Capacity with increased workloads, inability to attract and retain talented personnel,
- Limited Loan Dollar Capacity not keeping up with trends,
- Disaster Recovery for businesses, Tourism Clients inability to take advantage of many of the Alberta Tourism Grant dollars.
- Labour Shortages
- Other rural Community Ec Dev Challenges (REDA's)

6.3 Fall Symposium Update

64 Vacant CFNA Board Position

6.5 Board/Client Complaint Meeting Update

6.6 West Yellowhead Request to support Letter to MP Soroka
Operational Funding Concerns & RRRF Repayment Concerns

Motion # 33 Moved by Dave Kusch

Motion made, in support of partnering with West Yellowhead CFYE to send a letter to MP Soroka expressing our ongoing concerns regarding lack of funding to the CF program, requesting his support at parliament. Board agreed with providing a letter to CFWY, in addition has advised they would like to see the same letter sent to each of the MLA's and MP's within the CFYE region. To include MP Gerald Soroka, Arnold Viersen, Dane Lloyd; MLA's Shane Getson, Martin Long, Glen van Dijken.

CARRIED

**7) EXECUTIVE DIRECTOR
UPDATE/
CORRESPONDENCE**

- Prairies Can Staffing Update -
- West Yellowhead Email Request – Letter to MP Soroka
- Changes in Prairies Can CF Officer Update
- Prairies Can Acceptance of Q4 Reports – Prairies can express

- concern over not meeting the loan dollar amount MP'S
- Prairies Can/ CFNA – RRRF Extension Updates
- Prairies Can Policy Bulletin – Building Purchases and Cost Associated
- AFIA Training Program – Board Training Opportunity – Sign Up DUE ***Daryl Weber & Robin Murray put their names forward to take the AFIA training.***
- Symposium Managers Meeting Minutes – Updates
- CIPO Canadian Intellectual Property Office – Tools & Resources
- CFNC – Written Submission for the Pre-Budget Consultations in Advance of 2024 Budget

Motion # 34 Moved by: Daryl Weber

Motion to accept the Executive Director Report as information.

CARRIED

8) MEETING RECESS

Meeting recessed to accommodate in person meeting with Assistant Deputy Minister Michelle Evans.

Meeting Recessed at 2:15 – 4:45pm

ADJOURNMENT:

Motion # 35 Moved by: Ty Assaf

Moved to adjourn at 4:50
November 16, 2023

NEXT MEETING:

CFYE Board Chair, Mick Gelych



CFYE Board Secretary, Serena Lapoint

Date

Dec 21/23

Date

January 12, 2024

To Whom It May Concern:

I am reaching out on behalf of Mikayla's Agility Fundraising to ask for your support of our Bucket Draw auction on February 10, 2024 at Stettin Nakamun Hall.

We are raising monies for travel expenses for Mikayla and Hippo to represent Team Canada at the 2024 World Agility Open in the Netherlands. We have strong community values and believe that a donation from your company would make our event a great success.

The Pulled Pork Supper & Music fundraiser takes place February 10 at Stettin Nakamun Community Hall. We are looking for items that we can use for our Bucket Draw Raffle at the event.

We are able to pick-up the donation from your business from now to February 6. Please contact the name below for pick-up arrangements.

Thank you for your consideration! We would very much appreciate your support of our cause.

Please let us know if you have any questions. We look forward to your response.

Kind regards,

Jam Kennedy

On behalf of Mikayla Ironsioe
Mikayla's Agility Fundraising



Hometown girl representing Canada in the 2024 World Agility Open (WAO) in Ermelo, Netherlands

Mikayla Ironside has dedicated eight years to the world of dog agility, with three of those years specifically working alongside her loyal companion, Hippo

Despite facing a setback in 2020 when selected as a junior handler for Team Canada but unable to participate due to the COVID pandemic, Mikayla's persistence has paid off. Her dream of representing Canada is becoming a reality, having qualified at the Canadian Open in New Brunswick. Their journey now leads them to the 2024 World Agility Open (WAO) in Ermelo, Netherlands, from May 15 to 19

