

COMMITTEE OF THE WHOLE
June 12, 2018
4:30 P.M.
AGENDA

1. Agenda Additions/Deletions
2. Agenda Approval
3. 4:30 PM – Felicity Bauman – Stettler Hospice Society Verbal
4. 4:50 PM – Staff Sgt. Grant Smith – Acting District Operations Officer,
Central Alberta District 2-14
5. Public Participation Policy 15 - 18
6. Street Light Banner Opportunity
7. Additions
8. In-Camera
9. Adjournment



Royal
Canadian
Mounted
Police

Gendarmerie
royale
du
Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

Northwest Region
P.O. Box 5650
Winnipeg, MB
R3C 3K2

Town of Stettler
P.O. Box 280
Stettler AB
T0C 2L0

May 4, 2018

Dear Sir/Madam:

Re: Municipal Policing Agreement 4th Quarter Invoice

Enclosed is the 4th quarter invoice for Municipal Policing Services for the period January 1, 2018 – March 31, 2018.

This invoice is comprised of if applicable:

- i) The quarterly Accommodation costs (estimated monthly rate x 3) if applicable. The Accommodations Costs are comprised of:
 - Accommodation Program Charge (\$188.26/sq.mtr. of Municipally proportioned space)
 - Payment in Lieu of Taxes
 - Direct Accommodation Costs (Cleaning, snow clearing, utilities, furniture, etc – Municipal portion only)
- ii) Actual Overtime hours utilized in the quarter multiplied by the average hourly pay rate.
- iii) The PROS (Police Reporting and Occurrence System) rate multiplied by the actual Full-Time Equivalent (FTE) utilization in the quarter.
- iv) Estimated Basic Cost per Member (Per capita rate) for 2017/18. This rate is multiplied by the actual Full-Time Equivalent (FTE) utilization to total the strength amount on the quarterly invoice.
- v) Adjustments
 - Corps of Commissionaire (if applicable) – Costs are estimated for billing purposes and reconciled to actual at year-end. This cost will be included on each quarterly invoice.
 - PS Pay (if applicable) including benefits, forecasted and billed at 100% (for PS positions employed in the detachment)
- vi) Additional Enclosures
 - Year-to-date expenditures
 - Draft of the 5 year Multi-year Plan

Canada

Please remit payment for the total payable as indicated on the attached invoice and quote the appropriate invoice number. Please make your cheque payable to the **Receiver General of Canada** and forward to the address noted below:

Attn: Policing Contracts Section
RCM Police
OIC Finance Branch
73 Leikin Drive
M1 - 2nd Floor - Mailstop #22
Ottawa, ON
K1A 0R2

Or, remit payment via Electronic Funds Transfer. **Please note that we still require a payment notice with payment date and amount to be either mailed to the above address, e-mailed to PCCRPYMT_NOTIFICATION@RCMP-GRC.GC.CA, or faxed to 1-613-825-9641 (Attn: M. McNulty).**

Electronic Funds Transfer payment can be made to:

The Bank of Nova Scotia
Toronto Business Service Centre
40 King St., West
Toronto, ON
M5H 1H1

Receiver General for Canada
Transit No. 47696
Bank No. 002
SWIFT: NOSCCATT
Account Name: RCMP
Account No. 476961377310
Description Field: Authorization #: 030-22947

Payment of this invoice is due 45 days from the invoice date.

If you have any questions regarding any of the enclosed documents, please contact your local Detachment Commander.

Sincerely,



Amanda Masi
Financial Advisor – Municipal Contracts
Divisions D, F and K
12th Floor – 330 St. Mary Avenue
Winnipeg, MB R3C 3Z5
Ph. (204) 983-0826
E-mail: amanda.masi@rcmp-grc.gc.ca
General finance inquiries: NWR_Finance.DDiv_HQ.DDiv@rcmp-grc.gc.ca





Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

INVOICE - FACTURE

91131713

Quote this number on all correspondence
Numéro à rappeler dans toute correspondance

Date: 2018-05-22

Page: 1 of/de 1

Bill to - Facturé à

11002

Terms of payment - Terms de paiement

NET 45 DAYS - DATE OF RECEIPT

For Further information contact: -

Pour de plus renseignements communiquer avec:

