



AGENDA

Town Council

March 14, 2022 - 5:00 PM

Town Administration Building -
Council Chambers

AGENDA FOR REGULAR MEETING OF THE TOWN COUNCIL TO BE HELD ON MONDAY, MARCH 14, 2022 AT 5:00 PM IN THE COUNCIL CHAMBERS OF THE TOWN ADMINISTRATION BUILDING, 4938 – 50 AVENUE, RIMBEY, ALBERTA.

Page

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

1.1 LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

3. MINUTES

**3.1 [RFD 3.1 Minutes](#)
[RFD 3.1.1 Town Council Meeting Minutes Feb 28, 2022](#)**

3 - 9

4. PUBLIC HEARINGS

5. DELEGATIONS

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

**7.1 [RFD 7.1 Wolf Creek Public Schools - SRO Program](#)
[RFD 7.1.1 WCPS Delegation Presentation - SRO](#)
[RFD 7.1.2 WCPS - SRO Guide - September 2017](#)**

10 - 42

**7.2 [RFD 7.2 Request Price to Purchase Town Lots](#)
[RFD 7.2.1 Email Request Price _Redacted](#)**

43 - 45

7.3	RFD 7.3 Proclamation Year of the Garden 2022	46 - 50
	RFD 7.3.1 Letter - Proclamation Year of the Garden 2022	
7.4	RFD 7.4 RCMP Annual Performance Plan 2022-2023	51 - 53
	RFD 7.4.1 RCMP Email- Annual Performance Plan 2022-2023_Redacted	
7.5	RFD 7.5 Council Round Table Discussion	54 - 57
	RFD 7.5.1 Invitation St Patrick's Day Rodeo Mar 19_Redacted	
	RFD 7.5.2 St Patrick's Day Rodeo- Sponsor Appreciation	
	RFD 7.5.3 St. Patrick's Day Rodeo	

8. REPORTS

8.1. Department Reports

8.1.1	Chief Administrative Officer Report	58
	RFD 8.1.1 Chief Administrative Officer Report	
8.1.2	Director of Finance Report	59
	RFD 8.1.2 Payables Listing - March 8, 2022	

8.2. Boards/Committee Reports

	RFD 8.2 Boards Committee Reports	60 - 67
	RFD 8.2.1 Tagish Project Status Updates March 3, 2022	
	RFD 8.2.2 FCSS Board Meeting Minutes December 2021	

9. CORRESPONDENCE

10. OPEN FORUM

(Bylaw 939/18 - Council Procedural Bylaw Part XXI 1. The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

11. CLOSED SESSION

12. ADJOURNMENT



REQUEST FOR DECISION

Council Agenda Item	3.1
Council Meeting Date	March 14, 2022
Subject	Minutes
For Public Agenda	Public Information
Attachments	3.1 Minutes of Regular Council February 28, 2022
Recommendation	Motion by Council to accept the Minutes of the Regular Council Meeting of February 28, 2022, as presented.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date



MINUTES

Town Council Meeting

Monday, February 28, 2022 - 1:00 PM

Town Administration Building - Council Chambers

1. CALL TO ORDER REGULAR COUNCIL MEETING & RECORD OF ATTENDANCE

Mayor Pankiw called the meeting to order at 1:00 PM with the following in attendance:

- Mayor Rick Pankiw
- Councillor Jamie Coston
- Councillor Lana Curle
- Councillor Gayle Rondeel
- Lori Hillis, CPA, CA - Chief Administrative Officer
- Bonnie Rybak - Executive Assistant

Absent: Councillor Wayne Clark

Delegates:

Wolf Creek Public Schools - Superintendent Tim De Ruyck, Chair Luci Henry and Trustee Judy Bratland

Rimbey Boys and Girls Club - Beth Reitz, Grace MacFarlane and Tamara Greer

15 Students and 2 Supervisors - Christian School Elementary Students

1.1. LAND ACKNOWLEDGEMENT

2. AGENDA APPROVAL AND ADDITIONS

2.1 February 28, 2022 Agenda

Motion 033/22

Moved by Councillor Curle to accept the Agenda for the February 28, 2022 Regular Council Meeting, as presented.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

3. MINUTES

3.1. Minutes of Regular Council Meeting

Motion 034/22

Moved by Councillor Coston to accept the Minutes of the Regular Council Meeting of February 14, 2022, as presented.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

4. PUBLIC HEARINGS

5. DELEGATIONS

5.1. Wolf Creek Public Schools - SRO Program

Motion 035/22

Moved by Councillor Coston to bring the Wolf Creek Public School SRO funding request back to the next Council meeting on March 14, 2022.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 036/22

Moved by Councillor Curle to accept the Wolf Creek Public School Presentation, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

5.2. Rimbey Boys and Girls Club Annual Update

Motion 037/22

Moved by Councillor Coston for Administration to provide a letter of support to the Rimbey Boys and Girls Club to obtain the use of the Provincial Building in the Town of Rimbey for their permanent space.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 038/22

Moved by Councillor Curle to accept the Rimbey Boys and Girls Club Presentation, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

6. BYLAWS

7. NEW AND UNFINISHED BUSINESS

7.1. Rimbey Neighbourhood Place Society

Motion 039/22

Moved by Councillor Rondeel to defer Neighbourhood Place Society’s funding request to the 2022 Budget Meeting.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 040/22

Moved by Mayor Pankiw that Administration send a letter to Neighbourhood Place Society requesting a current budget and the most recent financial statement for the funding request, as per Policy 5404.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.2. Budget Meeting Dates

Motion 041/22

Moved by Councillor Rondeel to hold a Special Meeting of Council on Thursday, March 24, 2022 commencing at 9:00 am, in the Council Chambers, for the 2022 budget deliberations.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 042/22

Moved by Councillor Coston to accept Policy 155 Council Remuneration and Schedule “A” as presented.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.4. Rimbey Motor Inn Request

Motion 043/22

Moved by Councillor Rondeel to deny Mr. Saunder's request to reduce the Annual Property Tax of the Rimbey Motor Inn.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.5. Recreation Program Report

Motion 044/22

Moved by Councillor Curle to accept the Recreation Program Report, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

7.6. Council Round Table Discussion

8. REPORTS

8.1. DEPARTMENT REPORTS

Motion 045/22

Moved by Councillor Curle to accept the report from the Chief Administrative Officer and the Director of Finance – Accounts Payable Listing, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.2. BOARDS/COMMITTEE REPORTS

Motion 046/22

Moved by Mayor Pankiw for Councillor Curle to inform the Historical Society that the Town has requested that they open the gates.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

Motion 047/22

Moved by Councillor Coston to accept the Tagish Project Status Updates Feb 17, 2022, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

8.3. COUNCIL REPORTS

Motion 048/22

Moved by Councillor Curle to accept the reports of Council, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

9. CORRESPONDENCE

Motion 049/22

Moved by Councillor Coston to accept the correspondence from Rimbeby Municipal Library, as information.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor

CARRIED

10. OPEN FORUM

11. CLOSED SESSION

12. ADJOURNMENT

12.1. Adjournment

Motion 050/22

Moved by Councillor Rondeel to adjourn the meeting at 3:00 PM.

Mayor Pankiw	In Favor
Councillor Clark	Absent
Councillor Coston	In Favor
Councillor Curle	In Favor
Councillor Rondeel	In Favor


CARRIED

Rick Pankiw, Mayor

Lori Hillis, Chief Administrative Officer



REQUEST FOR DECISION

Council Agenda Item	7.1										
Council Meeting Date	March 14, 2022										
Subject	Wolf Creek Public Schools Funding Request - SRO Program										
For Public Agenda	Public Information										
Background	<p>At the last Council Meeting held February 28, 2022, Wolf Creek School Division presented a delegation for SRO funding. Council made the following motion.</p> <p><u>Motion 035/22</u></p> <p><i>Moved by Councillor Coston to bring the Wolf Creek Public School SRO funding request back to the next Council meeting on March 14, 2022.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><i>Mayor Pankiw</i></td> <td style="width: 40%;"><i>In Favor</i></td> </tr> <tr> <td><i>Councillor Clark</i></td> <td><i>Absent</i></td> </tr> <tr> <td><i>Councillor Coston</i></td> <td><i>In Favor</i></td> </tr> <tr> <td><i>Councillor Curle</i></td> <td><i>In Favor</i></td> </tr> <tr> <td><i>Councillor Rondeel</i></td> <td><i>In Favor</i></td> </tr> </table> <p style="text-align: right;"><i>CARRIED</i></p>	<i>Mayor Pankiw</i>	<i>In Favor</i>	<i>Councillor Clark</i>	<i>Absent</i>	<i>Councillor Coston</i>	<i>In Favor</i>	<i>Councillor Curle</i>	<i>In Favor</i>	<i>Councillor Rondeel</i>	<i>In Favor</i>
<i>Mayor Pankiw</i>	<i>In Favor</i>										
<i>Councillor Clark</i>	<i>Absent</i>										
<i>Councillor Coston</i>	<i>In Favor</i>										
<i>Councillor Curle</i>	<i>In Favor</i>										
<i>Councillor Rondeel</i>	<i>In Favor</i>										
Attachments	<p>7.1.1 WCPS Presentation</p> <p>7.1.2 WCPS – SRO Guide –September 2017</p>										
Recommendation	Administration recommends that Council defer Wolf Creek School Division’s funding request to the 2022 Budget Meeting.										
Prepared By:											
											
<hr style="width: 70%; margin: 0 auto;"/> <p>Lori Hillis, CPA, CA Chief Administrative Officer</p>	<p><u>March 8, 2022</u> Date</p>										