Mikayla's commitment shines through as she engages in rigorous training, practicing agility maneuvers 2-3 times a week, coupled with daily fitness routines to maintain their status in the competitive canine agility community.



debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: January 18, 2024 12:06 PM
To: debbie@onoway.ca
Subject: FW: 2024 Annual Membership

For Agenda please

From: Josee Walters <josee@abmunis.ca> **On Behalf Of** Dan Rude
Sent: January 18, 2024 11:10 AM
To: Undisclosed recipients:
Subject: 2024 Annual Membership

Greetings from your dedicated team at Alberta Municipalities. We greatly appreciate your continued participation in Alberta's largest municipal government network, which exists because of you, our member municipalities.

Our Association is proud to represent the wonderful municipalities that are home to over 85% of Albertans, including cities, towns, villages, summer villages, and specialized municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community.

Your membership with Alberta Municipalities contributes to the advocacy work we do on your behalf and provides you with exceptional value, including:

- indispensable peer-to-peer networking at Alberta's largest gathering of municipal leaders, Alberta Municipalities' Annual Convention & Trade Show,
- steadfast advocacy of your needs to the provincial government, and
- innovative products & services designed specifically for your evolving needs.

Our priority is to forge a path for our members to achieve momentum and stability. In 2023, we were fully committed to working with you as we advocated on key issues affecting Alberta's communities. And we succeeded in creating opportunities for members to realize cost savings & budget certainty. Please take a moment to review the many highlights of our actions in 2023.

Your 2024 Membership invoice has been sent to your Accounts Payable contact for payment processing.

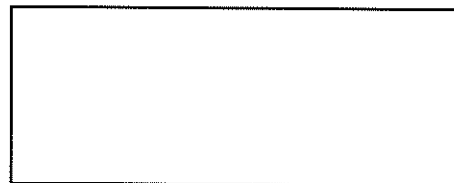
If you have any questions, please call us at **310.MUNI** (6864) or e-mail us.

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2024.

Yours truly,

Dan Rude | Chief Executive Officer

D: 780.431.4535 | C: 780.951.3344 | E: dan@abmunis.ca
300, 8616 51 Ave NW Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-6644 | www.abmunis.ca



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ALBERTA MUNICIPALITIES 2023 YEAR IN REVIEW

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← News

Dec 12

2023

By Tyler Gandam, President

As another year ends, I've been looking back at the year that was and taking stock of Alberta Municipalities' numerous accomplishments. The past 12 months were a particularly busy time for all of us, as Alberta's recovery from the pandemic continued. Albertans resumed their usual activities and the provincial economy began to thrive.

So, top up your mugs of hot chocolate or pour yourselves some eggnog and settle down for a summary of Alberta Municipalities' 2023 highlights from my perspective as President.

Year In Review:
Take a look back
at our 2023
successes

[CLICK HERE](#)

Infrastructure Funding (aka Community Building)

While infrastructure funding has been a long-standing top issue of ours, we succeeded in drawing greater public attention to it at our 2023 Spring Municipal Leaders' Caucus in late March. That's when we said that Alberta faces an infrastructure deficit of about \$30 billion and we called on the provincial government to increase funding for local infrastructure by \$1 billion a year.

We continued talking about this serious funding gap throughout the 2023 provincial election and through our post-election 'It's Time to Talk' and 'Let's Talk About Infrastructure' public information campaigns. We continue to call on the provincial

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government to increase the base Local Government Fiscal Framework (LGFF) funding amount from \$722 million a year to \$1.75 billion a year.

As things stand now, LGFF simply won't provide municipalities with enough funding to deliver on the provincial government's ambitious claim – that Alberta is the best province in Canada in which to live, work, and raise a family. We want Alberta to succeed as the province's population grows, but it will take more funding for local infrastructure to do it.

