

# SUMMER VILLAGE OF ISLAND LAKE

## AGENDA

Tuesday, November 19<sup>th</sup>, 2024

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

---

1.	<u>Call to Order</u>		
2.	<u>Agenda</u>	a)	<b>19 November 2024, Regular Council Meeting</b>  <b>Council Motions for Consideration</b> 1. THAT Council approves the presented 19 November 2024 Regular Council Meeting Agenda. 2. THAT Council approves the amended 19 November 2024 Regular Council Meeting Agenda.
3.	<u>Minutes:</u>  <i>Attachment 3a</i>	a)	<b>15 October 2024, Regular Council Meeting Minutes</b>  <b>Council Motions for Consideration</b> 1. THAT Council approves the 15 October 2024 Regular Council Meeting Minutes. 2. THAT Council approves the amended 15 October 2024 Regular Council Meeting Minutes.
4.	<u>Delegation</u>	a)	<b>Development Officer Update</b>  <b>Council Motion for Consideration</b> 1. THAT Council accepts the 19 November 2024 Development Officer update as information.
5.	<u>Request for Decision</u>	a)	<b>Nomination Day</b>  The Local Authorities Election Act 25(1) states that nomination day is four weeks before election day. The council has set the election date as 16 August 2025.  Four weeks before 16 August 2025 is 19 July 2025.  <b>Council Motions for Consideration</b> 1. THAT the Nomination period for the 2025 Municipal Election is set as 1 January 2025 until 19 July 2025 at 12 p.m.

**SUMMER VILLAGE OF ISLAND LAKE  
AGENDA**

**Tuesday, November 19<sup>th</sup>, 2024**

**Via Zoom**

**Commencing at 5 p.m.**

**As per Bylaw 02-2022 there will be no audio/video recordings of meetings.**

---

		b)	<p><b>Returning Officer</b></p> <p>Individuals wishing to file nomination papers will be able to do so according to a schedule posted on the web or by contacting the office to arrange a time for filing.</p> <p><b>Council Motions for Consideration</b></p> <p>1. THAT Council appoint Phyllis Forsyth as Deputy Returning Officer and Les Forsyth as Deputy Returning Officer.</p>
	<i>Attachment 5c</i>	c)	<p><b>Special Ballot</b></p> <p>At the October regular council meeting, the Council provided a resolution to have a mail-in ballot process.</p> <p>As part of the process, the administration seeks a further resolution indicating the methods for submitting applications for a special ballot.</p> <p>The Council is able, by resolution, to identify the following:</p> <ul style="list-style-type: none"><li>a) In writing</li><li>b) By telephone</li><li>c) By fax</li><li>d) In person</li><li>e) By e-mail</li><li>f) By secure website.</li></ul> <p>The administration is recommending that the application for Special Ballot be made by:</p> <ul style="list-style-type: none"><li>a) In writing</li><li>b) By telephone</li><li>c) In person</li><li>d) By email through <a href="mailto:info@islandlake.ca">info@islandlake.ca</a></li></ul> <p>From July 19, 2025, through July 31, 2025.</p> <p>The process for submission of the Special Ballot will be sent with the Spring Newsletter, posted on the web, and as a note with the tax notices.</p>

# SUMMER VILLAGE OF ISLAND LAKE

## AGENDA

Tuesday, November 19<sup>th</sup>, 2024

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

---

			<b>Council Motions for Consideration</b> 1. THAT administration accepts applications for Special Ballot in writing, by telephone, in person and via e-mail to <a href="mailto:info@islandlake.ca">info@islandlake.ca</a>
6.	<b><u>Bylaws</u></b>  <i>Attachment 6a</i>	a)	<b>Code of Conduct Bylaw 04-2024</b>  At the 15 October 2024 Regular Council Meeting, the Code of Conduct Bylaw 04-2024 received 1 <sup>st</sup> Reading and was advertised on the municipal web for one month to receive comments from residents.  <b>Council Motions for Consideration</b> 1. THAT Council provides 2 <sup>nd</sup> Reading to Code of Conduct Bylaw 04-2024. 2. THAT Council provides 3 <sup>rd</sup> Reading to Code of Conduct Bylaw 04-2024.
	<i>Attachment 6b</i>	b)	<b>Pilot Project (Golf Cart) Bylaw 05-2024</b>  Administration is providing the 1 <sup>st</sup> draft of Bylaw 05-2024. The approved draft must be forwarded to the Registrar for Provincial approval before being brought back to Council for the 2 <sup>nd</sup> and 3 <sup>rd</sup> Readings.  <b>Council Motions for Consideration</b> 1. THAT Council provides 1 <sup>st</sup> Reading to Pilot Project (Golf Cart) Bylaw 05-2024
	<i>Attachment 6c</i>	c)	<b>Voter Identification Bylaw 06-2024</b>  Resolution 23-152 directed the administration to develop a bylaw that would fulfill the requirements necessary for voter identification during the 2025 Municipal Elections.  Administration is providing 1 <sup>st</sup> draft of the Bylaw for consideration.  <b>Council Motions for Consideration</b> 1. THAT Council provides 1 <sup>st</sup> Reading to Voter Identification Bylaw 05-2024 with administration posting on the web page for residential comments for 1 month.

# SUMMER VILLAGE OF ISLAND LAKE AGENDA

Tuesday, November 19<sup>th</sup>, 2024

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

7.	<b><u>Financial</u></b>  <i>Forwarded under separate cover.</i>	a)	<b>Operating Statement October 31<sup>st</sup>, 2024.</b>  <b>Council Motions for Consideration</b> 1. THAT the October 31 <sup>st</sup> , 2024, Operating Statement be received for information.
	<i>Forwarded under separate cover.</i>	b)	<b>Capital Statement October 31<sup>st</sup>, 2024.</b>  <b>Council Motions for Consideration</b> 1. THAT the October 31 <sup>st</sup> , 2024, Capital Statement be received for information.
	<i>Forwarded under separate cover.</i>	c)	<b>Operating Budget 2025</b>  Administration has provided a draft budget for council discussion, deliberation and amendment.  <b>Council Motions for Consideration</b> 1. THAT Council approves the 2025 Interim Operating Budget as presented.
	<i>Forwarded under separate cover.</i>	d)	<b>Capital Budget 2025</b>  Administration has provided a draft budget for council discussion, deliberation and amendment.  <b>Council Motions for Consideration</b> 1. THAT Council approves the 2025 Capital Budget as presented.
8.	<b><u>Councillors' Reports</u></b>	a) b) c)	<b>Mayor Newton</b>  <b>Deputy Mayor Wasmuth</b>  <b>Councillor Fischer</b>  <b>Council Motions for Consideration</b> 1. THAT the Council reports be received as information.

**SUMMER VILLAGE OF ISLAND LAKE  
AGENDA**

Tuesday, November 19<sup>th</sup>, 2024

Via Zoom

Commencing at 5 p.m.

As per Bylaw 02-2022 there will be no audio/video recordings of meetings.

---

9.	<b><u>Administration Reports</u></b>	a)	<b>CAO</b>  1 November 2024 penalties applied – 25 property owners remain unpaid at the time of writing. Reminder letters were sent out again this week.  Election research with bylaw creation.  Budget drafting,  <b>Administration</b>  Drafting Bylaw 05-2024  Working on Annexation RFP  Assisting with Election prep  General admin  We have received a request for a delegation from Northern Lights Library System to have the Executive Director give Council an overview of 2025. This will be booked for the January 21 <sup>st</sup> meeting.  <b>Council Motions for Consideration</b> THAT the Administrative reports be received as information.
10.	<b><u>Communications and Correspondence</u></b>		1. Alberta Interim Police Advisory Board report to municipalities.
11.	<b><u>Closed Session</u></b>		N/A
12.	<b><u>Next Meeting</u></b>		The next Meeting is scheduled for December 17 <sup>th</sup> , 2024, at 5:00 p.m. via Zoom.
13.	<b><u>Adjournment</u></b>		

Future Meetings:

**SUMMER VILLAGE OF ISLAND LAKE  
AGENDA**

**Tuesday, November 19<sup>th</sup>, 2024**

**Via Zoom**

**Commencing at 5 p.m.**

**As per Bylaw 02-2022 there will be no audio/video recordings of meetings.**

---

January 21, 2025	February 18, 2025
March 18, 2025	April 15, 2025
May 20, 2025	June 17, 2025
July 15, 2025	August 19, 2025
September 16, 2025	October 21, 2025