PCCRPYMT_NOTIFICATION@rcmp-grc.gc.ca
613-843-5878

ORIGINATOR - EXPÉDITEUR

THE COMMISSIONER
ROYAL CANADIAN MOUNTED POLICE
ATTN: Contract Policing Finance
LEIKIN BLDG M1-2ND FLOOR MAILSTOP 22
1200 VANIER PKY
OTTAWA, ON K1A 0R2

Mail Cheque or money
order (payable to Receiver
General for Canada) to :

Envoyer votre chèque
ou mandat (à l'ordre du
Receveur Général du
Canada) à:

ORIGINATOR

EXPÉDITEUR

DESCRIPTION	QUANTITY QUANTITÉ	UNIT PRICE PRIX UNITAIRE	SHARE	PER QUARTER	AMOUNT MONTANT
Quarter Ending / Fin du quart. 2018-03-31					
ACCOMMODATION <i>#183. 26/19 mtr of Mup. space</i>	3.00	8,634.91	100 %	100 %	25,904.73
OVERTIME (Actual) <i>(49.87 sq mtr)</i>	525.53	41.26	70 %	100 %	15,178.36
Police Reporting and Occurrence System <i>(493.74 sq feet)</i>	7.69	611.40	70 %	25 %	822.79
STRENGTH (Budget for 8 Members)	7.69	171,500.00	70 %	25 %	230,796.12
Adjustments					2,500.00
CORPS OF COMMISSIONAIRE - <i>prisoner watch</i>					
<i>Months</i> → <i>Federal owned Bldg</i>					
<i># of Members</i>					
—					
Intra / N° Intra 0300	GST/HST Number - Numéro de TPS/TVH 121491807		TOTAL:		275,202.00
	Reference - Référence GS-753-ALTA-35		Payable in Canadian Funds Payable en devise Canadienne		

Prepared by - Etabli par

Verified Correct - Vérifié Conforme

Authorized - Autorisation

G. A. H. H. H.

A. Masi

B. H. H.

Canada

RCMP GRC F-267 (1998-05) (TEAM) PR3-110

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ROYAL CANADIAN MOUNTED POLICE

Municipal Policing - Contract Cost Structure and Invoicing:

Municipalities with Population Under 15,000

Glossary

Basic Average Cost Per Member ("Per-Capita Rate") – A rate used for billing purposes to estimate a cost per member for all Municipalities with a population of 5,000 or more AND less than 15,000 in population (Munis under 15K) in each Division. The rate is determined by pooling applicable costs of all Munis under 15K across each Division (Pooled costs account for 85-90% of total billable costs) and dividing this total by the divisional total of working members (FTE's) within the same municipalities.

This rate is estimated at the beginning of each fiscal year (April 1) and reconciled at year-end (March 31). It does not include overtime costs, accommodation costs (if applicable), Corps of Commissionaires costs (costs of guarding prisoners), Public Service Support Staff pay and related costs (if applicable) and Isolated Post Allowances (if applicable). These costs are billed separately and not part of the Basic Average Cost Per Member calculation.

FTE – Full Time Equivalent. The total number of members (RMs/CMs) "working" (i.e., excludes those on Special Leave). Once members are placed on Special Leave (eg. Maternity/Paternity, Medical, LWOP, GRW), they are not included in the FTE count. Note: Members on Medical Leave <30days are not included in Special Leave totals.

Munis under 15K - Municipalities with a population 5,000 or more and less than 15,000 based on the most current Census and that are covered under the Municipal Police Service Agreement (MPSA).

Munis over 15K - Municipalities equal to or greater than 15,000 population based on the most current Census and that are covered under the Municipal Police Service Agreement (MPSA).

MPSA – Municipal Police Service Agreement. An agreement between the Minister of Public Safety and Emergency Preparedness Canada and each Municipality (with population 5,000 or more) policed by the RCMP with respect to the utilization of the aggregate of resources and Members by Canada in providing policing services. The terms of the current MPA cover April 1, 2012- March 31, 2032.