Community Safety

Our association continued its advocacy efforts on the issues of policing and public safety throughout 2023. A survey on policing and public safety in Alberta was conducted for ABmunis by pollster Janet Brown in January 2023. The results confirmed what our association had already been saying for nearly a year – most Albertans see no reason to replace the RCMP with a new provincial police service. A resounding 85 per cent of respondents said that if the Government of Alberta insisted on going ahead with the creation of a provincial police service, the matter needed to be put to a vote.

When we learned that the federal government was passing on the costs of the RCMP's retroactive pay increase to municipalities that rely on contracted policing in late March, we expressed our members' objections. We added our voice to a nationwide call for the Government of Canada to reconsider its approach and absorb the one-time costs, which amounted to \$60 million in Alberta.

During the 2023 provincial election, ABmunis drew attention to the issue of public safety through our 'Think Alberta, Vote Local' public information campaign. We emphasized that only seven per cent of respondents to our February 2023 survey said 'a lack of policing resources' was a major cause of crime. Instead, respondents pointed to the economy and unemployment, drug and alcohol abuse, homelessness and poverty as major causes of crime.

While the provincial government hasn't ruled out the creation of an Alberta Provincial Police Service (APPS), it appears to have placed the idea on the 'back burner' for now, adding more sheriffs instead. Alberta Municipalities' Board of Directors believes our advocacy efforts on this issue over the past few years have paid off, but we will continue to closely watch the situation in 2024.

Community Healthcare

Community healthcare continued to be a 'top of mind' issue for us in 2023. Municipalities of all sizes and locations experienced numerous challenges, including doctor shortages, reduced hours of operation at hospitals and medical clinics, emergency room closures, and ambulance response times.

Unsurprisingly, community healthcare was one ABmunis' top three issues during the 2023 provincial election. Our 'Think Alberta, Vote Local' campaign encouraged Albertans to ask candidates which party had the best plan to attract and keep the medical professionals their community needs to ensure the health and well-being of their family, friends, and neighbours.

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In late November, ABmunis welcomed the news that nurse practitioners will be expanding their role in Alberta's healthcare system in early 2024. The news, which may increase Albertans' access to primary healthcare services, especially for residents in smaller rural communities, aligns with our 2023 resolution on the Integration of Nurse Practitioners into the Alberta Healthcare System. Our association has advocated for an expanded role for nurse practitioners since 2015.

2023 Alberta Provincial Election – Think Alberta, Vote Local

ABmunis conducted a month-long public information campaign in May 2023 to bring our members' top three issues – Community Building, Community Safety and Community Healthcare – to the attention of political parties, candidates, and regular Albertans during the 2023 provincial general election. Throughout the campaign, we encouraged Albertans to consider who had the best plan when it came to meeting their communities' needs.

We conducted three online media events in May, each one focused on a specific issue. Then-President Cathy Heron, Director Trina Jones (Township-East) and I took part in these events, along with guest mayors Michael Yargeau (Town of Penhold) and Ren Giesbrecht (Summer Village of West Cove). Their statements, responses to questions, and follow-up interviews gave voice to our members' stories. We also delivered our messages through several panel discussions and an opinion piece that ran in the *Lethbridge Herald* and *Red Deer Advocate*. Our efforts were reinforced and amplified through digital advertisements, which delivered a steady stream of 'Think Alberta, Vote Local' from May 1 to 29.

Extended Producer Responsibility (EPR)

Our association continued working closely with the Alberta Recycling Management Authority (ARMA) on the critical issue of EPR in 2023. Through newsletter articles, web articles and online seminars, ABmunis communicated vital information and deadlines to members.

Registration for EPR opened October 1 and closes on December 31, 2023. The act of registration should be looked at as an expression of interest, as registration will activate a robust and supported intake and onboarding process in which ARMA will work with each registrant. Registering does not require a council decision, as the community is not committed to anything at this stage. Municipalities that choose not to register by December 31, 2023, will continue to pay for their recycling systems, but will have an opportunity to register later.