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 15<sup>TH</sup>, 2024  
VIA ZOOM

Council: Mayor Newton  
Deputy Mayor Wasmuth  
Councilor Fisher

Administration: Chief Administrative Officer, Phyllis Forsyth  
Administrative Assistant, Les Forsyth  
Development Officer, Matthew Ferris  
Seniuk and Company Auditors, Laura Marcato

1.	<b>CALL TO ORDER</b>	Mayor Newton called the meeting to order at 5:03 p.m.
2.	<b>AGENDA</b>  <b>24-147</b>	<b>Addition: 5 c) Waterline Project</b> <b>Numbering Corrections: add Section 6) Bylaws</b>  <b>MOVED</b> by Mayor Newton THAT the October 15 <sup>th</sup> , 2024, Regular Meeting Agenda be approved as amended.  <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b>  <b>24-148</b>	<b>September 17<sup>th</sup>, 2024, Regular Council Meeting Minutes</b>  <b>MOVED</b> by Councilor Fisher THAT the September 17 <sup>th</sup> , 2024, Regular Council Meeting Minutes be approved as presented.  <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>DELEGATION</b>	<b>Seniuk and Company Auditors</b>
a.	<b>24-149</b>	<b>MOVED</b> by Deputy Mayor Wasmuth THAT Council accept the October 15 <sup>th</sup> , 2024, Auditors update as information.  <p style="text-align: right;"><b>CARRIED</b></p>
		<b>Development Update</b>
b.	<b>24-150</b>	<b>MOVED</b> by Mayor Newton THAT Council accept the October 15 <sup>th</sup> , 2024, Development Officer report as presented for information.  <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 15<sup>TH</sup>, 2024  
VIA ZOOM

<b>5.</b>	<b>REQUEST FOR DECISION</b>	
<b>a.</b>		<b>Development/Completions Policy</b>
	<b>24-151</b>	<p><b>MOVED</b> by Mayor Newton            THAT the Development/Completions Policy be tabled, and Road Use Agreement to be researched by Administration, for inclusion with Development Permits.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>b.</b>		<b>Election 2025</b>
	<b>24-152</b>	<p><b>MOVED</b> by Mayor Newton            THAT Administration develop Special Ballot Bylaw as required by the Government of Alberta.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>c.</b>		<b>Waterline Project</b>
	<b>24-153</b>	<p><b>MOVED</b> by Mayor Newton            THAT Administration develop a Project Fact Sheet for Council review.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>6.</b>	<b>BYLAWS</b>	<b>Code of Conduct</b>
	<b>24-154</b>	<p><b>MOVED</b> by Deputy Mayor Wasmuth            THAT Council provide 1<sup>st</sup> reading to the Code of Conduct Bylaw 04-2024 as amended.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	<b>24-155</b>	<p><b>MOVED</b> by Mayor Newton            THAT Administration post the Bylaw on the web page for a one-month period to obtain resident feedback.</p> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 15<sup>TH</sup>, 2024  
VIA ZOOM

7.	<b>FINANCIAL</b>	<b>Operating Statement September 30<sup>th</sup>, 2024.</b>
a.	<b>24-156</b>	<p><b>MOVED</b> by Deputy Mayor Wasmuth            THAT the September 30<sup>th</sup>, 2024, Operating Statement be received for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
b.	<b>24-157</b>	<p><b>Franchise Fees</b></p> <p><b>MOVED</b> by Mayor Newton            THAT Council maintain franchise fees at 0.00 for 2025.</p> <p style="text-align: right;"><b>CARRIED</b></p>
c.	<b>24-158</b>	<p><b>Grant Funding Report</b></p> <p><b>MOVED</b> by Mayor Newton            THAT the Grant Funding Report be received as information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
d.	<b>24-159</b>	<p><b>Annexation Tax Levy Possibilities</b></p> <p><b>MOVED</b> by Mayor Newton            THAT Administration create Terms of Reference for a Cost Benefit Analysis of Shank Estates Annexation for Council review.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>COUNCIL REPORTS</b> <b>24-160</b>	<p><b>MOVED</b> by Councilor Fisher            THAT the Council Reports be received as information.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<b>ADMINISTRATION REPORTS</b> <b>24-161</b>	<p><b>MOVED</b> by Deputy Mayor Wasmuth            THAT the Administration Reports be received as information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

SUMMER VILLAGE OF ISLAND LAKE  
COUNCIL MEETING MINUTES  
TUESDAY, OCTOBER 15<sup>TH</sup>, 2024  
VIA ZOOM

9.	<b>CORRESPONDENCE</b>	N/A
10.	<b>NEXT MEETING</b>	Next meeting is scheduled for November 19 <sup>th</sup> , 2024, at 5:00 p.m. via Zoom.
11.	<b>ADJOURNMENT</b>	Meeting was adjourned at 7:14 p.m.

---

Mayor, Chad Newton

---

Chief Administrative Officer, Phyllis Forsyth

# HOW TO VOTE BY MAIL

Electors who are unable to vote in person may vote by mail by applying for a Special Ballot.

You can submit your request to receive a Special Ballot;

- In writing to

Summer Village of Island Lake  
Box 568  
Bruderheim, Alberta T0B 0S0

- By telephone to 780-237-2204
- In person
- Email to [info@islandlake.ca](mailto:info@islandlake.ca)

You may choose to:

- Mail the ballot to your home address
- Mail the ballot to an alternate address (for those working away at school or on vacation).
- Pick the ballot up from the Returning Officer or Deputy.
- Arrange for a designate to pick it up from the Returning Officer or Deputy.
- Electors must request ballots from 1:00 pm on July 19, 2025, to 1:00 p.m. on July 31, 2025.

# VOTING PROCESS

Once you have received your package, follow the steps below to vote.

## 1. Review the package and the instructions.

Make sure that you have received:

- a. A Special Ballot
- b. A Ballot Envelope (Envelope A)
- c. A Return Envelope (Envelope B)
- d. A Special Ballot Declaration
- e. A list of authorized identification
- f. Instructions for how to complete your Special Ballot

## 2. Just like in a voting station, you will complete the ballot by coloring in the oval next to the name of the candidate(s) you wish to vote for. It is preferred that you use a fine-tipped Sharpie or black pen to complete the ballot.

- a. Special Ballots are the same as in-person ballots. You must clearly mark beside the candidate(s) you wish to cast your vote for within the limits stated in the package.
  - b. Any ballot with too many candidates or not clearly marked will be classed as spoiled and will not be counted.
- 3. **Seal your ballot**
  - a. Put your ballot in the brown Ballot Envelope (A) and seal the envelope. Do not put anything else inside of this envelope.
- 4. **Complete your special ballot declaration.**
  - a. Review the declaration form, ensuring that your name, address and other information on the form is correct. Review the declaration statement and sign and date the form. If there are any errors, please call 780-237-2204.
- 5. **Make a copy of your identification.**
  - a. Include a copy of your Alberta Driver's License or Identification Card with your name and current physical address or two pieces of identification listed on Bylaw 06-2024, with one piece showing your current physical address.
- 6. **Prepare your package for return mailing.**
  - a. Put your Ballot Envelope (A), Special Ballot Declaration, and a copy of your identification into the Return Envelope (B).
  - b. Seal the envelope.
- 7. **Mail or Return the envelope to the returning office so that it is received before 8:00 p.m. on August 16, 2025.**
  - a. When your Special Ballot package is received at the returning office, an election officer will open it to confirm that you have signed the declaration and sent in a copy of your identification. Once these documents are confirmed, your ballot envelope will be placed in the ballot box, and you will have successfully voted by mail.
  - b. The elector must return the completed Special Ballot package to the Returning Officer before the close of polls on election day. The elector may return the package by mail, courier, or other means.
  - c. The Returning Officer / Deputy Returning Officer is not responsible for collecting completed Special Ballot Packages.
  - d. It is essential to remember that the Special Ballot cannot be sent to the Returning Officer by facsimile or other electronic means.
  - e. By law, Special Ballots packages that are incorrect, incomplete, or received after the close of polls on polling day will not be counted.