Section A	Municipal Invoices and Forecasts
Section B	Billable Costs
Section C	Non-Billable Costs
Section D	FTE (Full Time Equivalent)
Section E	Frequently Asked Questions



Section A– Municipal Invoices & Forecasts

1) Municipal Invoices

Municipalities are billed quarterly for Municipal Policing Services. Costs are forecasted at the beginning of each fiscal year. These costs are approved by Municipalities and for invoicing purposes, divided by four and billed equally each quarter to the Municipality. Actual costs are monitored throughout the year and reconciled against forecasted costs after the end of the fiscal year. Any cost adjustments from reconciliations are issued with the Quarter 1 package. The RCMP operates within a fiscal year end of March 31.

*Quarter 1 (Q1) End of P3 (June) – includes prior year reconciliation adjustment

*Quarter 2 (Q2) End of P6 (September)

*Quarter 3 (Q3) End of P9 (December)

*Quarter 4 (Q4) End of P12 (March)

***Payment terms are Net 45 days of the date of receiving the invoice.**

Most invoices are issued via email, directly to contacts within each Municipality by the Municipal Contract Financial Advisor. Some divisions issue via Operation Strategy Branch. Contact your Operations Strategy Branch Representative for details.

2) Municipal Forecasts

An updated 5-year future forecast plan is provided yearly to each Municipality. The forecasts are included with the Q1 billing package (or sooner).

Section B– Billable Costs

IMPORTANT: ALL BILLABLE COSTS charged to Municipal cost centers within the RCMP are
BILLED TO THE MUNICIPALITY at contract rate (unless noted)

See **Appendix A** for a listing of Billable and Non-Billable Costs.

There are two (2) costing methods used when billing Munis under 15K.



1) Divisionally Pooled Costs (Billed to Municipalities at 70% of total costs)

For Municipalities **less than 15K** in population, an economy of scale does not exist individually to create systematic year-by-year cost certainty.

For billing and forecasting purposes, a rate to approximate a “basic average cost per member” is determined by *pooling* the bulk of costs for all Munis under 15K in each Division and dividing this total by the divisional total of working members (FTE’s) within the same municipalities. See **Appendix A** for an itemized cost listing.

This Basic Average Cost Per Member rate is then used in billing for all Munis under 15K within each Division and is multiplied by each Municipality’s quarterly FTE billing to determine the charge for each location. These costs are billed to each Municipality at a contract rate of 70% of the total cost.

This pooled rate benefits municipalities with a smaller population and in turn smaller spending targets, whereby large-scale purchases such as vehicle replacements or informatics that occur in a single year can have a significant financial impact on the Municipality. This pooled rate assists in smoothing the costs from year-to year and minimizing drastic financial affects from one year to the next.

**Basic Average
Cost Per Member**

(Division-wide average
for Munis under 15K)
(aka 'Per-Capita Rate')

=

Total Billable Pooled Costs
For All Munis under 15K in each Division
(See Appendix A)

FTE for All Munis under 15K in each Division

FAQ: How are populations determined? What if a change in population within a Municipality results in coverage changing to a different policing agreement? (See Section E for further detail.)



2) Location-specific (Non-Pooled Costs)

There are billable costs that are not included in the Basic Average Cost Per Member pooled rate for Munis under 15K. These costs are billed specific to location and billed separately on quarterly invoices as noted:

Location-Specific Billable Costs:	Rate of Charge
Accommodation (if applicable): Municipalities are responsible for providing the building space for policing and for paying 100% of all costs to provide and maintain the space. If the Municipal Policing Service is operating within a Crown-owned (RCMP-owned) building, they are responsible for paying 100% of their share of those costs, payable on their quarterly invoices. Accommodation costs are specifically detailed in Section E (FAQ). These costs are billed at estimated costs per quarter and reconciled at year-end. NOTE: there are some costs that may appear to be building costs (e.g. Closed circuit TVs in cells) but these are deemed policing costs and as such the rate of is 70% for these types of costs.	100%
Overtime: the overtime costs associated with only that specific municipality. Billed at actual costs incurred in each quarter and reconciled at year-end. (Unit-Controlled cost)	70%
PROS: (a charge for the use of system) charged at \$521.87 (2017/18 Rate) per RM/CM "working" in each specific location. Billed at actual costs incurred in each quarter and reconciled at year-end.	70%
Corps of Commissionaire (guarding of prisoners, prisoner meals, etc.): Billed at estimated costs per quarter and reconciled at year-end. (Unit-controlled cost)	100%
PS Support (if applicable): Municipalities are responsible for providing administrative support. Therefore, for any admin support (PS) provided by the RCMP, a municipality is responsible for 100% of those costs (salary, allowances, pension, etc.). These costs are billed at estimated costs per quarter and reconciled at year-end.	100%
Isolated Post Allowance (if applicable): Includes members pay, and VTA's (Travel Assistance Program). These costs are billed at estimated costs per quarter and reconciled at year-end.	70%