Family & Community Social Services (FCSS)

Our advocacy efforts to secure more FCSS funding from the provincial government resulted in a five per cent increase to the annual budget in 2023, from \$100 million to \$105 million. While we appreciate this funding increase, many of our members are contributing more than the 20 per cent called for by the provincial government's

program. We support the FCSS Association of Alberta in its call for an additional \$25 million in annual funding for these social services and supports. More needs to be done to address the root causes of social disorder in communities throughout Alberta.

2023 Convention & Trade Show

More than 1,200 members and 125 exhibitors took part in our 2023 Convention & Trade Show – Alberta’s largest gathering of municipal leaders. Fifteen educational sessions offered something for everyone. This year’s Resolutions session saw members debate and vote on no less than 26 resolutions. Ninety-eight per cent of members voted in favour of asking the provincial government to add \$1 billion a year to the LGFF’s base funding amount of \$722 million when it comes into effect in 2024. Ninety-five per cent of members voted in favour of asking the provincial government to keep political parties out of municipal elections.

Future of Municipal Government (FOMG) project

The Future of Municipal Government (FOMG) project, which is a partnership between ABmunis and the University of Calgary’s School of Public Policy, saw another four discussion papers published in 2023. Seven FOMG discussion papers have been published so far. To date, the main finding of FOMG is that intermunicipal collaboration is key to building thriving communities. Intermunicipal collaboration was discussed at length at our President’s Summit in March 2023, and these discussions informed ABmunis’ Recommendations on the Future of Intermunicipal Collaboration. These recommendations will guide our ongoing work with the Government of Alberta and other municipal associations to support greater collaboration.

Possible introduction of political parties in local elections

Our association conducted a public opinion survey on the possible introduction of political parties at the municipal level in early September. Alberta Municipalities’ survey determined that more than two-thirds of Albertans were opposed to the idea. During our annual Convention, members debated and voted on resolution B11: Maintaining Non-Partisan Municipal Elections. Nearly 95 per cent of voting members were in favour of ABmunis asking the provincial government to refrain from introducing partisan politics in local government elections.

When the Government of Alberta announced surveys on the *Local Authorities Elections Act* (LAEA) and the *Municipal Government Act* (MGA) in early November, ABmunis expressed concern over the introduction of partisan politics in local elections and encouraged Albertans to complete the surveys and have their say on the future of local government in Alberta.

Our commitment to member value

Power+, our newest offering, is an innovative and long-term electricity solution to meet our members’ needs for budget certainty at a low total cost. Launched in the spring of 2022, the member response to our initial call was tremendous. Over 120 municipalities

and not-for-profit organizations combined their purchasing power under a single public procurement process to achieve results that no one member could achieve on their own. This year, we were able to finalize significant cost savings for our members, particularly during a period of immense volatility and escalated electricity prices. With strong success and significant member value generated from our initial call, we are in the process of structuring another Power+ offering for members that we look forward to releasing in 2024.

Our Insurance & Risk Services offset premiums by providing a rebate from its Insurance Reciprocal (MUNIX) of \$3 million in 2023 to shield members from market shocks, dramatic premium increases and delivering budget stability. Over the last three years, \$10.5 million has been rebated in the form of premium reductions to our MUNIX pool subscribers. This marks our commitment to providing members with stability during volatile times.

Our Employee Benefits team and Regional Representatives were hard at work this fall delivering in-depth reviews to participating members during our annual renewal period. As employees are increasingly finding value in their employee benefits coverages and usage continues to rise, you can trust that our commitment to sustainable plans allows our members to avoid the significant premium fluctuations witnessed in the marketplace from year to year.

We remain committed to working with you in the months ahead to answer any questions and meet any additional needs you may have.

Clean Energy Improvement Program (CEIP)

Our Clean Energy Improvement Program (CEIP) continued gaining momentum in 2023. This program is an innovative financing tool that enables residential and commercial property owners to access flexible, long-term financing through their municipality, improving their ability to pay for energy efficiency and renewable energy upgrades. Another seven Alberta communities introduced CEIP in 2023 which doubled the number of participating municipalities!