---

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE  
PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR  
MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER  
BODIES ESTABLISHED BY THE COUNCIL**

---

**WHEREAS** Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councilors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** the elected officials of the Summer Village of Island Lake recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

**WHEREAS** the Council for the Summer Village of Island Lake wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

**NOW THEREFORE** the Council of the Summer Village of Island Lake, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. SHORT TITLE**

- 1.1.** This Bylaw may be cited as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

- 2.1.** "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

- 2.2.** "Bylaw" means a bylaw of the Summer Village of Island Lake.

- 2.3.** "Chief Administrative Office," or "CAO" means the person appointed to the

position of Chief Administrative Officer by Council.

- 2.4.** *"Code of Conduct"* means the Summer Village of Island Lake Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.
- 2.5.** *"Committee"* means a board, commission, authority, task force or any other public body established by Council.
- 2.6.** *"Confidential Information"* means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7.** *"Council"* means the Council of the Summer Village of Island Lake.
- 2.8.** *"Integrity Commissioner"* or *"Commissioner"* means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9.** *"Member"* is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10.** *"Member of Council"* means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11.** *"Member of Council Committee or other body established by the Council"* means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12.** *"Summer Village"* means the Corporation or the Summer Village of Island Lake.

### **3. CODE OF CONDUCT**

- 3.1.** That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

**4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS**

- 4.1.** That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

**5. AMENDMENTS**

- 5.1.** That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council* (Schedule A) or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct* (Schedule B) will require an amendment to this Bylaw.

**6. INTERPRETATION**

- 6.1.** Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.
- 6.2.** Within the text of the Code of Conduct Bylaw:
- a)** use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
  - b)** use of the singular shall include the plural and the plural shall include the singular as the context requires.

**7. SEVERABILITY**

- 7.1.** It is the intention of the Council of the Summer Village of Island Lake that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

**8. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw and Bylaw 03-2018 shall be rescinded.

**READ** a first time this 15<sup>th</sup> day of October, 2024.

**READ** a second time this day of.

**READ** a third and final time this day of.

**SIGNED** this day of

---

Mayor, Chad Newton

---

Chief Administrative Officer, Phyllis Forsyth

## **SCHEDULE A**

### **THE SUMMER VILLAGE OF ISLAND LAKE CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

#### **1. PURPOSE AND PRINCIPLES**

- 1.1.** The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2.** The Code is intended to supplement existing superior legislation and municipal by- laws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3.** The key principles underlying this Code of Conduct are as follows:
  - a)** The public should have confidence that the elected and appointed officials of the Summer Village operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
  - b)** Holding public office is a privilege and responsibility and Members shall put the interests of the residents and rate payers of the municipality as a whole above personal interests;
  - c)** Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of Island Lake;
  - d)** Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
  - e)** Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

#### **2. COMPLIANCE WITH CODE OF CONDUCT**

- 2.1.** This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.

- 2.2.** Members of Council shall sign and agree to comply with the Code of Conduct at or prior to the first meeting of Council after their election to office.
- 2.3.** Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of Island Lake Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of Island Lake Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4.** Members of Council of the Summer Village of Island Lake, who are Members of another municipality Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Island Lake Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

### **3. GENERAL PERSONAL CONDUCT**

- 3.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2.** As representatives of the Summer Village of Island Lake, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality

above personal interests.

- 3.4.** Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 3.5.** Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 3.6.** Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Island Lake Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7.** Members of Council of the Summer Village of Island Lake, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Island Lake Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.10.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.
- 3.11.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.
- 3.12.** The venue for discussions on matters before Council, a Council Committee

or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.

**3.13.** Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of Island Lake. Providing personal comments on matters before Council, Council Committees or other bodies established by the Council on social media is inappropriate.

**3.14.** If a difference or conflict between Members is not easily resolved, processes outlined in the Procedure Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

#### **4. OBLIGATIONS OF MEMBERS**

**4.1.** Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:

- a)** Alberta Human Rights Act;
- b)** Alberta Local Authorities Election Act;
- c)** Canadian Human Rights Act;
- d)** Criminal Code of Canada;
- e)** Freedom of Information and Protection of Privacy Act;
- f)** The Summer Village of Island Lake Procedural Bylaw;
- g)** Municipal Government Act;
- h)** including the Summer Village of Island Lake Health and Safety Program.

**4.2.** As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council

**4.3.** All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.

**4.4.** All Members must attend orientation or training sessions as offered by the municipality.

## **5. AVOIDANCE OF CONFLICTS OF INTEREST**

- 5.1.** Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 5.2.** Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 5.3.** Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 5.4.** Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 5.5.** Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.
- 5.6.** Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.
- 5.7.** Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established by the Council.

## **6. USE OF MUNICIPAL ASSETS AND SERVICES**

- 6.1.** Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 6.2.** Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures

- 6.3.** Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw.
- 6.4.** No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 6.5.** No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

## **7. USE OF INFLUENCE OF OFFICE**

- 7.1.** No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 7.2.** Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

## **8. ACCEPTANCE OF GIFTS OR BENEFITS**

- 8.1.** Acceptance of gifts or benefits by a Members shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.
- 8.2.** Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or benefits.

## **9. INTERACTIONS WITH MUNICIPAL STAFF**

- 9.1.** Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.

- 9.2.** Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of Island Lake policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 9.3.** No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 9.4.** No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 9.5.** No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

## **10. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC**

- 10.1.** In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of Island Lake policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

## **11. CONFIDENTIAL INFORMATION**

- 11.1.** Personal information collected by the Summer Village of Island Lake will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 11.2.** Members are encouraged to acquire an understanding of the principles of FOIPP.
- 11.3.** Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do so.
- 11.4.** Members shall not release or divulge any matters discussed while in a

closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.

- 11.5.** Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 11.6.** The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 11.7.** No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 11.8.** A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

## **12. IMPLEMENTATION**

- 12.1.** The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 12.2.** Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 12.3.** Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 12.4.** Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 12.5.** The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 12.6.** The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by Council at the time of appointment. The Commissioner may also be

reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.

- 12.7.** The term for an Integrity Commissioner will be 4 years; a Commissioner may be re- appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 12.8.** If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 12.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

**SCHEDULE B****THE SUMMER VILLAGE OF ISLAND LAKE  
PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS  
REGARDING BREACH OF THE CODE OF CONDUCT**

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of Island Lake, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Villages harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation

and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of Island Lake. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.

SUMMER VILLAGE OF ISLAND LAKE  
PILOT PROJECT (GOLF CART) BYLAW 05-2024

A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE IN THE PROVINCE OF ALBERTA,  
AUTHORIZING THE OPERATION, REGULATION, AND CONTROL OF VEHICLES ON HIGHWAYS AND  
MUNICIPAL LANDS WITHIN THE SUMMER VILLAGE OF ISLAND LAKE.

WHEREAS the Municipal Government Act provides that a Council of a municipality may pass  
bylaws for the safety, health and welfare of people and the protection of people and property;

AND WHEREAS the Traffic Safety Act provides that a Council of a municipality may, by bylaw,  
authorize or issue a permit authorizing persons to drive golf carts along any portion of a highway  
within the municipality subject to the conditions outlined in the Pilot Project (Golf Carts)  
Regulation;

AND WHEREAS the Traffic Safety Act further provides that a Council of a municipality may, by  
bylaw, regulate and control the operation of golf carts on highways which are subject to the  
direction, control and management of the municipality and on property that is not a highway and is  
located within the municipality;

AND WHEREAS the Council of the Summer Village of Island Lake believes that it is in the best  
interests of the residents of the Summer Village that a bylaw be passed to regulate and control the  
operation of golf carts pursuant to the powers granted to municipalities under the Traffic Safety Act;

NOW THEREFORE, the Council of the Summer Village of Island Lake in the Province of Alberta, duly  
assembled, enacts as follows:

1) TITLE

This bylaw shall be known as the “Pilot Project (Golf Cart) Bylaw.”

2) APPLICATION

This bylaw applies to all golf carts operated on highways within the Summer Village of Island  
Lake.

3) DEFINITIONS

Definitions in the Pilot Project (Golf Cart) Regulation, and definitions in the Traffic Safety Act  
and its’ regulations, as applicable, are adopted for the purposes of the interpretation and  
the application of this bylaw.