All costs are monitored throughout the year and reconciled at fiscal year-end. If an adjustment is required (a credit or surplus), it included with the Q1 invoice package along with a detailed reconciliation of billed and reconciled costs.

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Section C – Non-Billable Costs

The following costs are not pooled within the Basic Average Cost Per Member rate, nor are they charged to specific locations. They are referred to as non-billable items.

- Relocation (incl. officer relocations, centralized, cadets, transfer allowance, temporary dual residence, long-term storage)
- Legal Services (civil action, compensation claim, ex gratia payment or claim for associated legal fees)
- Official Language Training
- Claims and Compensation Settlements
- Other Termination Benefits (Non-Member)
- Work Force Adjustment Lump Sum Payment to RRSP

Costs associated with following specialized units are also covered by the Province (ie. Not charged to the Munis):

- Emergency Response Team (ERT)
- Operational Communication Center (OCC)
- Major Crimes Unit

Section D – FTE (Full Time Equivalent)

The FTE is the total number of members (Regular or Civilian Member) "working" (i.e., excludes those on Special Leave). 1FTE = 1 member (RMs/CMs) 'working' for 1 full year (April 1-March 31). Once members are placed on Special Leave (eg. Maternity/Paternity, Medical (>30days), Leave Without Pay, Graduated Return To Work), they are not included in the FTE count.

The FTE is verified throughout the year to ensure accurate costing. FTE verification data is sent by the Municipal Advisor (within North West Region (NWR) Finance) to the Detachment Commander within each Municipal detachment. The verification occurs prior to billings for P6 (September), P9 (December), and P12 (March). The FTE is then verified following the year end billing and any adjustments are included within the final year-end reconciliation in P1 (June) of the following fiscal year.

Q: Are Municipalities charged for costs associated with "non-working" members? (ie. Members on Special Leave)

Yes. These members are not included in the FTE count for the period they are on leave and their pay is not charged directly to each location. However, any salary and wage costs associated with these employees while on leave is included as an 'indirect cost' and are billed within the Divisional Administration (Div Admin) rate. This rate is charged to all contracts (whether Municipal, Provincial, or Aboriginal).

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Similar to the pooled 'Basic Average Cost Per Member' rate, Divisional costs for Administrative functions (eg. Commanding Officer's office, Human Resources, Operations Strategy Branch, Informatics, Corporate Management Branch, etc.), Special Leave Costs, and Health Services are pooled together and divided by the number of working members to derive each division's Div Admin rate. The costs are then allocated and billed at contract rate (70%) to the Municipalities by multiplying the number of working members in each individual Municipality by the Div Admin rate to distribute the costs appropriately.

The Div Admin rate assist Municipalities by normalizing the costs of these functions and circumstances from year-to-year and minimizing the financial impact of unexpected expenses.

Q: What happens if there is a discrepancy in FTE count on an invoice?

All departments do their best to ensure timely updates of paperwork and member transfers, however it can occur where the timeliness of members transferring in / out of positions or other delays can result in a discrepancy in FTE on a quarterly bill.

- Contact the Operations Strategy Branch Representative (contact information is found on the cover letter of quarterly invoice packages) if a discrepancy is detected.

FTE verifications occur throughout the year and following the year-end billing. Final adjustments are included within the final year-end reconciliation along with the Q1 invoice.



Section E– Frequently Asked Questions

Q: How are populations determined? What if a change in population within a Municipality results in coverage changing to a different policing agreement?