Thank-you to departing Board members

I speak for ABmunis' entire Board of Directors when I say we deeply appreciate the contributions and dedication of all those Board members who left in 2023. Cathy Heron served our association admirably for eight years, including two eventful years as President. My heartfelt thanks to Bruce McLeod (six years), Angela Duncan (five years), Mike Pashak (four years) and Peter Brown (two years) for their outstanding service. With the help of their leadership, ABmunis made great strides towards our goals in advocating for our members and speaking with a unified voice.

Closing remarks

As our Year in Review web page clearly shows, ABmunis faced many challenges and achieved notable success in 2023. I'm very pleased with how things went this past year, and I look forward to working together with you – our members – to accomplish much more in 2024.

debbie@onoway.ca

From: penny@onoway.ca
Sent: January 18, 2024 1:48 PM
To: 'Jennifer Thompson'
Cc: gino@onoway.ca; debbie@onoway.ca
Subject: FW: Engagement on improving police governance in Alberta
Attachments: Discussion guide - PPAB - PAA 2022.pdf; RCMP K Division district map.pdf

From: PSES.Engagement <pses.engagement@gov.ab.ca>
Sent: January 15, 2024 4:08 PM
To: PSES.Engagement <pses.engagement@gov.ab.ca>
Subject: Engagement on improving police governance in Alberta

Hello,

The Government of Alberta would like to invite community representatives and stakeholders to share their input into changes to police governance following recent legislative amendments to the *Police Act*. This is a continuation of the government's efforts to modernize policing in the province which began in 2018.

The *Police Amendment Act, 2022* (PAA), which was passed on December 15, 2022, is an important milestone in Alberta's efforts to modernize policing in the province. The PAA was designed to improve police accountability and enhance public confidence by reforming policing practices and strengthening ties to the community. It also responds to a long-standing desire in communities policed by the Royal Canadian Mounted Police (RCMP) to have a more formal role in setting local policing priorities and performance goals through the creation of civilian governance bodies. The government is now in the process of developing regulations to establish these civilian governance bodies, which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).

Communities served by the RCMP under the Provincial Police Service Agreement will be represented on the PPAB.

Written submissions

As a community that will be represented by the PPAB, we are inviting you to provide input into the formation of this governance body, including its powers, duties, functions, and composition.

We ask that you submit written responses via [the online questionnaire available through this link](#).

To guide your input, the attached discussion guide outlines the engagement questions and aims to facilitate organizational discussions, offering relevant context for your written submissions. **The deadline for submitting completed questionnaire is March 15, 2024.**

Information sessions

Additionally, the government will hold virtual information sessions with department representatives where there will be an opportunity to ask questions.

Sessions are arranged based on the RCMP district structure. We kindly request stakeholders and communities to register for the session corresponding to the district their community falls under, as indicated on [the district map here](#).

Upon registration, you will receive a link to access the online session.

- South district – Information session on the Provincial Police Advisory Board
 - February 2, 2:00-3:30PM
 - [Register here](#)

- Central district – Information session on the Provincial Police Advisory Board
 - February 5, 2:00-3:30PM
 - [Register here](#)

- East district – Information session on the Provincial Police Advisory Board
 - February 6, 10:00-11:30AM
 - [Register here](#)

- West district – Information session on the Provincial Police Advisory Board
 - February 6, 2:00-3:30PM
 - [Register here](#)

If you have questions, please contact Izabela Witkowska, Director of Engagement, Public Safety and Emergency Services, at PSES.Engagement@gov.ab.ca.

We look forward to your participation in this engagement.

Sincerely,

Public Safety and Emergency Services (PSES) Engagement Team

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small square symbol to its right.



Engagement on improving police governance

Discussion guide on legislated governance changes in communities served by the Royal Canadian Mounted Police (RCMP) in Alberta

Introduction

The Government of Alberta (GoA) invites stakeholders to inform the development of supporting regulations enabled by *the Police Amendment Act, 2022* (PAA) related to police governance in Alberta.