In this bylaw:

- a) “Act” means the Traffic Safety Act, RSA 2000, T-6;

- b) "Council" refers to the Council of the Summer Village of Island Lake, and as defined in the Municipal Government Act, RSA 2000, M-26;
- c) "Summer Village Manager" means the Chief Administrative Officer of the Summer Village of Island Lake, or designate;
- d) "Designated Highway" means a highway identified by the Summer Village and approved by the Registrar as a highway that golf carts may operate on;
- e) "Owner" has the same meaning as within the Act and further includes a person who is identified in a Permit issued under Section 7 of this bylaw;
- f) "Peace Officer" means:
  - i. a Police Officer,
  - ii. a person appointed as a Peace Officer pursuant to the Peace Officer Act, S.A.2006, c. P-3.5, or
  - iii. a person appointed as a Bylaw Enforcement Officer pursuant to the Municipal Government Act, RSA 2000, M-26.
- g) "Permit" means a permit issued in accordance with this Bylaw under Section 7.

#### 4) OPERATION RESTRICTIONS FOR GOLF CARTS

All persons operating Golf Carts in accordance with the provisions of this Bylaw shall conform in all respects to the requirements of the Pilot Project (Golf Carts) Regulation, as amended from time to time, a copy of which is attached as Schedule "D" hereto.

No person shall:

- a) Operate a golf cart in a manner contrary to the Act, its' regulations, or this Bylaw.
- b) Operate a golf cart on any highway unless they are on a designated highway.
- c) Operate a golf cart on a highway unless they are in possession of a subsisting permit issued in respect of that golf cart.
- d) Operate a golf cart on a highway unless they are in compliance with the terms and conditions specified in a permit.
- e) Operate a golf cart:
  - i. At night, as defined in the Regulation,
  - ii. Without exercising due care and attention,
  - iii. Without reasonable consideration for other persons in the area or who might reasonably be expected to be in the area,
  - iv. With more passengers than the design of the golf cart can safely handle,

- v. With any person being towed on any type of equipment attached to the golf cart,  
or
- vi. With any type of equipment or trailer attached to the golf cart.

## 5) OPERATOR RESPONSIBILITIES FOR GOLF CARTS

Every operator of a golf cart shall:

- a) When approaching an oncoming vehicle, pass the vehicle on the right,
- b) Yield the right-of-way to vehicles approaching from their right,
- c) When overtaking another vehicle, pass that vehicle on the left,
- d) Yield the right-of-way to all pedestrians that are approaching so close as to present a hazard, and
- e) Except when overtaking another vehicle, maintain a safe following distance behind any other vehicle.

## 6) DESIGNATED HIGHWAYS

Council hereby designates those highways included in Schedule 'B' as designated highways for the purpose of this bylaw.

- a) Any changes to designated highways shall be submitted to the Registrar for approval.
- b) Designated highways shall be posted at a speed of no more than 30 km/h, as per Island Lakes Control of Vehicle, Animal and Pedestrian Traffic Bylaw 01-2022.
- c) The Summer Village Manager shall ensure signs are erected on designated highways. Signs shall be in the form and manner set out in Schedule 'C'.

## 7) PERMITS

Council hereby authorizes the Summer Village Manager to issue permits and attach conditions to regulate and control use of golf carts within the Summer Village.

- a) Permits, at a minimum, shall include:
  - a. The owners name, address and contact information,
  - b. Requirement of liability insurance in the amount of \$2,000,000,
  - c. Make, Model and serial number of the golf cart,
  - d. Conditions and responsibilities of golf cart operators and owners, and
  - e. Any other information as required by the Registrar.
- b) Permits shall only be valid from January 01 to December 31 of any one calendar year.

## 8) COMPLIANCE AND ENFORCEMENT

- a) For the purposes of administering and enforcing this bylaw, a Peace Officer may:
  - 1) Signal or direct a driver of a golf cart to stop the vehicle, and
  - 2) Request information from the driver of the golf cart and any passengers on or in the vehicle.

- b) When signaled or directed to stop by a Peace Officer, a driver of a golf cart shall:
  - 1) Forthwith bring the vehicle to a stop,
  - 2) Forthwith furnish to the Peace Officer:
    - a) Their operators license issued pursuant to the Act,
    - b) Any permit issued pursuant to this bylaw, and
    - c) Any other information respecting the driver of the vehicle that the Peace Officer requires, and
  - 3) Remain stopped until permitted by the Peace Officer to leave.

#### 9) OFFENCES

- a) The operator of a golf cart that is involved in a contravention of this bylaw is guilty of an offence and liable upon summary conviction to a fine specified in Schedule 'A' of this bylaw.
- b) The owner of a golf cart involved in a contravention of this bylaw is guilty of an offence and is liable upon summary conviction to a fine specified in Schedule 'A' of this bylaw.

#### 10) VIOLATION TAG

- a) A Peace Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

#### 11) VIOLATION TICKET

- a) A Peace Officer is hereby authorized and empowered to issue a violation ticket pursuant to Part II of the Provincial Offences Procedure Act (Alberta), to any person who the Peace Officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

#### 12) SEVERABILITY

- a) Should any section or part of this bylaw be found to have been improperly enacted, such section shall be deemed to be severable from all other sections of this bylaw.

#### 13) GENERAL

- a) This bylaw shall be in effect on:
  - 1) The date of final passing thereof, and
  - 2) Upon the approval of the Registrar.
- b) This bylaw shall expire on June 14, 2029.

**Schedule “A”****Specified Penalties – Violation Tags**

<b>Bylaw Section</b>	<b>Offence</b>	<b>Fine</b>
4 & 5	Owner/Operator restrictions and responsibilities	\$125.00
8(b)1	Fail to stop for a Peace Officer	\$250.00
8(b)2	Fail to produce documents for inspection	\$125.00
8(b)3	Fail to remain stopped	\$250.00
Second offence within a 12 month period	Two times the fine indicated above	
Third offence within a 12 month period	Three times the fine indicated above	

**Specified Penalties – Violation Ticket**

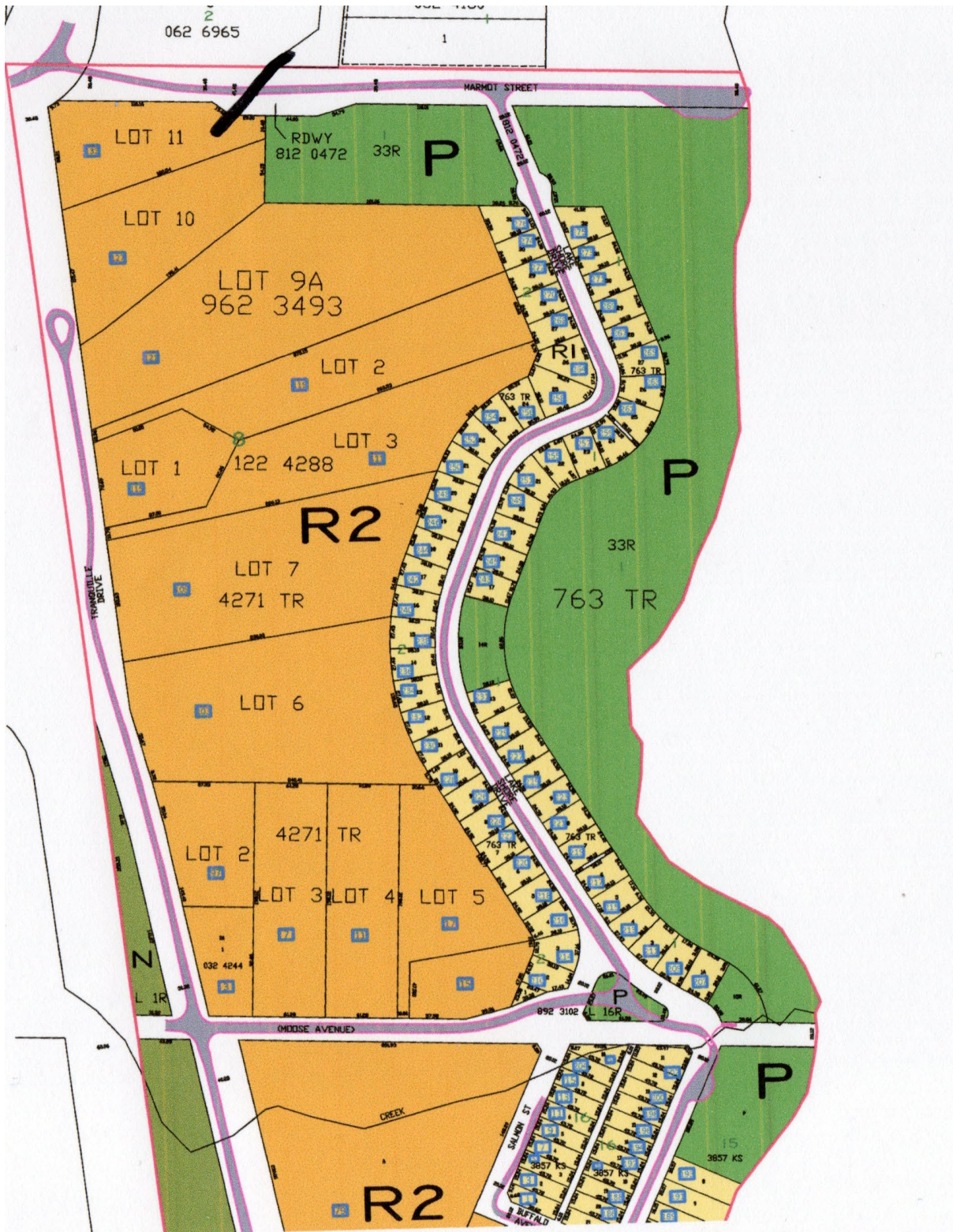
<b>Bylaw Section</b>	<b>Offence</b>	<b>Fine</b>
4 & 5	Owner/Operator restrictions and responsibilities	\$250.00
8(b)1	Fail to stop for a Peace Officer	\$500.00
8(b)2	Fail to produce documents for inspection	\$250.00
8(b)3	Fail to remain stopped	\$500.00
Second offence within a 12 month period	Two times the fine indicated above	
Third offence within a 12 month period	Three times the fine indicated above	