REQUEST FOR DECISION

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022

Date



School Resource Officer Program

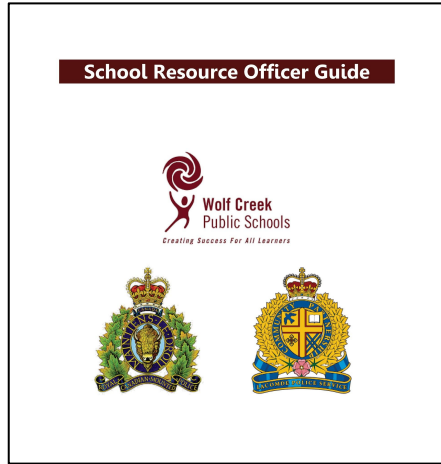
School Resource Officer Program

- Role
- SRO Guide
- Partnerships
 - Wolf Creek Public Schools
 - RCMP
 - City of Lacombe Police
 - Lacombe County
- Services
 - 19/23 Schools
 - School visits, presentations (bullying, safe choices, safe driving, etc), support with safety drills, VTRA



Role and Responsibilities

School Resource Officer Guide



Current Partnerships

...supporting the SRO program throughout the jurisdiction

- Wolf Creek Public Schools
- RCMP detachments - Ponoka and Blackfalds
- City of Lacombe Police
- Lacombe County

Current SRO Staff

19 out of 23 schools throughout the jurisdiction have access to a School Resource Officer

- RCMP Officer SRO in Blackfalds
- Lacombe City Police SRO in Lacombe
- RCMP Officer SRO in Ponoka
- Lacombe County Peace Officer(s) SRO in County of Lacombe schools

Services Provided by SRO's

- School visits
- Relationship-building with students and staff
- Support with school safety drills
- Partner in response to Violence-Threat Risk Assessment situations
- Presentations to students
 - Bullying
 - Safe choices, boundaries
 - Safe driving
 - Role of police
 - Online safety and cyber-bullying
 - Drugs & Alcohol
 - Sexual Assault
 - Bus, crosswalk & rail safety
 - Police recruitment interest
 - Healthy lifestyles

SRO Cost Summary

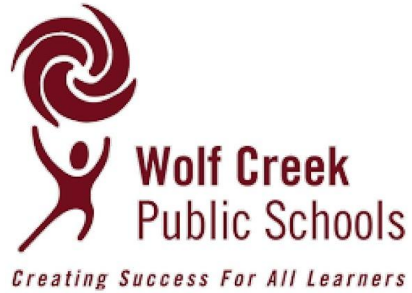
Wolf Creek Schools With School Resource Officer

Schools	Supporting Municipality	Support Provided
Alix-MAC School Bentley School Clive School Eckville Elementary School Eckville Jr/Sr High School	Lacombe County Peace Officers	51% of cost <i><u>supported by County</u></i>
École J.S. McCormick School École Lacombe Upper Elementary École Lacombe Junior High École Secondaire Lacombe Composite Lacombe Outreach School	City of Lacombe Police	50% of cost <i><u>supported by City</u></i>
Ponoka Elementary School Ponoka Secondary Campus The BRICK Learning Centre	Ponoka County	33.33 % of cost <i><u>supported by County</u></i>
Iron Ridge Elementary Campus Iron Ridge Intermediate Campus Iron Ridge Junior Campus	Town of Blackfalds	100% of cost <i><u>supported by Town</u></i>

The Request

- We have three schools within Rimbey, and we feel the community and schools would benefit greatly if a School Resource Officer can be established.
- We know the financial aspect of securing these positions varies in our communities, ranging from one third of the cost being covered by the community to 100%.
- We request the Town of Rimbey to consider the merits of a School Resource Officer, and respond to Wolf Creek Public Schools with an indication of what financial commitment the Town is willing to make.
- Once a response is received, within Wolf Creek we would then review our budget to see what may be achievable. If we progress further, a written agreement would then be drafted for the review of both parties.

School Resource Officer Guide



September 2017

CONTENTS

PARTNERS

Setting the Context for Police Working in Schools	2
Objectives and Benefits of Police Working in Schools	2

ROLES AND RESPONSIBILITIES

Community Policing	4
Roles and Responsibilities of Police Working in Schools	4
Responsibilities Relative to the Role of an SRO	6
Specific Duties of the SRO in Reference to Communication and School Interactions.....	7
Definition of Youth	7
Incidents Involving Children 12 and Under	8
Incidents Involving All Students	8
Obligation to Report	8
Police Protocols	8
Administering a Caution	8
Student Searches	9
Interviewing Students	10
Threat Risk Assessment	10
Escorting a Student out of the School	11
School Emergency and Crisis Response Plans	11

COMMUNICATION AND COLLABORATION

Collaboration	12
Communication Processes and Practices	12
Sharing Information	13

BEST PRACTICES

Best Practices with Students as Recommended by Students	14
Suspensions/Expulsions	14

PROBATION OFFICERS

Role of Correctional Services Division (Probation Officers) in Wolf Creek Public Schools	16
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APPENDICES

Appendix 1a - Administrative Procedure 352: Student Investigation and Searches by External Agencies	18
Appendix 1b - Administrative Procedure 353: Student Locker Searches.....	21
Appendix 2 - Program Evaluation Tool/Survey.....	22

PARTNERS

Setting the Context for Police Working in Schools

The school environment provides an excellent opportunity for positive interaction with children and youth outside of traditional police enforcement activities. These interactions can build relationships that have valuable preventative effects and a positive impact on community safety.

Schools typified as safe and caring are committed to preventing problems, fostering respect, fairness, equity, inclusion, and use school-wide efforts to build community. Emphasis is placed on handling incidents in a mature and reasoned manner, using interventions that repair harm, strengthen relationships and restore a sense of belonging. All stakeholders teach, model and promote socially responsible behaviors, solve problems in peaceful ways and respect diversity and human rights.

Police officers working directly in schools is a key element of community policing that views the prevention, and resolution of crime as a shared responsibility of police and the community. The actions of police involve both proactive elements (e.g., crime prevention presentations, community education efforts, mentoring) and reactive responses (e.g., law enforcement, crisis response).

Police officers in schools work collaboratively with all stakeholders (e.g., students, school administration, staff, guardians and community) to provide a positive learning environment around social and citizenship issues and resolve crime related concerns in a safe and peaceful manner.

School administrators and students feel it is a direct benefit to the community when police officers develop a high degree of familiarity with the schools in the neighborhoods they serve. Getting involved in school and student activities are also frequently mentioned by school staff and students as a best practice. Engaging in fun activities with students is seen as a way to develop a positive perception of police.

Objectives and Benefits of Police Working in Schools

- Reduce school-related crime:
School related crime includes crimes that occur both on school property and in the surrounding community, that are attributable to persons or events associated with a given school. The work entails working proactively with youth with respect to gathering information and providing crime education. Police working in schools can detect problems and work with youth and all stakeholders to de-escalate and ideally resolve issues so that crime is ultimately prevented. Proactive police work facilitates better decision making by youth and fosters a greater awareness of what constitutes crime and the consequence of such actions.
- Promote the partnership between schools and police working in schools as a valued collaboration and resource to the community:
Given a philosophy of community policing, police working in schools are not viewed as just law enforcers. They serve a myriad of roles including, but not limited to, mentor, role model, educator and a source of information. As school communities build a relationship with police officers, all

stakeholders are more likely to share appropriate information and develop mutual trust and respect.

- Create a safer and more caring school environment:

Youth, educators and the community need to believe that their school is a safe environment in which to work, learn and belong. It is expected that police working in schools will make meaningful contributions to creating a positive school culture and establishing a greater sense of school safety, in order to facilitate teaching and learning.

- Develop a positive perception of the police:

Examples of this include:

- Enabling school communities to view police officers as caring people rather than just as authority figures; decreasing negative perceptions youth have of police;
- allowing students to address concerns confidentially;
- providing consistency by working with the same police officer who has established a positive relationship with students and staff;
- providing a positive role model of police officers and/or authority figures;
- breaking down myths and stereotypes of police officers;
- increasing accessibility of police officers; and
- acting as a neutral, supportive listener/confidant/someone to talk to.

- Promote the well-being and health of children and youth:

It is our belief that promoting the well-being, health, and safety of children and youth produces successful, productive adults, capable of making meaningful contributions to the health, safety and culture of their local communities and society in general.

- Improve community perception of youth:

A perception that crime and disorder are increasing can perpetuate a fear of youth, particularly amongst seniors. Positively engaging children and youth in the community can positively impact this perception.

- Serve as a role model/mentor to increase students' developmental assets:

Some youth pursue careers in criminal justice related work based on the experience with school-based police officers.

ROLES AND RESPONSIBILITIES

Community Policing

A key principle of community policing is that police and local citizens share responsibility to ensure peaceful and law abiding communities and are equally committed to reducing crime and improving the quality of life in their neighborhoods.

A traditional approach to policing tends to emphasize:

- The importance of an individual officer's professional and compassionate treatment of all citizens, offering respect and dignity to the individual.
- An interrelated relationship with the communities they serve.
- A close association between police watch and fighting crime.

Community Policing:

- Augments and broadens the traditional roles and functions of the police.
- Believes that to create stronger, safer and healthier communities involves shared responsibilities for all stakeholders.
- Addresses problems at the community level.
- Involves partnerships and mentorships.
- Emphasizes thinking strategies and acting preventatively.
- Recognizes that addressing criminal issues and enforcing the law are key roles and functions of police, but also acknowledges that non-enforcement tasks, based on building relationships, have an essential role as well.
- Fosters a closer rapport between community schools and the police, increasing the quantity and quality of police-community interactions and enhancing the capacity of the police to engage in problem solving partnerships.
- Empowers the community to take responsibility for their own community safety.

Roles and Responsibilities of Police Working in Schools

Police officers working in schools are expected to model a uniformed, community based, visible presence within the school community, to protect the safety and well being of students, staff, guardians and the community the school serves. Police officers working in schools are also expected to assist with problem solving mediation, conflict resolution, public education and ensure the enforcement of federal and provincial laws and municipal bylaws. Providing the best possible education for students in a safe school community is a shared responsibility, requiring a commitment to partnership, collaboration, cooperation and effective processes of communication.