The PAA mandates the establishment of civilian governance bodies for all communities policed by the RCMP, including regional and municipal policing committees (for communities with a municipal police service agreement) and a provincial police advisory board (PPAB) (for those under the provincial police service agreement). As a next step to the 2022 legislative amendments, the GoA is now developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees. Your input is crucial to help the government gain a comprehensive understanding of the different needs and perspectives of Alberta's diverse communities to develop these regulations.

Input submission

This discussion guide aims to facilitate discussions within your organization by offering pertinent context and assisting in the preparation of written submission. You are invited to provide input through the online questionnaire, which aligns with the questions outlined in this discussion guide.

[To access the online questionnaire, please use this link.](#)

This discussion guide is tailored for communities that fall under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board. The online questionnaire will prompt you to identify your affiliation and automatically direct you to parts of the engagement that are relevant to your community.

Scope

This engagement seeks stakeholder input on establishment of civilian governance bodies, including regional and municipal policing committees and the PPAB in communities policed by the RCMP. This includes the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees.

Overview of *Police Amendment Act, 2022*

Following several years of engagement with stakeholders and the public, the Legislative Assembly passed the PAA in December 2022 to modernize policing in Alberta. The legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation created formal civilian governance bodies for all communities policed by the RCMP in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. Before the amendments, communities did not have this role.

PAA key changes:

- establishes an independent agency, the Police Review Commission, to manage complaints against police and conduct disciplinary proceedings
- mandates the creation of civilian governing bodies for communities policed by the RCMP
- expands the mandate of Alberta Serious Incident Response Team (ASIRT) to investigate cases of serious injury or death and serious and sensitive allegations involving peace officers (for example, Alberta Sheriffs and community peace officers)
- requires police commissions to develop community safety plans and report annually on their progress

- requires police commissions to create diversity and inclusion plans to reflect the communities they serve and better understand their needs
- enables the Minister of Public Safety and Emergency Services to set provincial policing priorities to help foster consistency in policing across Alberta
- requires police commissions to create their own policing priorities that consider the provincial priorities and report annually on their progress
- adds 8 guiding principles for Alberta police services to provide a foundation of core beliefs and values
- makes administrative changes to the Law Enforcement Review Board

While some PAA provisions have been proclaimed and are in force, others have not been proclaimed and are not in force yet, including the provisions related to civilian governance bodies.

More information on the PAA can be found on [the Government of Alberta website](#).

Civilian governance bodies

The legislation mandates civilian governance bodies for all communities policed by the RCMP in Alberta, giving them a role in setting policing priorities and performance goals they've never had under the existing governance structure.

Once proclaimed into force, the PAA requires the following governance changes:

- the creation of formal civilian governance bodies in communities policed by the RCMP under Municipal Police Service Agreements (MPSA) that will give these communities a greater role in setting policing priorities and performance goals.
 - Communities with a population of under 15,000 will be represented by regional governance bodies – but will have the option to form their own municipal governance body.
 - Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal governance bodies.
- the creation of a PPAB that will enable communities served by the RCMP under the Provincial Police Service Agreement (PPSA) to be represented on a provincial board that will make recommendations on province-wide policing priorities.

These governance bodies are generally comprised of community members who are not police officers, and provide guidance and input into policing priorities and performance goals.

These governance bodies are tailored to meet the distinct needs of diverse communities. Regional policing committees for smaller communities will ensure that they can have a say without creating an unreasonable administrative burden on them, while municipal policing committees will help meet the needs of larger communities policed by the RCMP. Communities under the PPSA will be represented by a single provincial board that will make recommendations on province-wide policing priorities.

There are similar governance bodies that are currently in place in Alberta, but the PAA-mandated representation for communities served by the RCMP does not currently exist until the relevant provisions in the PAA are proclaimed. For example, municipal police services are governed by police commissions (i.e. the Edmonton Police Commission is the governance body for the Edmonton Police Service), and a few RCMP-served municipalities in Alberta currently have optional police advisory committees.