**Schedule “B”**  
**Designated Highways**

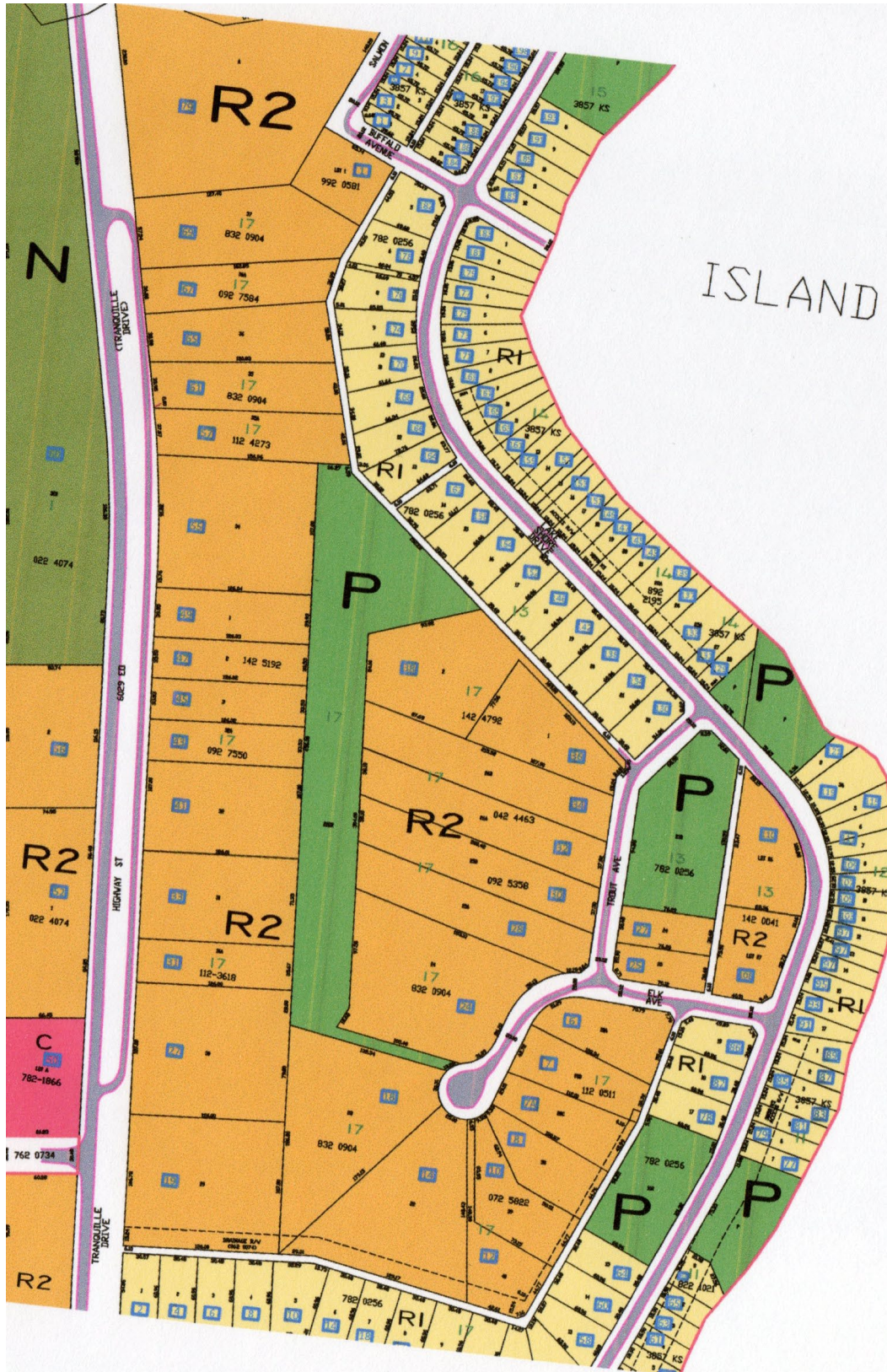
The following highways within the Summer Village of Island Lake are designated golf cart routes as per the attached map and form part of this bylaw as designated highways.

1. On the north boundary, TWP Road 680A (commonly called Marmot Street), from the junction with RR 242A, east to the Island Lake Boat Launch.
2. Tranquille Drive from the north turn around circle, south to the junction with Beaver Avenue.
3. Highway Avenue from the junction with Beaver Avenue, south to the junction with Pike Street.
4. On the south boundary, from the R5 Reserve corner, north on Spruce Drive.
5. All other internal roads including Lakeshore Drive, Moose Avenue, Buffalo Avenue, Salmon Street, Elk Avenue, Trout Street, Beaver Avenue, Pike Street, Antelope Avenue, Perch Street, Irene Avenue and all internal alleys and laneways as included on the map.

## Map One



## Map Two



# Map Three



**Schedule “C”**

**Signage**



60 cm x 60 cm



60 cm x 30 cm

**Schedule “D”**  
**Alberta Regulation 114/2024**  
**Traffic Safety Act**  
**PILOT PROJECT (GOLF CARTS) REGULATION**



Province of Alberta

## TRAFFIC SAFETY ACT

# PILOT PROJECT (GOLF CARTS) REGULATION

### **Alberta Regulation 114/2024**

With amendments up to and including Alberta Regulation 153/2024

Current as of September 11, 2024

### Office Consolidation

© Published by Alberta King's Printer

Alberta King's Printer  
Suite 700, Park Plaza  
10611 - 98 Avenue  
Edmonton, AB T5K 2P7  
Phone: 780-427-4952

E-mail: [kings-printer@gov.ab.ca](mailto:kings-printer@gov.ab.ca)  
Shop on-line at [kings-printer.alberta.ca](http://kings-printer.alberta.ca)

### **Copyright and Permission Statement**

The Government of Alberta, through the Alberta King's Printer, holds copyright for all Alberta legislation. Alberta King's Printer permits any person to reproduce Alberta's statutes and regulations without seeking permission and without charge, provided due diligence is exercised to ensure the accuracy of the materials produced, and copyright is acknowledged in the following format:

© Alberta King's Printer, 20\_\_.\*

\*The year of first publication of the legal materials is to be completed.