There are five key roles for police working in schools, all in consideration of the overarching principles, outlined below, that schools adhere to in terms of dealing with alleged and real incidents of criminal behaviour at their site.

Wolf Creek Public Schools is required to meet a number of legally mandated requirements that impact the interaction with other agencies. For example, if a student is in the position of being the alleged perpetrator of criminal activity and another student is the alleged victim of that activity then the following sets the guidelines for the school division employees.

- Firstly, the requirement to act in loco parentis toward all students,
- Secondly to ensure that each student enrolled in a school operated by the board is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.

Wolf Creek Public Schools also believes, and adheres to the position, that the interests of a student who is an alleged victim of criminal activity can be met by WCPS providing appropriate supports to the student. Those would include; advising the student's guardians of the information obtained by the school and advising the student and guardians that reporting to the police should be considered. The interests of the alleged perpetrator can be protected by dealing with the matter through the appropriate school and division based discipline processes which may involve suspension and/or expulsion. However, if school administration (or designates);

- have reasonable evidence/information to believe that an incident of imminent danger is about to occur at the school site, or is in the process of being committed, and that crime is reasonably likely to affect the ability of the school to provide a safe and caring environment, then they have authority to bypass guardians or legal guardians and contact the policing services directly to intervene on school property. This action is predicated on a reasonable determination by the administration of the school that their school policies or those of the division are not able to maintain or enforce a safe and caring environment and therefore external support is necessary.
- are dealing with non-supported allegations, or rumors of illegal activity by students, that do not immediately threaten the school environment, then the School Administration will contact the guardians or legal guardians and outline the process leading to resolution according to [Administrative Procedure 352](#) (Appendix 1a). This procedure outlines the steps that determine when Administrators should contact police and how guardians are to be involved as participants in the process. If the proposed interaction is to investigate the student the Principal shall have the officer contact the guardians to advise them of the proposed investigation. The principal will not permit the investigation without consent of the guardian and the presence of the guardian at the school. Ideally, student investigation should take place off of school property. There may be times where a direct phone call is placed by the school to Child and Family Services if the school receives information that warrants this call and requires protective services (refer to AP 352).

In consideration of the above noted delimitations, the five key roles of an SRO are:

- (i) assisting with law related education,
- (ii) working with the school administration to support crime prevention,
- (iii) assisting with conflict resolution education,
- (iv) mentor and advisor to students
- (v) law enforcement

Responsibilities relative to the role of an SRO

- Assist in providing a safe, caring and respectful environment for teaching and learning.
- Assist in the greater safety, protection and well-being of students, guardians, teachers and the community.
- Participate in appropriate sharing of information respecting the mandates of the school division.
- Promote joint collaboration and partnership between school boards and police services in maintaining a safe school environment as a critical measure of success.
- Advise, as required by administration, relative to the *Criminal Code*, the *Youth Criminal Justice Act* and all other federal, provincial and municipal legislation and related regulations.
- Assist in the development and understanding of good citizenship for children and youth.
- Promote and foster crime reduction.
- Provide information on the law and community safety issues.
- Provide educational opportunities to divert young people away from crime in partnership with all stakeholders in the community.
- Work in partnership with other government and community-based organizations, to promote positive child and youth behavior.
- Ensure that best practices are shared with all stakeholders.
- Contribute to building a positive school climate.
- Encourage positive, healthy recreational activities for children and youth to build community.
- Provide opportunities as outlined by school administration, for school staff, students, guardians and community to acquire skills, knowledge and attitudes to build a school environment that is characterized by effective processes for peaceful conflict resolution where conflict and individual differences are treated with respect and dignity.
- Pursue alternatives to charges being laid (eg. restorative justice).
- Effectively respond to incidents as they occur.
- Provide resource materials.
- Understand the dynamics and issues the school is facing, e.g., drug activity, potential gang association, students at risk, ethno/cultural demographics and nearby “hang outs”.

- Work with school/district administration to clearly establish the role of police in the school-wide [emergency response plan](#). Conduct threat and risk assessment in accord with the [Threat and Risk Assessment Protocol](#) established by Wolf Creek Public Schools.

Specific Duties of the SRO in Reference to Communication and School Interactions

1. WCPS will ensure that each SRO is provided with a Google Calendar that allows all stakeholders to see the plan relative to school presence during the upcoming month. This calendar will also allow for a summation component that shows if emergent items or other policing expectations interfered with planned attendance at each school site. This will be updated at the end of every month to ensure communication with the schools in the area. It is recognized that emergent items can arise but that the responsibility of the SRO is to the schools in his/her mandate and the programs (DARE for example) that are part of the SRO role.
2. Each respective policing organization will have existing supervision practises in place as per the police members organization. A program evaluation tool/survey will be distributed by the SROs and Administrators and data from the evaluation will be compiled and shared by the police service and shared with WCPS. (Appendix 2)
3. All stakeholders in the school (including school administration, police, school staff, students, guardians and community) contribute to a “wraparound” philosophy of care practices. A wraparound philosophy of care provides family and community support at every stage of the child's development.

Definition of a Youth

- The *Youth Criminal Justice Act* governs the application of criminal and correctional law to those 12 years of age or older, but younger than 18 at the time of committing the offence (Section 2). The Criminal Code of Canada (Section 13) states: "No person shall be convicted of an offence in respect of an act or omission on his or her part while the person was under the age of 12."
- The *Youth Criminal Justice Act* (Canada) is applicable with respect to any offence committed by a young person against the following statutes:
 1. The Criminal Code
 2. Controlled Drugs and Substances Act
 3. Any other federal statute or regulation
- The *Youth Justice Act* (Alberta) is applicable to all offenses that include:
 1. Provincial statutes and regulations
 2. Municipal by-laws

Incidents Involving Children 12 and Under

Children under 12 are not able to be charged. All other information regarding interviewing, discussions and connectivity with children under 12 are outlined in [Admin Procedure 352](#). It is important to note that AP 352 outlines:

- the child has the right to choose a trusted adult, with whom they have a relationship, to sit in on the interview. The right of choice belongs to the child.
- Guardian contact is essential throughout this process.

Incidents Involving All Students

All school staff need to be aware of their legal responsibility to report situations where the child may be at risk and in need of protection (e.g., suspected abuse, neglect, illegal activity).

Obligation to Report

Section 4(1) of the *Child, Youth and Family Enhancement Act* states:

“ANY PERSON” who has reasonable and probable grounds to believe that a child is in need of protection shall forthwith report the matter to Children Services (CS) or Designated First Nations Agencies (DFNA)

The legal obligation to report is not fulfilled unless the report is made directly to a delegated caseworker who works for a CS or DFNA. This must occur even if it is known that a child intervention agency is already involved. Anyone failing to report suspected child abuse while having "reasonable and probable grounds to believe a child is in need of intervention" is guilty of an offence and liable to a fine of not more than \$2,000. The *Child, Youth and Enhancement Act* also states that the duty to report child abuse applies notwithstanding that the information on which the belief is founded is confidential and its disclosure is prohibited under any other Act. The exception is information that is privileged as a result of a solicitor-client relationship

Police Protocols

As pertains to all police protocols, if administrators are in a situation where a judgment call is required; establishing and maintaining contact with local support networks is considered to be an essential guideline.

Administering a Caution

Due to the possibility of statements being given by a young person upon their arrest, members are required to inform the students of their rights and caution immediately. The standard police caution is insufficient for this purpose due to the requirements of Section 146 of the *Youth Criminal Justice Act* (Canada). That section requires a caution to be given in a language appropriate to the young person's age and understanding. This caution must also contain reference to the following six points:

1. That there is no obligation to give a statement to the police.
2. That any statement given by the young person may be used in proceedings against them.
3. That the young person may consult with counsel, a parent or another responsible adult of their choice before giving a statement, or
4. That the young person's statement must be given in the presence of the person chosen as counsel, unless the student otherwise desires and waives the right in writing.
5. That the young person must understand the circumstances of both automatic transfer to adult court and discretionary transfer to adult court.
6. That the young person understands the waiver of rights to speak to an adult or counsel.

A sound knowledge of the *Youth Criminal Justice Act* is imperative to the School Resource Officer so that they may competently deal with an issue.

Student Searches

The Supreme Court of Canada issued a decision in *R. v. M.R.M.* (April 25, 1998) that clarifies the law relating to student searches.

The Supreme Court of Canada summarized searches by school authorities (it should be noted that the SRO is not considered to be a school authority) as follows:

1. School authorities do not require a warrant or police assistance to conduct a search on school property. School Authorities do not have to advise a student of any legal "rights" prior to a search.
2. The school authority must have reasonable grounds to believe that there has been a breach of school regulations or discipline and that a search of the student will reveal evidence of that breach. Searches cannot be random, blanket or arbitrary.
3. School authorities are in the best position to assess information given to them and relate it to the situation existing in their school.
4. The following may constitute reasonable grounds for a search of a student: information received from one student or more considered to be credible, the school administrator or teachers' own observations, any combination of these pieces of information provided the source is deemed credible by the relevant school authority. The compelling nature of the information and the credibility of the source or sources must be assessed by the school administrator taking into account the context of their school.

5. The search itself must take place in a reasonable manner and must be minimally intrusive to the learning environment.
6. If the school authority believes the student is carrying a weapon, the Supreme Court has stated that it would be reasonable for the school authority "to take immediate action and undertake whatever search is required". The first call should go to the SRO/Police.

Although Supreme Court of Canada rulings refer to a teacher's authority to conduct a student search, this is a task better left to administrators, except in situation where there is peril to school and student safety and no administrator is in proximity.