Populations are determined by Federal Census. Once census results are updated and made public, if there are any municipal populations that change thresholds, they will shift contracts and/or billing structures. Census data can be obtained at www12.statcan.gc.ca/census-recensement/index-eng.cfm. Changes in contract rate charges resulting from updated census population data would commence the next fiscal year to the census update.

All costs are estimated at the beginning of each year and reconciled at year-end.

Municipal Population	Policing Contract	Rate of Charge to Municipality
4,999 or less	PPSA	n/a
5,000 to 14,999	MPSA	70% Billable costs included in the Basic Average Cost Per Member (*Costs and FTE are <i>pooled divisionally</i> to determine the rate) 70%-100% of Location-Specific Billable costs not included in the Basic Average Cost Per Member (See Section B for details)
15,000 or more	MPSA	90%-100% Location-Specific Billable costs

Q: What about Municipalities that are new to RCMP Policing?

For Municipalities that are new to RCMP policing services and have not yet been covered under either the PPSA or MPSA, they are considered '**new entrants**'. New entrants are billed 100% of costs (as opposed to a cost structure of either Munis less than 15,000 or Munis 15,000 or more depending on population) for RCMP policing operations.



Q: What costs are included in the Accommodation charge?

Municipal detachments that operate in crown-owned (RCMP-owned) buildings are required to pay *both* 100% of the Accommodation Program Charge (APC Rental Fee*) and 100% of the Municipality's proportion of direct accommodation costs that include**:

- Office space that is Furnished, heated and lighted, together with electricity and water supply;
- Jail cell facilities that are heated and lighted together with bedding and water supply; and
- If determined by the Municipal Police Service to be required, heated and lighted garage space
- Operations and maintenance costs (eg. Landscaping, snow removal, building repair).
- Payment in lieu of taxes

(**Municipal Policing Agreement - Article 12)

*2017-18 Accommodation Program Charge (APC Rental Fee) Per Division:

**Note: Rates are yet to be confirmed*

D Division (Manitoba) - \$235.45/sq. meter of space accessible by Municipal Policing Operations

F Division (Saskatchewan) - \$237.27/sq. meter of space accessible by Municipal Policing Operations

K Division (Alberta) - \$188.26/sq. meter of space accessible by Municipal Policing Operations

**Accommodation
Program Charge
(Rent/sq.mtr.)**

=

Division-specific
APC
Rental Fee

x

Sq. meter of space
accessible by Municipal
Policing Operations

x

Proportion of
Municipal positions of
all positions occupying
the building

Q: What if the detachment operates out of a Municipally-owned building?

The accommodation provided by the Municipality must satisfy the Commissioner and meet the security standards of the RCMP. In the event they do not, the Detachment Commander should contact:

- the Municipality;
- their Property (Asset) Manager;
- and their Municipal Finance Advisor for guidance.



Q: What if a Municipality wants to increase or decrease the number of member positions at the detachment?

The process of increasing or decreasing the number of Municipal Members in a detachment is outlined in Article 5.0 of the MPSA. If a Municipality expresses interest in formally modifying the service levels of their detachment within the ANNEX A (Schedule of Personnel Resources Assigned to the Municipal Police Service), a formal letter must be issued by the CEO or Mayor of the Municipality. A sample letter is provided in the MPSA.

In the event of the above, contact your OSB representatives for further instruction.

Q: Who pays for the Municipal Employees (ME's) working at the detachment?

The Municipality is responsible for paying 100% of the costs of administration support for Municipal policing operations. This may be paid directly by the Municipality or by the RCMP (employed as Public Servants (ME's)) and rebilled to the Municipality at 100% of the costs incurred. If a Municipal employee performs work for a detachment and duties include those for Municipal, Provincial, and/or Aboriginal policing contracts, the costs are split appropriately between the contracts. If paid by the RCMP, these costs are included in current and future year forecasts and billed to Municipalities within quarterly invoices. These costs are billed at estimated costs per quarter and reconciled at year-end.

Q: Who can I contact with billing inquiries?

For all billing inquiries, please contact the Detachment Commander at your local Municipality.