### **Note**

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 153/2024)

**ALBERTA REGULATION 114/2024**

**Traffic Safety Act**

**PILOT PROJECT (GOLF CARTS) REGULATION**

*Table of Contents*

<b>1</b>	Definitions
<b>2</b>	Application
<b>3</b>	Golf cart pilot project established
<b>4</b>	Municipal bylaw
<b>5</b>	Use on low-speed highways only
<b>6</b>	Registrar bylaw requirements
<b>7</b>	Changes to Registrar bylaw requirements
<b>8</b>	Submission to and approval of Registrar
<b>9</b>	Exemptions
<b>10</b>	Amendment or repeal of bylaw
<b>11</b>	Amendment due to change in Registrar requirements
<b>12</b>	Suspension or cancellation of Registrar's approval
<b>13</b>	Sign requirement
<b>14</b>	Prohibitions and obligations
<b>15</b>	Turning or changing course or direction
<b>16</b>	Maintenance and modifications
<b>17</b>	Producing permits for peace officer
<b>18</b>	Collision reports
<b>19</b>	Collection of information
<b>20</b>	Repeal

**Definitions**

**1** In this Regulation,

- (a) “Act” means the *Traffic Safety Act*;
- (b) “designated highway” means a highway that has been designated by a participating municipality in accordance with this Regulation as a highway on which a person may operate a golf cart and includes a crossing location;
- (c) “golf cart” means a 4-wheel motor vehicle that

- (i) is designed by a manufacturer primarily for use on golf courses or paved surfaces,
  - (ii) cannot attain a speed of more than 40 km/h on a paved level surface,
  - (iii) has a structure that
    - (A) partially or fully encloses its operator and passengers, and
    - (B) is not less than 1.2 m above the ground,and
- (iv) has a gross vehicle weight rating of less than 1361 kg;
- (d) “golf cart bylaw” means a bylaw made by a participating municipality under this Regulation respecting golf cart use on designated highways within that municipality;
- (e) “golf cart permit” means a written authorization in any form that
  - (i) is issued by a participating municipality, and
  - (ii) authorizes the operation of a golf cart on designated highways in the participating municipality;
- (f) “manufacturer” means a person engaged in the business of
  - (i) designing golf carts, and
  - (ii) building golf carts or producing kits to build golf carts;
- (g) “nighttime” means the period commencing one hour after sunset and ending one hour before the following sunrise;
- (h) “participating municipality” means a municipality with a golf cart bylaw in effect;
- (i) “subsisting” when used in relation to a golf cart permit or an approval of the Registrar means that, at the relevant time, the golf cart permit or the approval of the Registrar is current and has not expired nor been suspended or cancelled.

AR 114/2024 s1;153/2024

**Application**

**2** This Regulation does not apply with respect to a golf cart that is a commercial vehicle unless the commercial vehicle is owned by a participating municipality and is operated by an employee of the participating municipality in the course of the employee's employment.

**Golf cart pilot project established**

**3** A project is established to evaluate the use of golf carts on highways.

**Municipal bylaw**

**4(1)** In accordance with this section, if a municipality determines that it is advisable to participate in the project established in section 3, a municipality may make a bylaw respecting golf cart use on highways within the municipality.

**(2)** Notwithstanding section 16 of the Act, a golf cart bylaw must

- (a) designate highways on which a person may operate a golf cart,
- (b) include the provisions required under section 6, and
- (c) provide for a system of permits for golf carts that operate on designated highways.

**(3)** Notwithstanding section 16 of the Act, a golf cart bylaw may

- (a) designate or provide for the designation of highways on which a person may park a golf cart,
- (b) include duties, obligations, prohibitions and requirements respecting golf carts that are equal to or greater than the duties, obligations, prohibitions and requirements in this Regulation,
- (c) impose a fee for a golf cart permit,
- (d) specify that a contravention of or a failure to comply with the golf cart bylaw is an offence, and
- (e) prescribe or otherwise provide for penalties with respect to the contravention of the golf cart bylaw.

**(4)** Notwithstanding the limit related to the direction, control and management of highways in section 13 of the Act, a municipality may make a golf cart bylaw respecting golf carts on

- (a) a highway under the municipality's direction, control and management, and
- (b) a provincial highway as defined in the *Highways Development and Protection Act* that is in the municipality.

(5) A municipality making a golf cart bylaw shall ensure that signs are erected in accordance with section 13 before the municipality's golf cart bylaw comes into force.

(6) A golf cart bylaw must come into force on a date that is on or after the date of the approval of the Registrar under section 8.

(7) A golf cart bylaw has no effect unless there is a subsisting approval by the Registrar under section 8.

(8) A golf cart bylaw must comply with this Regulation.

#### **Use on low-speed highways only**

**5(1)** Subject to subsection (2), when, in a golf cart bylaw, a municipality designates a highway on which a person may operate a golf cart, the municipality shall not designate a highway with a maximum speed limit higher than 50 km/h.

(2) In a golf cart bylaw, a municipality may designate a location where a golf cart operator may drive the golf cart across a highway that has a maximum speed limit higher than 50 km/h.

#### **Registrar bylaw requirements**

**6(1)** The Registrar may specify provisions that are required to be included in a golf cart bylaw.

(2) The Registrar shall publish the required provisions, if any, on the website of the Minister's Department.

#### **Changes to Registrar bylaw requirements**

**7(1)** The Registrar may add, remove and modify provisions that a municipality is required to include in a golf cart bylaw under section 6.

(2) If the Registrar has approved a golf cart bylaw, the Registrar shall notify the participating municipality in writing of the additions, removals or modifications under subsection (1).

**Submission to and approval of Registrar**

**8(1)** A municipality shall submit a golf cart bylaw made by the municipality to the Registrar for approval.

**(2)** With the golf cart bylaw, the municipality shall submit to the Registrar

- (a) a document that, in relation to highways designated for golf cart operation,
  - (i) explains why the highways were selected for designation in the golf cart bylaw, and
  - (ii) demonstrates consideration of
    - (A) collision statistics for the designated highways,
    - (B) traffic volume for the designated highways, and
    - (C) whether the designated highways are primarily used for local or recreational traffic,
- and
- (b) any additional information or documents requested by the Registrar.

**(3)** The Registrar may approve the golf cart bylaw if

- (a) the Registrar is satisfied with the golf cart bylaw and with the information and documents provided under subsection (2),
- (b) the bylaw complies with this Regulation, and
- (c) in the opinion of the Registrar, it is in the public interest to approve the golf cart bylaw.

**(4)** The Registrar shall provide written notice to the municipality of the Registrar's decision to approve or not to approve the bylaw.

**Exemptions**

**9(1)** Subject to subsection (3), if a golf cart has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, a person operating the golf cart is exempt from

- (a) section 51 of the Act and all requirements related to operator's licences in the Act or the regulations under the Act,

- (b) section 52 of the Act and all requirements related to registration in the Act or the regulations under the Act,
- (c) section 53 of the Act and all requirements related to licence plates in the Act or the regulations under the Act,
- (d) section 54 of the Act and all requirements related to insurance in the Act or the regulations under the Act,
- (e) the *Operator Licensing and Vehicle Control Regulation* (AR 320/2002), except Part 5 of that Regulation,
- (f) the *Vehicle Equipment Regulation* (AR 122/2009), and
- (g) Division 13 of Part 1 of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002).

**(2)** Subject to subsection (3), if a golf cart

- (a) has a subsisting golf cart permit issued under a golf cart bylaw that has a subsisting approval of the Registrar, and
- (b) does not have signalling devices, head lamps, stop lamps and hazard warning lamps that comply with the *Vehicle Equipment Regulation* (AR 122/2009),

a person operating the golf cart is exempt from all signalling, headlamp, stop lamp and hazard warning lamp requirements of the *Use of Highway and Rules of the Road Regulation* (AR 304/2002), including sections 9, 10, 11, 15(2), 24, 35, 49 and 88(2).

**(3)** The exemptions in subsections (1) and (2) only apply if the golf cart is being operated

- (a) on a designated highway within the participating municipality that issued the golf cart permit for the golf cart,
- (b) in compliance with this Regulation, and
- (c) in compliance with the golf cart bylaw of the participating municipality that issued the golf cart permit.

**Amendment or repeal of bylaw**

**10(1)** Subject to subsections (2) and (3), if a participating municipality amends a golf cart bylaw approved under section 8, the participating municipality shall submit the amendment to the Registrar for approval in accordance with section 8.

- (2) If an amendment to a golf cart bylaw by a participating municipality only removes the designation of a highway for golf cart operation or parking,
- (a) the participating municipality shall notify the Registrar of the amendment within 30 days of the amendment coming into force, and
  - (b) the approval of the Registrar is not required for the amendment.
- (3) If a participating municipality repeals the golf cart bylaw and does not replace it with a new golf cart bylaw,
- (a) the participating municipality shall notify the Registrar of the repeal within 30 days of the repeal, and
  - (b) the approval of the Registrar is not required for the repeal.
- (4) If an approval of the Registrar is required for an amendment to a golf cart bylaw, the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.