Recent rulings of the Supreme Court of Canada indicate that there is a lessened expectation of privacy to a school locker, particularly when schools assign lockers on a contractual basis.

Refer to Wolf Creek Public Schools [Administrative Procedure 352 Student Investigation and Searches by External Agencies](#) and [Administrative Procedure 353 Student Locker Searches](#)

Interviewing Students

Common and WCPS policy is as follows:

1. Police officers, in the course of their duties, may find it necessary to visit a school and interview certain students. The following procedures are to be used:
 - a. It is highly recommended to have any interviews with police to occur outside of school hours and off school property whenever possible.
 - b. When a police officer finds it is necessary to interview a student during school hours, the police officer will report to the office of the principal or his/her designate and make known the purpose of the visit. In consultation with the Principal or designate, and in accord with parental permission, an appropriate area will be made available for the interview to take place.

Refer to Wolf Creek Public Schools [Administrative Procedure 352 Student Investigation and Searches by External Agencies](#) and [Administrative Procedure 353 Student Locker Searches](#)

Threat Risk Assessments

["Protocol for Schools Dealing with Threat and Risk Assessment" \(AP-167\)](#) is best implemented when multidisciplinary threat assessment teams (school principals, police, therapists, counselors, social workers, physicians, et al) are trained together. Collaboration between disciplines is essential to assess and intervene on behalf of students, schools and communities in a useful way.

Threat assessment seeks to make an informed judgment on three questions:

- i. How credible and serious is the threat itself and

- ii. to what extent does the person(s) making the threat appear to have the resources, intent, and motivation to carry out the threat."
- iii. to what extent is it necessary to move forward with an intervention plan and who should be involved?

Escorting a Student out of the School

When it is necessary to arrest a student or escort them out of the school, police officers should conduct this process as discretely as possible so as to: minimize attention to the situation, respect the student's dignity, maintain good relationships with other students and not unduly disrupt the atmosphere of learning.

School Emergency and Crisis Response Plans

Most Alberta school boards have policies that direct schools to develop and communicate an emergency and crisis response plan spelling out procedures for schools on community related incidents such as lockdowns, evacuation plans, bomb threats and threat assessments. Each school tailors their emergency response plan to meet individual needs. These plans are a collaborative effort involving students, staff, guardians and other agencies working regularly in the school and should be clearly communicated to all stakeholders annually. Police working in schools should have their involvement specified in the school emergency plans and take part in a regular review of these procedures.

Fire Drills:

Schools are mandated to conduct at least six practise drills each school year and supplement these on an "as needed basis". Everyone is required to vacate the building and go to assigned areas out of the school. Attendance counts must be taken. Procedures for fire drills are spelled out in the school's emergency and crisis response plans.

Lockdown Drills/Lockdowns:

A lockdown is when everyone in the school is secured behind locked doors in response to a threat or perceived threat such as: an intruder inside the school; an environmental threat or criminal behavior in the immediate community. A minimum of two lockdown practice drills per school year are recommended. These drills are prearranged in correlation with the police assigned to the school, district administration and the school itself. Again, procedures in a school's emergency and crisis response plans should be observed.

Bomb Threats Evacuation:

Follow procedures as specified in the individual school emergency response plan and recommended unit response to such threats.

COMMUNICATION AND COLLABORATION

Collaboration

Collaboration can be described as an intersection of shared goals to be achieved in an atmosphere where professionals engage in a common vision, or agreed upon outcomes. The atmosphere in which collaboration is fostered is characterized by:

- Shared knowledge, learning resources, learning and skills.
- A power balance in relationships. Relationships are founded in knowledge, not power.
- Obtaining greater resources, recognition and rewards and enhancing the quality of education.
- Something that requires strong leadership.
- Frequent communication and contact.
- All stakeholders are accountable to each other in regards to carrying out their respective mandates.
- Dependent on collective wisdom.

What can obstruct effective collaboration:

- Lack of a shared vision and clear, mutually established goals.
- Failure to build strong relationships between all stakeholders.
- Poor communication. No protocol or established schedules for frequent contact and communication.
- Lack of appropriate involvement of the administration, the community, and community serving officers.
- Inability to operate as a team; e.g., all stakeholders do not have a voice in shaping the partnership. Power is inappropriately distributed. Ego intervenes and creates power imbalances.
- No process in place to resolve disputes and disagreements.

Communication Processes and Practices

Successful school/police partnerships reflect frequent contact and communication and the significant involvement of the school administration team. Suggested best practices for police/school communication are as follows:

- Establish a close connection between police working in schools, school administration, and school staff. Meet regularly, particularly at the beginning of the school year, to determine shared priorities, expectations and goals and at year end, to discuss results and future implications. The schedule for meeting regularly should be determined at the initial meeting. Monthly calendars should be shared. This information will be shared with the Superintendent of WCPS.

- Utilize established communication vehicles at the school. Attending staff, parent and student council meetings facilitates the partner relationship.
- In the case of criminal incidents at the school or in the community, police working in schools should serve as a liaison between the school and responding units, given that they have better knowledge of the school and a direct communication link to school administration.
- Facilitate communication and cooperation with school administrators, other police, Children's Services and other agencies serving student and community needs.
- Increase the visibility and accessibility of caring adults and communicate with students on a personal level.
- Most school boards in Alberta have policies that relate to police interviews of young people. When there is a need to interview a young person, it is essential for the police officer to work in partnership with the school administration and school/divisional policies, both of which will have established a working relationship with the student and the guardians/guardians.
- At times, students should be removed from the school to be interviewed. This step will occur in consultation with school administration or designate.
- The police officer's role is complex in that they must provide full consideration to the law and protection of the school and community, but also must respect the rights and needs of students in accord with school and divisional policies. Anonymity is a big issue for students reporting incidents to police and school administration. Receiving information concerning the activities and actions of other students should be dealt with in a professional, confidential manner that does not jeopardize the integrity of the student reporting. Communicate to students the important role they play in making the school and community a better place to live and work.
- Serve as peacekeepers and be prepared to augment individual peer support processes.

Sharing Information

"The greatest power police have is the power of their discretion."

The sharing of information is sometimes a delicate issue that can lead to misunderstanding between police and the school administration. Police officers are at liberty to share all information pertinent to the safety of the school and its students, regardless of when incidents occur. They cannot share information about incidents in the community and/or involving students, that occur during evening hours, or on the weekend, unless judged relevant to school and student safety while taking into account the School Act and "Codes of Conduct" while ensuring compliance with the Criminal Code and FOIP.

BEST PRACTICES

Best Practices with Students as Recommended By Students

- Communicate openly with students.
- Get involved in student activities.
- Let students know you are listening and care about their concerns.
- Take action on these concerns.
- Treat all students equally.
- Be a visible presence in the school and talk to students on a personal level.
- Enforce the law and school rules consistently.
- Provide a model of acceptance.
- Be approachable.
- Recognize students for their talents, deeds and achievements.
- In partnership with school administration, play a role in informing guardians of the law, rules and any concerns at school.
- Work with all school staff to create a comfortable, positive school/learning environment for students.
- Utilize student leaders and solicit student input. Build students' capacity to lead positively. Students should be involved in a process of naming the values and principles to live by within the school community.

Suspensions/Expulsions

[Suspensions](#) are authorized by the principal, under section 24 of the *School Act*. When suspensions happen, a plan is needed to reintegrate the suspended student back into the school community upon return. The student must accept ownership of the behavior and strike a plan for positive change.

- Police working in schools may be invited to sit in on a multi-disciplinary team to assist and support the student in making a successful return to school when considered appropriate by the school administration.
- Expulsions are authorized by the Board, under section 25 of the *School Act*. School Resource Officers may be required to provide information upon request.

PROBATION OFFICERS

Role of Correctional Services Division (Probation Officers) In Wolf Creek Public Schools

Background

It is the belief of WCPS that appropriate interaction with representatives of the legal system is beneficial to the educational and citizenship development of all of our students. Concurrently, the school division recognizes that these interactions in the school environment can also constitute a supportive role for students with legal challenges or court imposed limitations in their lives. However, it should be understood that there needs to be guidelines for interaction, support or information sharing that respects the “educational and in loco parentis” roles of the school.

Job Description and Role of the Probation Officer in Wolf Creek Schools

- Supervision of Adult and Youth Court Ordered Orders to ensure compliance.
- Building and maintaining effective working relationship with a network of interdisciplinary systems and engaging service providers to achieve client goals and well-being.
- Facilitate the mutual exchange of information with agencies, individuals and stakeholders
- Attend Court
- Provide education to staff and students in regards to Community Corrections and the roles of a Probation Officer
- Liaison with the school staff in regards to best practice for youth attending the schools
- Exchange information with regards to safety risk and security measures for the individual attending the school

Clarification: These guidelines apply to any member of Correctional Services Division. This includes Probation Officers, Youth Justice Advisory Committee, etc.

Guidelines

1. Staff or employees of WCPS **will not share information** around student behaviors including their disciplinary record (anecdotal notes, suspensions, referrals to agencies, etc) unless those are considered to constitute a threat to the learning environment of the school in which case a comprehensive Threat and Risk Assessment protocol would be initiated.
2. The school will always retain the responsibility of addressing inappropriate student behaviour inside of the framework of their school code of conduct policies and will do so without the need to consult or advise other agencies of their deliberations and consequences. This is usually in relation to the parent or guardian being part of the process and not necessarily with the presence of the Probation Officer.
3. The Probation Officer, when involved with a student and when invited, could be a member of Coordinated Service Plan meetings. Parental consent will be obtained as per Wolf Creek

Public Schools standards of practice. The Probation Officer would be a valuable member of the Threat and Risk Assessment protocol.