The following represents the cost structure of Billable vs. Non-Billable with shading corresponding to the quarterly invoice items:

Billable Costs		Non-Billable Items, Refunds and costs covered by the Province	
	Billable Rate Munis <15K	<u>Non-Billable Items</u>	Billable Rate Munis <15K
Direct Costs		> Relocation > officer relocations, international, centralized, cadets > trasfer allowance, temporary dual residence allowance, long term storage	
Divisionally Pooled		> Legal Services > Official Language Training > Claims and Compensation Settlements > Other Termination Benefits (Non-Member) > Work Force Adjustment Lump Sum Payment to RRSP > Contaminated Sites - Assessment	
> RM/CM Pay and allowances (excluding Overtime)	70%		
> IT Equipment computers, printers, scanner, monitors, software, radios, etc.	70%		
> Training	70%		
> Secret Expenses (580)	70%		
> Vehicles (and fit-up)	70%		
> Travel	70%		
> Postage/Freight	70%		
> Publications	70%		
> Rentals of equipment	70%		
> Repairs to equipment	70%		
> Repairs to vehicles (self insured)	70%		
> Professional Service contracts	70%		
> Fuel	70%		
> Stationery	70%		
> Kit and Clothing	70%		
> Office equipment	70%		
> Other	70%		
Refunds (at contract rate)		Refunds paid as direct costs e.g. reimbursement from 3rd party insurance	70% 70%
		Refund of Quarters Deductions	70%
Non-Pooled (Location-specific)		Items / functions covered by the Province, i.e., not charged to Municipalities	
> Overtime	70%	Emergency Response Team (ERT)	
> Accommodation related costs (for space occupied in RCMP-owned buildings)		Operational Communication Center (OCC)	
> Detachment Commander Authority Building repairs & maintenance	100%	Major Crimes Unit	
> Utilities	100%		
> Office furniture and fixtures	100%		
> Accommodation related costs managed by Property Management (for space occupied in RCMP buildings)			
> Building repairs and service maintenance contracts	100%		
> PILT (Payment in Lieu of property Taxes)	100%		
> Prisoner related costs (Corps of Commissionaires, meals, etc.)	100%		
> PS support (Pay)	100%		
> Isolated Post Allowances	70%		
Indirect Costs			
Divisionally Pooled			
> Division Administration (aka Div Admin = Administrative Overhead)	70%		
= Administrative functions (e.g. CO's office, HR, QSB, IT, CMB, etc.)			
+ Special Leave (Medical>30days, Graduated Return to Work, Susp. with Pay)*			
+ Health Services*			
+ Severance, Payment in Lieu of Leave, Mat/Pat Leave*			
*Note: These costs are pooled for all Business Lines within the Division and the same rate is charged to all contracts (PPSA, Muni, Aboriginal)			
All divided by total number of FTE in Division			
'16-17 Rates:			
DDiv: \$22,500/FTE			
FDiv: \$21,100/FTE			
KDiv: \$22,500/FTE			
> Pension - RM/CM (17-18 rate is 22.70% of pensionable pay items)	70%		
> CPP (17-18 rate is projected to be \$2,549.25/FTE)	70%		
> Employment Insurance for RM/CM (17-18 rate is \$1,119.11/FTE)	70%		
> Recruit Training (Cost of Depot)	70%		
> Public Complaints Commission	70%		
> Enhanced Contract Reporting	70%		
> Shared Services Canada Costs - nationally managed phone and other services	70%		
> PROS (17-18 Rate \$521.87/FTE)	70%		
Non-Pooled			
> Rent (per square meter - rate varies in each division)	100%		
DDiv - \$235.45/sq.mtr. FDiv - \$237.27/sq.mtr. KDiv - \$188.26/sq.mtr.			
> PS - Pension	100%		
> PS - Employment Insurance	100%		

MEMORANDUM

To: Town of Stettler Council
From: Greg Switenky
Date: June 12, 2018
Re: Town of Stettler – Public Participation Policy

Recommendation

To approve Policy #_____ - Public participation Policy

Background Information

Under Section 216.1(1) of the Municipal Government Act, every council of a municipality must establish a public participation policy for the municipality, and; According to Alberta Regulation 193/2017 Public Participation Policy Regulation, Section 2, a municipality's public participation policy must identify:

- (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and
- (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

The related sections of the MGA and Regulations on which this Policy is being implemented came into force on October 26, 2017, Municipalities had nine months following passing of the legislation to put the policy into place that equates to July 23, 2018.