Provincial Police Advisory Board

Once implemented, communities served by the RCMP under the PPSA will be represented on a provincial board that will make recommendations on province-wide policing priorities. The provincial board will have one seat designated for a First Nations representative and one seat designated for a representative of Métis communities, as mandated through the legislative amendments.

Powers, duties and functions

The powers, duties and functions of the PPAB are not outlined in the PAA, and will need to be addressed in the new regulations. For example, this could include a more formal role in developing community safety plans.

In comparison, the *Police Act* outlines responsibilities for police commissions. These responsibilities include the allocation of funds that are provided by council, establishing policies providing for efficient and effective policing, issuing instructions as needed to the chief of police, and ensuring the police service has sufficient staffing to carry out their functions.

The PPAB will be subject to the *Alberta Public Agencies Governance Act* (APAGA). APAGA will require the board, once established, to create a Mandate and Roles document that will set out their mandate, roles and responsibilities, and processes.

Community Safety Plans

There is currently no requirement for the PPAB to develop or report on a Community Safety Plan.

In comparison, Section 31 (1) of the *Police Act* requires police commissions to develop a Community Safety Plan in conjunction with the police service that includes a plan for collaboration with community agencies, and to report annually on the implementation of and any updates to the plan.

Community safety plans encourage police to work more closely with civilian partners and put added focus on alternatives to enforcement that target root causes of crime, like addiction treatment, housing and employment supports. The planning process will result in greater coordination between police and civilian partners, helping them identify and close gaps in services for people who need help. Greater collaboration with partners could help prevent crime, while also allowing police to devote more resources toward serious and violent offences.

Policing priorities

While the *Police Act* identifies several parties with a role in setting policing priorities, the responsibilities of the PPAB in setting policing priorities are not outlined in the PAA and may be addressed in the new regulations.

For example, the Minister may set priorities for policing in the province, while municipal police commissions must establish the priorities of their municipal police service, while taking the provincial priorities under consideration.

Discussion questions

- What powers, duties and functions should the PPAB have?
- PPAB should be involved in the creation of a Community Safety Plan.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- The PPAB should be involved in setting policing priorities.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?

Composition of the PPAB

The PAA states that the PPAB will have not more than 15 members, appointed by the Minister in accordance with the regulations, with at minimum one member from a First Nation and one member from a Métis settlement or community.

The composition could include factors such as any other mandated representation and member qualifications.

Discussion questions

- Aside from the requirement for one First Nations and one Métis representative, are there any other specific groups that should have mandated PPAB representation?
- Are there any other considerations the Government could take into account when establishing the PPAB?

Mechanisms for local input

Given the diverse communities that will be represented by the PPAB, it is important to examine mechanisms for community engagement and ways to ensure the board's alignment with the needs of the communities it represents. While formalizing these processes in regulations may not be necessary, input is being gathered to ensure that the regulations can effectively support and align with potential mechanisms.

Discussion questions

- The PPAB should be required to seek feedback from the communities it serves.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- What requirements could help ensure a consistent feedback loop from the public to inform board activity and police governance?
- What mechanisms for local input could be considered?