4. In order to streamline information sharing, the Probation Officer will provide the School Principal (or designate if principal is absent) with copies of any court orders on their caseload that are connected to WCPS students if conditions impact the school setting. Collaboration will occur to identify specific information that needs to be shared with schools and/or specific information schools need to be providing to Correctional Services Division that meet the conditions in the order. The School Principal (or designate if principal is absent) will consult with Division Office, if needed.
5. The only point of contact when a Probation Officer contacts the school, will be the principal or designate if the principal is absent. This will not constitute an expectation the school staff will provide any information back to the Probation Officer unless a comprehensive Threat and Risk Assessment is initiated or written parent/guardian consent is obtained.
6. Probation Officers may not conduct interviews or meet with students in the school setting.

Appendix 1a

Administrative Procedure 352 Student Investigations and Searches by External Agencies

Background

The Division believes that it must cooperate with law enforcement officers and child welfare workers when their duties bring them to a school while still acting in loco parentis and in the best interests of children.

Definitions:

Loco Parentis or "in the place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions and responsibilities of a parent.

Procedures

1. Investigations of student conduct by members of the school administration and teaching staff are covered in Schools Code of Conducts.
2. Only law enforcement officers (local police officers, RCMP, police resource officers), and child welfare authorities may investigate a student on school premises, and ensuring criminal code and the *Youth Enhancement Act* is followed respecting this Administrative Procedure. Prior to any formal interaction between a student and a person representing an external agency, the Principal must request and confirm proper identification. The person representing the external agency must state the reason of the request for interaction with or production of the student including any statutory or other authority being relied upon.
3. Children under 12 are not able to be charged. The child has the right to choose a trusted adult, with whom they have a relationship, to sit in on the interview. The right of choice belongs to the child. Guardian contact is essential throughout this process.
4. The Principal will document any request involving student investigations and searches. This documentation will be archived in DocuShare.
5. Any breach of this Administrative Procedure must be immediately reported to the Superintendent by any employee having reasonable grounds to believe that this Administrative Procedure has not been complied with.

Process

Witness Interview – informal conversation, either written or verbal, with a student where the possibility of school sanctions or legal ramifications do not exist for that student.

Investigative Interview – formal interrogation of a student where the possibility of school sanctions or legal ramifications exist for the student as an alleged wrongdoer. The Superintendent must be informed of the investigation before the investigation may proceed.

Arrest – act of taking the student into custody of an external agency. The Superintendent must be informed of the arrest or apprehension by the school administration if this occurs at the school. Any external apprehension parent notification will be made by the external agency following their process.

NOTE: If external to the school, interviews will be conducted off school property. Police will notify parents as per their procedures. Police will, where possible or practical, consult with school administration.

Law Enforcement/Police Interview or Investigation

1. When a law enforcement officer attends at a school asking to interview a student during school hours, the officer will report to the Principal and make known the purpose of the visit.
2. After the law enforcement officer has made known the purpose of the visit, the Principal will determine if the purpose of the proposed interaction is to interview the student, as the term ‘interview’ is defined in this Administrative Procedure. If satisfied that the purpose of the proposed interaction is to interview the student the Principal will advise the Superintendent and a decision will be made as to whether the proposed interaction (interview) will take place at the school. The preference would be to have this take place off school property.
3. If the proposed interaction is to interview the student the Principal shall have the officer contact the parents to advise them of the proposed interview, where practical. The Principal will not permit the interview to take place at the school without consent of the parent.–The parent would have a choice to attend. Ideally, student interviews should take place off of school property.
4. If an interview is not to take place at the school, and the law enforcement officer exercises a power or arrest, the Principal shall confirm that the law enforcement officer will contact the parents of the student, when practical. The Principal will work with law enforcement to determine their commitment when contact with parents will be made.

Children Services (CS)

1. When CS workers wish to visit a school for the purpose of interviewing a student regarding alleged child abuse or neglect, they shall report to the office of the Principal, provide adequate identification of themselves to make known the purpose of their visit. In all cases of child sexual abuse, or physical abuse causing bodily harm, CS workers are required to notify the police, who will investigate to determine whether charges should be laid. Joint investigations involving both CFS workers and law enforcement officers may occur.
2. To enable the student to speak freely and openly to the interviewers, it is usually appropriate for the student and the interviewers to be alone. Occasionally a student may request or require the reassuring but non-participating presence of a familiar staff member; therefore, there may be instances when the Principal and the interviewers agree that school administration or school social worker should be present during the interview.

3. The Principal shall not notify the parents about an interview. The responsibility for notifying parents about an investigation is that of the interviewers. While it is important for parents to learn promptly that an interview is underway, a greater concern is that the student be protected from possible abuse. Thus, in cases where intra-familial abuse may be suspected, parent notification by the interviewers normally follows an initial contact with the student.
4. The Principal shall clarify with the interviewers when contact with the parents will be made, particularly when an interview begins near the end of a school day, as the student's return home may be delayed. The Principal shall advise the interviewers that not later than the time at which the student would have been dismissed, either at the midday break or at the end of the school day the Principal will be in contact with the parents and that the Principal will provide the interviewers' names and telephone numbers.
5. The Principal shall keep a written record including the identity of the interviewers and their reasons for being at the school. The record shall be scanned into DocuShare with appropriate encryption or other safety feature to prevent unauthorized access and not placed in the student's file until such time as it is deemed appropriate to destroy the information.
6. Interviewers may wish to interview school personnel having regular contact with the student or having other specific information pertinent to the matters giving rise to the interview. If interviews with school personnel are sought the Principal will advise the Superintendent prior to permitting any such interviews to take place.
7. If school personnel participate in any interviews it is mandatory that they summarize, in writing, the information provided to the interviewers and retain it for future reference and provide a copy to the Superintendent through a scanned copy in DocuShare. If participation in an interview occurs the individual must not breach any duty of confidentiality that the individual may have to the student or others.
8. In the interests of the student and in recognition of the family's right to privacy, schools shall maintain confidentiality in matters involving matters of alleged child abuse or neglect.

Reference: Section 60 [School Act](#)
 Section 495 [Canadian Criminal Code](#)
 Section 56 [The Young Offenders Act](#)
 Sections 1-5 [The Child, Youth and Family Enhancement Act](#)

Adopted: August 2004
 Reviewed/Revised: August 2009, September 2014, May 2017

Appendix 1b

Administrative Procedure 353 Student Locker Searches

Background

The Division expects students to model and reinforce socially responsible and respectful behavior when using school-provided locker space. Students understand the contents of their locker are subject to search in situations where the safety and security of the school is a concern.

Procedures

1. School lockers will be rented or available on the condition that the school reserves the right to search and repossess the locker at any time without notice. The school will publish its locker policy in its student handbook, including the provision that lockers are subject to searches without notice under the direction of the Principal.
2. If the school plans to implement school-wide locker searches, this should also be clearly stated in the school policy. It must be clarified within the policy that all the student acquires is the right to use the locker and the lock, both of which remain the property of the Division, subject to the guidelines above. It is desirable that students and an adult be present in the event that their lockers are searched.
3. If suspected of wrongdoing, a student may be directed to empty pockets, knapsack, purse, etc. However, physical searches of students are not to be undertaken by school personnel. If, in the opinion of the Principal, a physical search should be conducted, a law enforcement officer shall be contacted.
4. In the event that a locker search is to be conducted as a result of reasonable belief that the affected student is engaged in illegal activity the Principal will conduct this search and only contact the police if it is an emergent situation.
5. If as a result of a locker search under clause (3) above, and police are contacted, the provisions of [Administrative Procedure 352 - Student Investigations and Searches by External Agencies](#) shall apply.
6. Notwithstanding any police involvement the school may proceed to deal with the matter under [Administrative Procedure 355 - Student Discipline and Suspension](#) as may be appropriate.
7. If contraband items are found, police should be contacted. Staff are not authorized, by law, to be in possession of contraband items and these items need to be reported as soon as they are found. These items must be turned over to police at the time of the incident.

Reference: Section 60 [School Act](#)
Section 495 [Canadian Criminal Code](#)
Section 56 [The Young Offenders Act](#)

Adopted: September 2014
Reviewed/Revised: May 2017

Appendix 2

Program Evaluation Tool/Survey



REQUEST FOR DECISION

Council Agenda Item	7.2
Council Meeting Date	March 14, 2022
Subject	Request for Price to Purchase Town Lots
For Public Agenda	Public Information
Background	<p>Administration received an email request on March 1, 2022 to purchase two (2) lots located at 5608 51 Street (Lot 9, Block 5, Plan 2367MC & Lot 9A, Block 5, Plan 2367MC). The lots are zoned R2 and are identified on the following map:</p> <p>The individuals have expressed interest in purchasing one or both of these lots and would like to know the cost of said purchase.</p> <p>Disposal of town owned land must be done in accordance with Municipal Government Act Section 70, which states:</p> <p><i>Disposal of land</i></p> <p>70(1) If a municipality proposes to transfer or grant an estate or interest in</p> <ul style="list-style-type: none"> (a) land for less than its market value, or (b) a public park or recreation or exhibition grounds, the proposal must be advertised. <p>(2) The proposal does not have to be advertised if the estate or interest is</p> <ul style="list-style-type: none"> (a) to be used for the purposes of supplying a public utility, (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or (c) to be used by a non-profit organization as defined in section 241(f). <p>Therefore, if Council wishes to pursue the sale of these lands, an appraisal should be completed to determine market value. Upon determining the market value, administration will return to Council outlining the process to sell the lots.</p>
Relevant	Municipal Government Act Section 70



REQUEST FOR DECISION

Policy/Legislation	
Financial Implications	Typically, all costs associated with land sales are borne by the purchasers.
Attachments	7.2.1 Emailed Request Letter
Recommendation	Administration recommends Council determine if they are interested in selling Lot 9, Block 5, Plan 2367MC and / or Lot 9A, Block 5, Plan 2367MC. Administration recommends that if Council is interested in selling Lot 9, Block 5, Plan 2367MC and / or Lot 9A, Block 5, Plan 2367MC, to direct Administration to get an appraisal completed.