Municipal Government Act Requirements

Public Participation Policy

216.1(1) Every council of a municipality must establish a public participation policy for the municipality.

- (2) A council may amend its public participation policy from time to time.
- (3) The Minister may make regulations
 - a) respecting the contents of public participation policies;
 - b) respecting the considerations to be taken into account by a council in establishing its public participation policy;
 - c) setting a date by which every municipality must have its first public participation policy in place;
 - d) respecting requirements for a council to review its public participation policy periodically and consider whether any amendments should be made;

e) respecting requirements to make publicly available a public participation policy and any amendments made to it.

(4) Nothing in a public participation policy established under this section affects any right or obligation that a municipal authority or any person has under any other provision of this Act.

(5) No resolution or bylaw of a council may be challenged on the ground that it was made without complying with a public participation policy established by a resolution of the council.

Alberta Regulation requires the policy to:

- identify how the municipality will engage their citizens
- identify the circumstances when they will be engaged
- the policy must be accessible and available to the public
- council must evaluate the policy at least once every 4 years.
- the policy must be in place by July 23, 2018.

It should be noted that this policy doesn't have to be a large comprehensive plan.

Policy: Public Information Policy

Purpose

To provide direction to Administration on how to involve stakeholders in providing input into decisions that affect the community.

Goals

Communication and public engagement will;

1. Lead to greater satisfaction and better relationships with citizens.
2. Reduce complaints and concerns that arise late in the process.
3. Lead to better solutions and decision making.
4. Exceed the requirements of the Municipal Government Act of Alberta.
5. Provide residents an opportunity to be involved in decisions that may impact their community.

Definitions

"Public participation" means processes through which the Town of Stettler provides opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement, as determined by Council.

"Stakeholder" means an individual, organization or group that has an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

"Statutory Requirement" means a requirement written into a law passed by the provincial or federal government.

"Non-Statutory Requirement" means a rule based on customs, precedents or court decisions.

Responsibilities

1. The Town of Stettler Shall Council shall:

- a) Consider public input obtained through public participation activities, determined by Council as part of their decision-making process
- b) Promote public participation activities and provide, where appropriate, Council member representation;
- c) Establish consistent practices, processes and timelines for statutory and non-statutory requirements for public participation;
- d) Ensure appropriate resources are available to allow for the ongoing implementation of consistent, comprehensive and representative public participation programs and services;
- e) Request for information from the CAO on the scope, timing, appropriate methods and resources required for public participation, prior to directing Administration to undertake a public participation activity on a specific issue or item.

2. The CAO shall:

- a) Recommend to Council practices, processes and timelines for statutory and non-statutory requirements for public participation activities.
- b) Develop all necessary processes and tools that support the implementation of this policy.
- c) Communicate to Council and community, where appropriate, how public input was gathered and used in Administrative recommendations to Council.³
- d) Bring forward resourcing requirements to ensure public participation programs and services are run effectively and consistently.
- e) Make recommendations to Council on the appropriate resources required for public participation, when Council directs public input on a specific issue or item.

Service Standards / Expectations

- 1. The Town of Stettler shall comply with all provincial and federal statutory requirements for public participation.
- 2. Council will determine the type of Public Engagement required:
 - a. Direct Decision – Decisions that are made should be informed to the public in a timely manner
 - b. Consultative Decision – Gathering Public Input prior to making a decision
 - c. Collaborative Decisions – Municipal representatives act in partnership with the community
- 3. The Town of Stettler will ensure the results of the public participation activities are publicly available, which includes **posting them on the Town of Stettler's website**.
- 4. The Town of Stettler shall, where possible, use various methods and techniques for public participation that meet the varied needs of the community.
- 5. The Town of Stettler shall evaluate and learn from the feedback received from the community, as well as continuously look for new and better processes and tools that address the changing needs of the community.
- 6. The Policy shall be updated at a minimum, every four years or as required by Provincial legislation.