Additional input

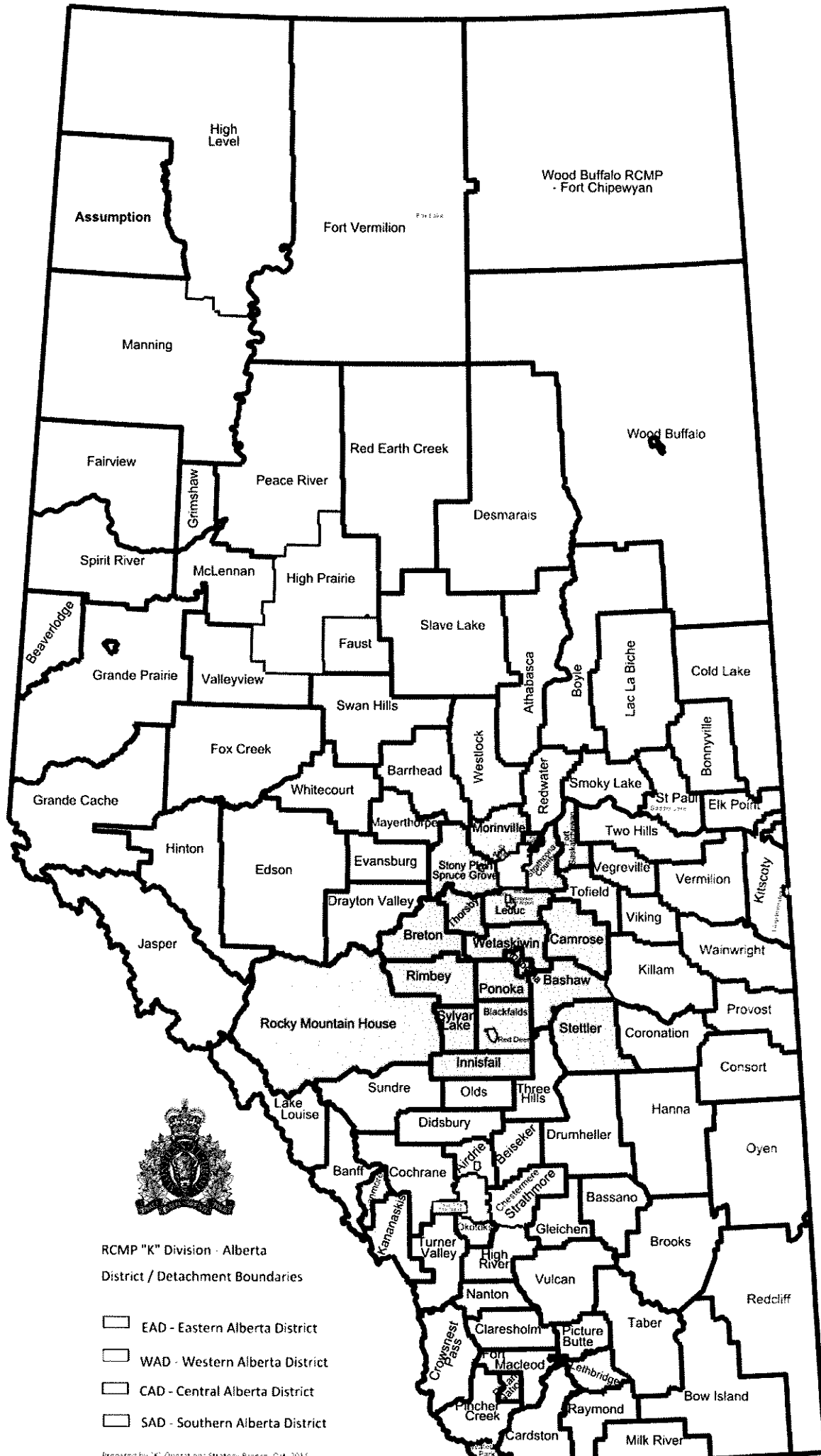
While the questions included in this discussion guide will help inform regulatory development related to police governance in Alberta, stakeholders may also share any other feedback related to these changes that may not have been addressed in the discussion questions.

Next steps





Following stakeholder engagement, the government will develop new regulations in support of the PAA related to police governance in Alberta.

Questions/contact

If you have any questions related to this engagement, please contact the Public Safety and Emergency Services (PSES) Engagement team at: PSES.Engagement@gov.ab.ca.



RCMP "K" Division - Alberta
 District / Detachment Boundaries

-  EAD - Eastern Alberta District
-  WAD - Western Alberta District
-  CAD - Central Alberta District
-  SAD - Southern Alberta District

Prepared by "K" Operational Strategy Branch - Oct 2011