Prepared By:

Elizabeth Armitage, MEDES, MCIP, RPP
Planning & Development Officer

March 9, 2022
Date

Endorsed By:

Lori Hillis, CPA, CA
Chief Administrative Officer

March 9, 2022
Date

From: [REDACTED]
To: [Bonnie Rybak](#)
Subject: price request
Date: Tuesday, March 1, 2022 7:56:20 AM

We are interested in the purchase of the lots, 90 and 9A. please price them separately OR IS IT POSSIBLE for the town to switch it back to one lot and price it as one. Not sure why its two lots there.

[Lots located at 5608 51 Street:](#)

Lot 9, Block 5, Plan 2367MC
Lot 9A, Block 5, Plan 2367MC


Will it be possible for you to forward this letter to the council for review and put a price together for us. thank you,

Karen Martin [REDACTED]
Philip Pages [REDACTED]

	REQUEST FOR DECISION
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Council Agenda Item	7.3
Council Meeting Date	March 14, 2022
Subject	Proclamation Year of the Garden 2022
For Public Agenda	Public Information
Background	On March 7, 2022, Administration received correspondence from Communities in Bloom and the Canadian Garden Council requesting Council to proclaim 2022, the Year of the Garden 2022.
Attachments	7.3.1 Invitation & Proclamation Year of the Garden 2022
Recommendation	Administration recommends that Council have the Mayor proclaim the Year of the Garden 2022.


Prepared By:



_____ March 7, 2022
Date

Lori Hillis, CPA, CA
Chief Administrative Officer

Endorsed By:



_____ March 7, 2022
Date

Lori Hillis, CPA, CA
Chief Administrative Officer

Our Invitation to All Canadian Municipalities



CANADIAN GARDEN
COUNCIL

CONSEIL CANADIEN
DU JARDIN

Communities in Bloom and the **Canadian Garden Council** invite municipalities to **proclaim 2022 as the Year of the Garden** for their citizens to **acknowledge all the benefits that Gardens and Gardening provide.**

By joining Canada's celebration of the **Year of the Garden 2022** municipalities will demonstrate leadership and inspire and engage citizens using evidence-based information and actions to contribute to the sustainability of Canadian municipalities.

Year of the Garden

Année du jardin



What is The Year of the Garden 2022?

The **Year of the Garden 2022**, a Centennial Celebration of Canada's horticulture sector from January 1 to December 31, 2022, will commemorate Canada's rich garden heritage, celebrate today's vibrant garden culture, and create important legacies for a sustainable future.

Planning is underway for a year of exciting activities, celebrations, special events and promotions that will take place in communities, schools, businesses, public gardens, and backyard gardens in all parts of Canada.

Join the Celebration and Proclaim 2022 as the Year of the Garden in Your Municipality

Join *Canada's Garden-Family* – thousands of plant growers, product manufacturers, retailers, landscape service providers, public gardens and garden experience providers, garden clubs and societies, and affiliated businesses – which will be sharing their knowledge and offering events to help Canadians **Live the Garden Life**.

The **Year of the Garden 2022** is a unique opportunity for a municipality to engage citizens and the community to highlight and impact priorities such as:

- Post COVID Recovery
- Quality of Life
- Healthy Citizens
- Environmental Climate Action
- Economic Growth
- Enhance Cultural Vibrancy
- Reconciliation and Inclusivity
- Tourism Destination Readiness

The **Year of the Garden 2022 campaign** will reach and inspire the public to learn about the connections gardens and gardening have with many important community quality of life benefits including:

Environmental Benefits

- Integration of more plants into city life: tree canopy, community gardens, public parks, green roofs, green infrastructure
- More plants and more gardens produce more oxygen, sequester more carbon, mitigate heat island effect in urban areas
- Engaging Canadians in the Federal government's commitment to plant 2 billion trees, and commitment to fight Climate Change
- Contribute to attaining sustainable development goals

Economic Benefits

- Gardens and gardening generate economic activity for the garden family sector
- Impact of public garden visitation, a demonstrated major tourism draw
- Generate economic development, attracting residents, businesses, and visitors in communities across the country
- Enhancing quality of life favours economic stability of Canadians

Health and Wellness Benefits

- The relation between improved health and gardening is well documented
- Active living for all ages
- Contribute to healthier Canadians and reduced health costs
- Engage Canadians with Canada's healthy eating strategy

Cultural Benefits

- Better understanding of the role gardens and gardening play in the development of communities and our country
- contribute to the reconciliation with our First Nations that live in harmony with nature and plants
- Contribute to Canada's inclusivity agenda since "in the garden there are no differences", just plants, and people of all ages and cultures who love them
- support the integration of a garden culture in schools and community gardens

Our Proposal: Invite your municipality to:

- **Proclaim 2022 as the Year of the Garden in your municipality**
- **Commit to becoming a Garden Friendly City**
- **Recognize National Garden Day in your municipality**



CANADIAN GARDEN COUNCIL CONSEIL CANADIEN DU JARDIN

Year of the Garden 2022 PROCLAMATION

- WHEREAS** 2022 mark the centennial of Canada’s ornamental horticulture sector on the occasion of the 100th Anniversary of the Canadian Nursery Landscape Association;
- WHEREAS** the Canadian Garden Council is committed to celebrating the contribution of gardens and gardening to the development of our country, our cities and the lives of Canadians in terms of health, quality of life, reconciliation, inclusion and environmental challenges;
- WHEREAS** gardens and gardening have greatly help us face the challenges of the COVID pandemic and make it possible to view the recovery with optimism;
- WHEREAS** Canadians across the country will be invited to commemorate Canada’s garden heritage, celebrate today’s vibrant garden culture and create legacies for a sustainable future;
- WHEREAS** the **Year of the Garden 2022** will engage Canadians with: our garden culture and history; the importance of public and private gardens and our urban landscapes; the health and well-being benefits of gardening; the values and aesthetic benefits of gardens; the positive environmental impact of gardens; as well as the important contribution of horticulture professionals to our garden culture, our quality of life and the economy of Canada;
- WHEREAS** the **Year of the Garden 2022** will be an opportunity for new and seasoned garden and gardening enthusiasts, families, schools, and tourists alike, to go out into their own garden, visit a public garden, an urban park or garden centre, participate in a garden activity or even a festival to stimulate and increase their garden and gardening passion.
- THEREFORE,** the **Canadian Garden Council**, endorsed by its nine Founding Partners, hereby proclaims **2022 as Canada’s Year of the Garden** and the going forward the **Saturday before Father’s Day (June 19,2022)** be **Canada’s National Garden Day** as a legacy of the **Year of the Garden 2022.**

PROCLAIMED on the 22 day of March 2021

Alexander Reford, President, Canadian Garden Council

Year of the Garden 2022 Founding Partners





REQUEST FOR DECISION

Council Agenda Item	7.4
Council Meeting Date	March 14, 2022
Subject	RCMP Annual Performance Plan 2022/2023
For Public Agenda	Public Information
Background	On March 7, 2022, Mayor Pankiw received an email from Stg. St. Cyr, with the Rimbey RCMP, requesting Council to determine the top three (3) policing priorities for the upcoming year, starting April 1, 2022.
Attachments	7.2.1 Email from Stg. St. Cyr with Rimbey RCMP
Recommendation	Administration recommends that Council determine the top three (3) policing priorities for the upcoming year.

Prepared By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date

Endorsed By:

Lori Hillis

Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date

From: St-Cyr, Pierre [REDACTED]
Sent: March 7, 2022 7:28 AM
To: Rick Pankiw
Cc: Funk, Matthew
Subject: Annual Performance Plan 2022/2023

Good Morning Mr. Mayor;

As per previous years, the time is upon us again to create our Annual Performance Plan for the upcoming year. Like last year, the RCMP is allowing us to create our own priorities, in consultation with you, our partners.

I apologize that I am late in getting this message out. With COVID 19, Protests and Convoys, we have been busy and our schedules have been full. As much as I would like to be able to meet each of you in person, time is not on our side, and even though some restrictions are lifting, I'd like to err on the side of caution and once again, use this email format to begin our consult process. We've all proven over the past several months that we can adapt and meet virtually.

Much like last year, I would ask that you meet with your groups and determine what your top 3 policing priorities would be for the upcoming year, starting April 1, 2022. Once you have a list compiled, please email them back to me. As I said in my message last year, this does not have to be a complex, complicated process, I just need to know what you would like to see from our detachment by way of policing priorities.

Once I have all of your responses, we will select the 4 that best encompass everyone's wishes. I would rather keep the list shorter and be able to meet the expectations with the resources I have, vs. having a list of priorities that are too lengthy and complex that prevent us from seeing tangible results.

As I stated earlier, I apologize for leaving this so, late, but I know we can do this. If you could have your priorities to me no later than midnight on Wednesday, March 16th, 2022 (gives us 2 weeks) that would be great. We will take a look at them and I hope to set up a ZOOM / WEBEX meeting for Wednesday March 30th, 2022. (details will follow) That will then give me the final week of March to create this plan and upload to our system.

For reference, the 4 priorities that we built last years' plan on, were:

- 1) **Contribute to Employee Wellness & Respectful Workplace.** We felt this one was critical to monitor the well being of our members, given the stress of the pandemic. We wanted to keep our members healthy and happy and I believe we achieved that. Judging by the high level of morale we continue to enjoy.
- 2) **Crime Reduction – Prevent and reduce the impact of prolific offenders.** Our Detachment monitored this and made great strides in achieving these results as well as curbing property crimes.
- 3) **Communicate effectively – Build and maintain positive relations within the community.** Even with COVID 19 restrictions, I feel we did great at this. We attended many meetings with you, our stakeholders and partners and that will never change. We could improve on our info sharing with the public, and I am working on that for the future.

- 4) Enhance Road Safety – Speeding.** I like this priority and we have been able to members to dedicate certain hours to enforcing this.