**Amendment due to change  
in Registrar requirements**

**11(1)** Subject to subsection (2), if

- (a) a participating municipality has a golf cart bylaw approved under section 8, and
- (b) under section 7, the Registrar adds or modifies the provisions that a municipality is required to include in a golf cart bylaw,

the participating municipality shall amend its golf cart bylaw to comply with the additional or modified requirements and submit the golf cart bylaw amendment to the Registrar for approval in accordance with section 8.

- (2) If the change in the requirements of the Registrar only removes a provision that a participating municipality is required to include in its golf cart bylaw under section 7, subsection (1) does not apply.
- (3) If an amendment to a golf cart bylaw is required under subsection (1), the amendment to the golf cart bylaw has no effect unless approved by the Registrar in accordance with section 8.
- (4) If a participating municipality does not submit an amendment to its golf cart bylaw to the Registrar for approval within 60 days of

a notice under section 7(2) of a change in provision requirements, the Registrar may suspend or cancel the Registrar's approval of the golf cart bylaw.

(5) Section 12(2) to (4) apply to a suspension and a cancellation under subsection (4).

#### **Suspension or cancellation of Registrar's approval**

**12(1)** The Registrar may suspend or cancel the approval of a golf cart bylaw under section 8.

(2) The Registrar shall give notice in writing of the suspension or cancellation to the municipality.

(3) If the Registrar has suspended the approval of a golf cart bylaw, the Registrar may, on notice in writing to the participating municipality,

- (a) cancel the Registrar's approval of the bylaw, or
- (b) end the suspension.

(4) If the approval of the Registrar is suspended or cancelled, the golf cart bylaw has no effect and the municipality shall notify a person with a golf cart permit that the golf cart bylaw has no effect.

#### **Sign requirement**

**13** A participating municipality shall erect signs at locations determined by the participating municipality indicating that there may be golf carts on highways in the participating municipality.

#### **Prohibitions and obligations**

**14(1)** A person shall not operate a golf cart on a highway except on a designated highway.

(2) A person shall not park a golf cart on a designated highway unless authorized by a golf cart bylaw.

(3) A person shall not operate a golf cart on a designated highway except in accordance with

- (a) this Regulation, and
- (b) a golf cart bylaw that has a subsisting approval of the Registrar under section 8.

(4) A person shall not operate a golf cart on a designated highway in a participating municipality unless there is a subsisting golf cart permit issued by the participating municipality in respect of the golf cart.

(5) A person who is less than 14 years old shall not operate a golf cart on a designated highway.

(6) A person shall not operate a golf cart on a designated highway during nighttime.

(7) A person shall not operate a golf cart on a designated highway if the number of passengers in the golf cart exceeds the number of passenger seats available.

(8) A person shall not use a golf cart to tow vehicles or equipment on a designated highway.

#### **Turning or changing course or direction**

**15** A person shall not start, turn or change the course or direction of a golf cart or stop a golf cart on a designated highway, unless the person has determined that there is sufficient space to safely make the movement.

#### **Maintenance and modifications**

**16(1)** A person shall not operate a golf cart on a designated highway unless the person ensures that the golf cart is maintained in good working order and to the manufacturer's specifications.

(2) A person shall not operate a modified golf cart on a designated highway unless the modification is in accordance with the manufacturer's operator and service manuals.

#### **Producing permits for peace officer**

**17(1)** On the request of a peace officer, a person operating a golf cart shall produce to the peace officer for inspection the subsisting golf cart permit in respect of the golf cart.

(2) A peace officer shall not make a request under subsection (1) unless the peace officer has reasonable grounds to believe that the golf cart was operated on a designated highway.

#### **Collision reports**

**18(1)** Subject to subsection (2), if

- (a) a golf cart is involved in a collision on a highway, and

- (b) the golf cart has a subsisting golf cart permit from a participating municipality,

the golf cart operator shall provide a report of the collision forthwith to the participating municipality in the form and manner specified by the participating municipality.

**(2)** Subsection (1) does not apply if

- (a) no one is injured or dies as a result of the collision, and
- (b) there is no property damage caused by the collision.

**(3)** If the operator is incapable of making the report required by subsection (1) and there is a passenger of the golf cart capable of making the report, the passenger shall make the report forthwith.

**(4)** If a report has not been made under subsection (1) or (3) and the operator or passenger is not the owner of the golf cart, the owner shall make the report forthwith after learning of the collision.

#### **Collection of information**

**19(1)** The Registrar may specify information that a participating municipality is required to collect respecting golf cart use on highways.

**(2)** The participating municipality shall collect the information and provide the information to the Registrar at the times and in the form and manner specified by the Registrar.

**(3)** If a municipality ceases to be a participating municipality, the obligation to provide information in subsection (2) continues in respect of information collected when the municipality was a participating municipality.

#### **Repeal**


**20** This Regulation is made under section 18.1 of the Act and is subject to repeal under section 18.1(3) of the Act.









Printed on Recycled Paper 

---

**A BYLAW OF THE SUMMER VILLAGE OF ISLAND LAKE, IN THE  
PROVINCE OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF ISLAND LAKE  
VOTER IDENTIFICATION BYLAW**

---

**WHEREAS**, pursuant to the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, that a Municipal Council may pass bylaws; and

in accordance with Section 53 of the Local Authorities Election Act, Chapter L-21, Revised Statutes of Alberta, 2000, and amendments thereto, requires an elected authority to specify the production of identification as an eligibility requirement to vote in a local authority election.

**NOW THEREFORE**, be it resolved that the Council of the Summer Village of Island Lake, pursuant to the authority conferred upon it by the laws of the Province of Alberta, duly assembled, enacts as follows:

**TITLE**

This Bylaw shall be called the “Voter Identification Bylaw”.

**PURPOSE AND PROCEDURES**

The purpose of this Bylaw is to ensure that a person who attends at a voting station to vote in an election held pursuant to the Local Authorities Election Act, for which the Summer Village of Island Lake is responsible to conduct, either as the elected authority or pursuant to an agreement with another elected authority, must produce for inspection by a Deputy Returning Officer of the voting station:

- 1) One piece of government issued identification containing the elector’s photograph, current address and name; or
- 2) Two pieces of identification from the following list:
  - a) Canadian Military Identification;
  - b) Birth Certificate;
  - c) Alberta Health Care Insurance Plan Card;
  - d) Alberta Identification Card;
  - e) Social Insurance Number Card;
  - f) Certificate of Canadian Citizenship;
  - g) Royal Canadian Mounted Police Identification Card;
  - h) Veterans Affairs Canada Identification Card;
  - i) Old Age Security (OAS) Card;

- j) Student Identification Card;
- k) Credit/Debit Card;
- l) Hospital/Medical Card;
- m) Fishing, Trapping or Hunting License;
- n) Marriage Certificate;
- o) Firearms License Possession-Acquisition;
- p) Firearms – Possession Only License; and
- q) Any other piece of identification acceptable to the Deputy Returning Officer.

If a Deputy Returning Officer is not satisfied the identification verifies the identity and age of the person seeking to vote, the Presiding Deputy Returning Officer of the voting station will make the final decision as to whether or not the person is allowed to vote.

A person who does not meet the requirements of s. 53(1) of the Local Authorities Election Act and s. 2 of this Bylaw is not eligible to vote.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect upon receiving third and final reading and being duly signed.

Read a first time on this      day of      , 2024.

Read a second time on this      day of      , 2024.

Read a third and final time on this      day of      , 2024.

\_\_\_\_\_

Mayor,  
Chad Newton

\_\_\_\_\_

Chief Administrative Officer,  
Phyllis Forsyth



# ALBERTA INTERIM POLICE ADVISORY BOARD

Report to Municipalities, Police Governance Bodies,  
and Stakeholders

October 2024

# Alberta Interim Police Advisory Board Communique

## Table of Contents

Table of Contents .....	1
Introduction .....	1
Alberta Interim Police Advisory Board.....	1
Police Funding Model (PFM).....	4
Police Act Amendments.....	6
Appendix A – Police Officer and Civilian Position Detail.....	8
Appendix B – RCMP Strategies for Recruitment, Retention, and Emergency Response .....	11

## Introduction

The purpose of this communique is to update municipalities, police governance bodies, and other stakeholders on the Alberta Interim Police Advisory Board's work to date. This document provides an overview of the police funding model (PFM) implemented in 2019; Bill 6, the Police Amendment Act, which establishes a new system of police governance in Alberta; and Bill 11, the Public Safety Statutes Amendment Act, which establishes an independent police agency.