We can keep some, all or none of the above priorities. We will create the plan with your input and what you feel is important to your communities.

Again, my apologies for being late on this . Please don't hesitate to reach out should you have any questions, comments or concerns. I look forward to once again, working with each of you on this years plan.

Regards,

Pierre

Pierre St-Cyr, Sergeant, 

**Detachment Commander
Rimbey RCMP Detachment
K Division - Central Alberta**

5117 50 Street, Rimbey


	REQUEST FOR DECISION
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Council Agenda Item	7.5
Council Meeting Date	March 14, 2022
Subject	Council Round Table Discussion
For Public Agenda	Public Information
Background	<p>Council Round Table Discussion is for matters that are not on the agenda but arise during Council meeting.</p> <p>On March 9, 2022, Administration received an email from Rimbey AG Society with an invite to attend a sponsor appreciation night to the upcoming St. Patrick’s Day Rodeo on March 19, 2022 at 6:00 pm. They are offering free admission for 8 people along with 8 complimentary drinks.</p>
Attachments	<p>7.5.1 Invitation Letter</p> <p>7.5.2 St. Patrick’s Day Rodeo – Sponsor Appreciation Poster</p> <p>7.5.3 St. Patrick’s Day Rodeo Poster</p>

Prepared By:



Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date

Endorsed By:



Lori Hillis, CPA, CA
Chief Administrative Officer

March 8, 2022
Date

From: [Rimbey AG Society](#)
Subject: Invitation: Sponsor Appreciation VIP table- St Patrick's Day Rodeo Mar 19
Date: Wednesday, March 9, 2022 5:56:53 AM
Attachments: [St Patricks Day Rodeo- Sponsor Appreciation.png](#)
[St. Patrick's Day Rodeo.png](#)

Hi there,

The Rimbey Ag Society would like to invite you to sponsor appreciation night for front row VIP seats and table service at our upcoming St. Patrick's Day Rodeo, March 19 at 6:00 pm.

Board members from the Rimbey Ag Society will be serving your table, you will receive free admission for 8 people, 8 complimentary drinks, and you have the option of ordering food in from local restaurants, delivered right to your table.

Please RSVP to this email or call or text [REDACTED], we really look forward to seeing you there!!

Thanks,
Jill Moore
President,
Rimbey Agricultural Society

Rimbey Ag
Society is excited
to offer...

St. Patrick's
Day

ROPEO



**Sponsor
Appreciation VIP
Tables!!**

**Table service and free admission
for 8 people + 8 free drink tickets.
Takeout delivery from local
restaurants.**

To reserve call 403-704-9283 or email
rimbeyagsociety@gmail.com



Rimbey Ag Society presents:

St. Patrick's Day Rodeo

Beer gardens & concession

March 19, 2022

6:00 pm



©Harttphotos♥

Bareback and Saddle Bronc- open/ amateur/ novice
Bull Riding- open/ novice
Steer Riding (ages 10-15)
Barrel Racing
(we reserve the right to limit entries)

Doors open:
5 pm
Adults \$10
Kids 10-17 \$5
Under 10 free



Highlights

COVID-19:

- Continuing to attend biweekly virtual meetings with Dr. Deena Hinshaw regarding COVID-19 updates with municipalities

Meetings/Conferences:

2022 Spring Municipal Leaders' Caucus on March 9 & 10 at the Edmonton Convention Centre.

Infrastructure:

- We have received confirmation that Well 15 has been approved and registered with Alberta Environment and Parks.

Capital and Operating Budgets:

- We are working on the 2022 Capital and Operating budgets and will have ready about a week before the Budget Meeting. Draft budget will be distributed to all of Council and posted on our website in advance of the budget meeting.

Lori Hillis
Chief Administrative Officer

Council Board Report



Supplier : 1020405 to ZIM1598

Fund : 1 GENERAL FUND

Include all Payment Types : Yes

Date Range: 24-Feb-2022 to 08-Mar-2022

Sequence by: Cheque/EFT#

Fund No. Masked: Yes

Supplier Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund
Alberta Farm Safety	48009	03-Mar-2022	Alberta Farm Safety - donation - Motion 030/22	200.00
Alberta NWT Command	48010	03-Mar-2022	AB-NWT Royal Canadian Legion - 2022 Military	315.00
City Of Red Deer	48011	03-Mar-2022	City of Red Deer - 2022 RARB Membership Fee	1,000.00
Clark, Wayne	48012	03-Mar-2022	Wayne Clark - mileage	61.00
Expert Security Solutions	48013	03-Mar-2022	Expert Security Solutions - yearly security monito	439.74
Imperial Esso Service (1971)	48014	03-Mar-2022	Imperial Esso - propane	27.00
Midwest Propane	48015	03-Mar-2022	Midwest Propane - pump - unit 20	206.85
Municipal Property Consultants (2009) Ltd.	48016	03-Mar-2022	Municipal Property Consultants - March 2022 fee	5,543.39
Rimbey Implements Ltd.	48017	03-Mar-2022	Rimbey Implements - parts	1,582.61
TAXervice	48018	03-Mar-2022	TAXervice - fees - #11720	73.50
Uni First Canada Ltd.	48019	03-Mar-2022	UniFirst - coveralls/supplies	50.30
AlSCO	48020	04-Mar-2022	AlSCO - janitorial supplies	319.06
Environmental 360 Solutions (Alberta) Ltd	48021	04-Mar-2022	E360 - 5109 - 54 St - bin dump/rent	687.46
Evergreen Co-operative Association	48022	04-Mar-2022	Co-op - supplies	4,426.61
MLA Benefits Inc.	48023	04-Mar-2022	MLA Benefits - Mar.2022 - Mayor/Council - \$300/m	1,529.19
Nikirk Bros. Contracting Ltd.	48024	04-Mar-2022	Nikirk - haul snow	603.75
Petty Cash	48025	04-Mar-2022	Town of Rimbey - replenish petty cash	180.70
RECEIVER GENERAL FOR CANADA	48026	04-Mar-2022	Rec. General - radio license	44.10
Recycling Council Of Alberta	48027	04-Mar-2022	Recycling Council of Alberta - 2022 Membership	165.00
Rimbey Express	48028	04-Mar-2022	Rimbey Express - freight	215.52
Schneider, Jim	48029	04-Mar-2022	Jim Schneider - sold Niche #16 E Columbarium 1	1,785.00
SHANE'S INSTRUMENT SERVICES LTD.	48030	04-Mar-2022	Shane's Instrument Services - radio troublesheet/	1,181.25
Staples Professional	48031	04-Mar-2022	Staples Professional - supplies	131.44
Stationery Stories & Sounds (2005)	48032	04-Mar-2022	Stationery Stories Sounds - staples	12.34
Superior Safety Codes Inc.	48033	04-Mar-2022	Superior Safety Codes - Jan. 2022 closed permit	2,825.77
Town Of Rimbey	48034	04-Mar-2022	Town of Rimbey - utilities - Feb.2022	1,165.70
Uni First Canada Ltd.	48035	04-Mar-2022	UniFirst - coveralls/supplies	50.30
Will-Do Furnace & Chimney Cleaning Inc.	48036	04-Mar-2022	Will-Do Furnace & Chimney Cleaning - cleaning	4,725.00
Canada Revenue Agency	00096-0001	03-Mar-2022	CRA - deductions (Feb.13-26/22) Mar.4/22 biwee	19,512.22
LAPP	00096-0002	03-Mar-2022	LAPP - biweekly payroll Mar.4/22 (F13-26/22)	9,309.35
Servus Credit Union Ltd.	00096-0003	03-Mar-2022	Servus Credit Union - Debenture #47 - Evergreer	125,641.51
VICTOR CANADA	00096-0004	03-Mar-2022	Victor Canada - HSA - (Jan.2022)	119.24
Telus Communications Inc.	00097-0001	04-Mar-2022	Telus - Feb.10/22 - Beatty House	69.84
VICTOR CANADA	00097-0002	04-Mar-2022	Victor - March 2022 benefits	10,503.49
Waste Management	00097-0003	04-Mar-2022	Waste Management - recylce - Feb.2022	2,590.90
Total:				197,294.13

	REQUEST FOR DECISION
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Council Agenda Item	8.2
Council Meeting Date	March 14, 2022
Subject	Boards/Committee Reports
For Public Agenda	Public Information
Background	Various Community Groups supply Minutes of their board meetings to Council for their information.
Attachments	8.2.1 Tagish Engineering Project Status Updates March 3, 2022 8.2.2 FCSS & RCHHS Board Meeting Minutes December 16, 2021
Recommendation	Motion by Council to accept the FCSS Board Meeting Minutes of December 16, 2021, as information.

Prepared By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

 March 8, 2022
 Date

Endorsed By:



 Lori Hillis, CPA, CA
 Chief Administrative Officer

 March 8, 2022
 Date

Date	Project Manager	Status Update
Town of Rimbey		
RBYM00000.22 RB00 - 2022 General Engineering		
January 20, 2022	Solberg, Lloyd	As per discussions with the Town, we are completing the 5 year capital plan. We will send it to the Town as soon as it is completed.
February 3, 2022	Solberg, Lloyd	The 5 year capital plan has been sent to the Town for their review. There are no other current deliverables.
February 17, 2022	Solberg, Lloyd	There are no assignments for this period.
March 3, 2022	Solberg, Lloyd	There are no assignments for this period.
RBYM00125.01 RB125.01 - 2020 Main Reservoir Upgrades		
January 20, 2022	Solberg, Lloyd	Construction is on-going. Distribution main and electrical change over to occur on January 20th. Contractor to get the system running on one pump. Then existing mechanical and electrical will be removed and remaining pump, and emergency pump will be installed and system as a whole will be commissioned.
February 3, 2022	Solberg, Lloyd	Construction is on-going. System is currently running off of one distribution pump. Existing mechanical and electrical is being removed from the building. Contractor is working to get the additional pumps installed. Pump commissioning is scheduled for February 8th.
February 17, 2022	Solberg, Lloyd	Construction is on-going. All pumps have been commissioned now. Contractor is working on security alarms and remaining project deficiencies. Once the well buildings are up an operational, system checks will be completed for the entire project.
March 3, 2022	Solberg, Lloyd	Construction is on-going. All pumps have been commissioned now. Contractor is working on project deficiencies. Contractor is waiting on the solenoid for the pump control valve, which is scheduled to arrive next week. Once the well buildings are up an operational, system checks will be completed for the entire project.
RBYM00139.00 RB139 - Well PW (17-15) Raw Water Supply		
January 20, 2022	Solberg, Lloyd	Construction is on-going. Commissioning of Well 15 equipment to occur over the next week or so once Main Reservoir is up and running on new equipment.
February 3, 2022	Solberg, Lloyd	Construction is on-going. Commissioning of Well 15 equipment to occur once Main Reservoir is up and running on new equipment, which will likely be at the end of next week or the week after.
February 17, 2022	Solberg, Lloyd	Construction is on-going. Waiting for some parts for the well VFD. Once the parts come in, Well 15 will be commissioned.
March 3, 2022	Solberg, Lloyd	Construction is on-going. Waiting for some parts for the well VFD, which are scheduled to arrive next week. Once the parts come in, Well 15 will be commissioned.
RBYM00140.00 RB140 - Rimbey MSP Projects		
January 20, 2022	Solberg, Lloyd	Construction is on-going. Reservoir 2 VFD has been programmed so that fire flow is available while work occurs on Reservoir 1. Commissioning of Well 10 equipment to occur over the next week or so once Main Reservoir is up and running on new equipment.
February 3, 2022	Solberg, Lloyd	Construction is on-going. Commissioning of Well 10R equipment to occur once Main Reservoir is up and running on new equipment, which will likely be at the end of next week or the week after.
February 17, 2022	Solberg, Lloyd	Construction is on-going. Construction is on-going. Waiting for some parts for the well VFD. Once the parts come in, Well 10 will be commissioned.
March 3, 2022	Solberg, Lloyd	Construction is on-going. Construction is on-going. Waiting for some parts for the well VFD, which is scheduled to arrive next week. Once the parts come in, Well 10 will be commissioned.

RBYM00144.00 RB144 - 51st Street Storm Main Install

February 17, 2022 [Solberg, Lloyd](#)

Tagish is working on preliminary designs to get the project Tender ready. Next update, we will give an anticipated Tender date.

March 3, 2022 [Solberg, Lloyd](#)

Tagish is working on designs to get the project Tender ready. We are anticipating having the drawings ready for Client review in approximately 2 weeks. We will then look at Tendering the project approximately 1 week after that.

Family and Community Support Services (FCSS)
Rimbey Community Home Help Services (RCHHS)
BOARD MEETING MINUTES
December 16, 2021

We acknowledge that we are on Treaty 6 territory, and we recognize all the many First Nations, Metis, Inuit, and non-First Nations whose footsteps have marked these la

PRESENT: N. Hartford, Chairperson
I. Steeves, Vice Chairperson
J. Carlson, Recording Secretary
P. Makofka, Executive Director
G. Rondeel, Board Member
B. Coulthard, Board Member
D. Noble, Board Member
F. Pilgrim, Board Member
R. Schaff, Board Member

REGRETS M. Josephison,

1. CALL TO ORDER
The meeting was called to Order by: I. Steeves at 10:10 a.m.

2. APPROVAL OF AGENDA

21-12-01 MOTION: By: D. Noble: That the agenda is adopted as presented or with the following changes: F. Pilgrim added pole walking update to 11.1

CARRIED

3. Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain.

4. PREVIOUS MEETING MINUTES – November 18, 2021

21-12-02 MOTION: By: R. Schaff: That the Minutes of the November 18, 2021, Board Meeting be adopted as presented or with the following changes.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES
Change wording in minutes from In Camera to Closed Meeting

6. OLD BUSINESS

6.1 40th anniversary updates
-Kick off media release is ready for publication the week of Jan 10, 2022

Council Agenda Item 8.2.1

- Plans for free coffee on the 2nd Tuesday of every month, 1st date is the 11th of January at the Grand Hotel
- January coloring contest and crayons
- Committee is working on setting up each activity 2-3 months ahead of time

6.2 Year-end expenditures update

- See spreadsheet- mannequin might be here for the meeting

6.3 FCSSAA Conference & AGM

- some good presentations such as the one about making good use of board time.
- consent agenda
- succession planning for B.M.
- nomination committee/T.D.R./Policy

6.4 Twilight Holiday shopping & Santa night

-Thank you, MaryAnn, Brenda G, Jamie and Janet, for helping out. We gave away approx. 175 bags of popcorn, had festive music/had our own Christmas Elf and wrapped 10-12 gifts for shoppers & received a bin of donations and some cash and best of all contributed to the Chamber of Commerce and Merchant event.

6.5 Food Bank Update- Toys and Turkeys

- Bit of a Turkey shortage, going to work out, giving people some choices i.e. ham, turkey or chicken.
- Toys making some changes in the toy room, maybe giving clients some choice in items.

7. FINANCE

7.1 December 16, 2021, Finance Committee Meeting Highlights

- 2022 FCSS Budget proposal was sent to Town & County for consideration
- Bills are all paid. Bonuses paid out.

8. WRITTEN REPORTS

8.1 Monthly Board Reports

8.2 Big Brothers Big Sisters – quarterly (not due)

8.3 Catholic Social Services – quarterly (not due)

21-12-03 MOTION: By: N. Hartford: To accept the Monthly Board Reports as information.

CARRIED

9. QUALITY IMPROVEMENT/RISK MANAGEMENT COMMITTEE

Next meeting: March 3, 2022, at 10;30 a.m.

10. DIRECTOR'S REPORT

21-12-04 MOTION: By: D. Noble: That the Director's Report is accepted as information.

CARRIED

11. NEW BUSINESS

11.1 Moving forward with Community Development-

- Looking at an adopt a grandparent program with a 4 H club.
- Patio Coffee moving indoor when we are able
- Pole walking- 2 groups have joined together; they have 10-20 walkers every time.
- Cultured Chef
- Guest Speakers
- 40th Anniversary events
- Tuesday Virtual coffee
- Thursday ADS group

11.2 Alberta Continuing Care Association-updates

-Re: PPE, AHS will not be billing us for past PPE expenses, they have accounted for them on their books.

11.3 Surplus IT equipment

- We are trying to utilize our I.T. equipment the best we can

-After our new purchase of I phones X 3 (ED, MANOR, ON call) there will be 1

Old phone as surplus but it is not holding a charge and is an older model-value?

-P. Makofka's old I pad is also going to be surplus, it is older and runs very slow battery goes dead quickly.

-Can P. Makofka purchase the old I pad from the agency for personal use?

(Value seems to be \$50 to \$95)

21-12-05 MOTION: By: B Coulthard: To sell old iPad to P Makofka for \$20.00 and dispose of old cell phone.

Seconded by: F. Pilgrim

11.4 Professional Association-staff membership

21-12-06 MOTION: By: D. Noble: To reimburse W. German \$462.00 for 2021 Membership for Chartered Professionals in Human Resource of Alberta Assoc.and K. Maconochie \$656.80 for 2021membership in College and Association of Registered Nurses of Alberta to cover their costs to be enrolled in their professional association.

Seconded by: F. Pilgrim

11.5 AHS Restricted Funding Agreement Extension-OMA
The OMA funding agreement is extended to December 31,2022

21-12-07 MOTION: By: R. Schaff To endorse the signing of the AHS restricted funding agreement # CLM205610 for Opening Minds Through Art Program

11.6 Health Spending Account Proposal-Delegation W. German

21-12-08 MOTION: By: G. Rondeel To remain with the wellness incentive benefit for our staff with the following changes: to increase the amount to \$500.00 annually, effective after their 3 month probation and they must be a staff in good standing

Seconded by: D. Noble

11.7 Meeting Agenda Restructure proposal
- looking at ways to restructure our agenda to be more efficient.
-consent agenda- 1 motions to accept non-controversial items – reports, stats, etc- usually at the beginning of the meeting.

21-12-09 MOTION: By: D. Noble To use Consent Agenda model for a trial period of 2022 for FCSS Board Meeting Agenda

11.8 Operations Manager-contract position proposal
- Wendy to draft job description, salary range and ad to recruit

11.9 Staffing Update- One staff member let go

11.10 Student Research Project- P. Makofka has been approached by C. Corkle (who is working on her Theseus about How to make change in an organization) to work with her.

12. Workplace Health & Safety Committee – next Meeting: February 23, 2022, at 1:30 p.m.

13. Review of Statistics

- 13.1 2021 Monthly Program Statistics report
- 13.2 AHS Contracted HC and Private HS Client Stats combined 2021
- 13.3 AHS (HC) & Private (HS) billing 2016-2021
- 13.4 AHS (HC) Client Totals & Hours 2016-2021
- 13.5 Private (HS) Client Totals & Hours 2016-2021

- 13.6 Food Bank Hamper Stats 2016-2021
- 13.7 Client Safety Reports – quarterly

21-12-10 MOTION: By: B. Coulthard: To accept the review of the above reports and statistics as information.

CARRIED

14. CORRESPONDENCE- December newsletter, Calendar, Christmas Cards

15. NEXT MEETING DATE: Board Meeting: February 17, 2022
AGM March 17

16. ADJOURNMENT

21-12-11: By: I. Steeves: That the FCSS Board meeting adjourns at 12:12 p.m.

CARRIED

17. BOARD SHARING TIME

N. Hartford, Chairperson

J. Carlson, Recording Secretary