From its inception, the Interim Board has prioritized communicating and consulting with municipalities and existing police governance bodies. The Interim Board has endeavored to update stakeholders on the work it has undertaken, as well as solicit feedback through surveys and meetings to inform that work. All previous Interim Board communiques are available on the [ABmunis policing hub](#).

## Alberta Interim Police Advisory Board

### *History and Background*

In December 2019, the Government of Alberta (GoA) introduced a new, five-year Police Funding Model (PFM) that applies to municipalities receiving police services from the RCMP under the Provincial Police Service Agreement (i.e. municipalities with populations under 5,000 and all municipal districts and counties). The following spring, the Minister of Justice and Solicitor General established the Alberta Police Advisory Board to give municipalities a stronger voice in setting RCMP policing priorities. The creation of this board aligned with Alberta Association of Police Governance (AAPG), Alberta Municipalities (ABmunis), and Rural Municipalities of Alberta (RMA) advocacy calling for municipalities to have greater oversight of policing, particularly now that they were paying directly for a portion of policing costs.

The Alberta Police Advisory Board was originally meant to be implemented in two phases; in the first year, an Interim Board would develop the structure and scope of the Advisory Board. On completion

of the Interim Board's mandate, the work of the Operational Police Advisory Board would begin for a four-year term.

According to the [Terms of Reference](#) developed by Justice and Solicitor General, the Interim Board is made up of one representative from the AAPG Executive, four representatives from the ABmunis Board, and four representatives from the RMA Board.

#### Interim Police Advisory Board Current Membership

AAPG	ABmunis	RMA
Ian Sanderson Chair of the St. Albert Policing Committee	Tanya Thorn Mayor, Town of Okotoks, and Interim Board Chair	John Burrows Councillor, Woodlands County
	Tyler Gandam Mayor, City of Wetaskiwin	Paul McLaughlin Reeve, Ponoka County
	Krista Gardner, Councillor, Town of Calmar	Jason Schneider Reeve, Vulcan County
	Trina Jones Councillor Mayor, Town of Legal	Kara Westerlund Councillor, Brazeau County

The Interim Board was originally mandated with:

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

The Interim Board fulfilled its mandate one year later, with [recommendations on governance](#) submitted to the Minister of Justice and Solicitor General, in June 2021. At the end of 2021, the Board was notified that the Ministry would be providing financial and staff support to the Board but would not be moving forward with the recommendations.

In early 2022, a new Minister was appointed as Minister of Justice and Solicitor General and the Board requested that this Minister review and reconsider the Board's recommendations. The new Minister directed the Board to provide advice on provincial policing priorities for 2023, as well as support the transition to an Operational Board.

In June 2022, the Board was notified that recruitment for an Operational Board would likely be delayed and asked whether the Interim Board members would be willing to continue to participate on the Board until an Operational Board could be established, using the GoA's internal recruitment and selection process instead of the recommendations that the Board had previously provided.

AAPG, ABmunis, and RMA advised that they were willing to continue serving on the Interim Board, subject to the following conditions:

- Justice and Solicitor General provides administrative support to the Board and the Board Chair.

- The mandate of the Operational Board is amended to enable the Board to be effective in its advisory role and to determine its annual work plan.
- A new Terms of Reference for the Board is created.
- The Interim Board's recommendations related to governance of the Operational board are reviewed and the Ministry provides rationale for the direction it took regarding these recommendations.

Following the October 2022 UCP leadership race and the election of Danielle Smith as party leader, Mike Ellis, MLA for Calgary-West, was appointed as Minister of Public Safety and Emergency Services.

In early 2023, the Board was advised by the Public Safety and Emergency Services staff that:

- Minister Ellis was looking for us to proceed with previous support requests.
- A new Terms of Reference would be created.
- An administrative position was in the process of being hired.

The [updated Terms of Reference](#) was finalized by the Board in May 2023. The Board's new mandate was to:

- Provide ongoing input, advice, and recommendations to the GoA and RCMP "K" Division on policing in Alberta.
- Collaborate with the GoA and RCMP "K" Division to develop annual provincial policing priorities.
- Engage with the GoA and RCMP "K" Division to provide input, advice, and recommendations on any other issues, plans, or documents as determined by the GoA.
- Provide recommendations and advice on the buildup of PPSA resources from the PFM revenue during the Board's term.
- Serve as a communications conduit between all municipalities served by the RCMP through the PPSA and the GoA/RCMP "K" Division. This includes:
  - Regularly reporting to municipal associations and PPSA municipalities on the Board's activities and other policing-related information.
  - Regularly soliciting local input from PPSA municipalities and other relevant organizations on policing issues, initiatives, and priorities.
  - Distributing at least one annual survey to seek input from PPSA municipalities seeking input or further clarification on how they are seeing these priorities improved in their communities.
  - Distributing a survey every third year to aid the Board's input into the provincial policing priorities development process.
  - Working with the GoA and RCMP "K" Division to provide information to municipal associations and communities on how police funds were spent and the resulting outcomes.
  - Creating the Board's annual work plan to assist with the completion of deliverables.
  - Providing input into the next phase of the Provincial Policing Funding Model.
  - Aid and support the ministry in the transition from the Interim Board to a Permanent Board.

Throughout 2023 and 2024, the Board has continued to meet with the RCMP and Public Safety and Emergency Services staff to provide input into the 2023 provincial policing priorities and RCMP resource allocation (see Appendix A for more details on RCMP staffing).

In February 2024, Minister Ellis announced provincial policing priorities for the upcoming year for all policing in Alberta. Consequently, the Board determined that there was no need to survey our

members on any changes to the policing priorities in the RCMP Joint Business Plan. The Board has provided input into the Police Amendment Act Regulations and advised that the consultation period on PFM renewal is not sufficient given that this model will expire in March 2025. Following the Board's July 2024 meeting with Minister Ellis, we are waiting for an update from the Ministry on the Board's next steps, including timelines and deliverables.

## **Board Benefits and Challenges**

AAPG, ABmunis, and RMA acknowledge that participating on the Interim Board has been beneficial in building relationships with the RCMP and Ministry staff. The Deputy Commissioner and Commander of "K" Division, along with senior RCMP staff, have attended all Interim Board meetings and demonstrated a strong commitment to municipal engagement, at both the local and provincial level. AAPG, ABmunis, and RMA have noted several improvements to RCMP accountability and transparency since the establishment of the Interim Board, including:

- Standardized reporting and invoicing forms.
- Municipal education sessions on multi-year financial plans.
- The development of a performance evaluation framework for the RCMP Joint Business Plan.
- Detailed information on the allocation of PFM funds to augment RCMP resources.

Having all partners (Ministry of Public Safety & Emergency Services, RCMP and municipalities) involved in and impacted by contracted RCMP policing services at the same table has resulted in a valuable sharing of perspectives, as well as a broader understanding of all the challenges faced by each entity. Interim Board members often have access to valuable information, discussions, and updates that we wouldn't have access to otherwise. We have also gained a solid understanding of how the resources supported by PFM funding have affected crime across the province.

The Board has seen four Ministers since our inception, which has created a learning curve with each new Minister and resulted in some shifting of priorities and policy directions. With the transition to an Operational Provincial Advisory Board anticipated in early 2025, the Board is currently seeking clarity from Minister Ellis on what role he would like the Board to take in the transition, as well as any deliverables he wishes to assign to the Board.

## **Police Funding Model (PFM)**

### **Background**

The PFM, introduced in December 2019 and implemented in 2020-21, applies to municipalities with populations under 5,000, as well as municipal districts and counties, which are policed by the provincial police service. The PFM takes the total cost of frontline officers and redistributes a portion of those costs to these municipalities. The implementation of the PFM required those communities that had not previously paid for frontline policing to begin contributing a portion of the costs. At the time of implementation, the GoA committed that the additional revenue raised through the PFM would be reinvested into policing, with a priority on core policing.

Under the five-year model, municipalities pay 10% of provincial policing costs in Year One, 15% in Year Two, 20% in Year Three, and 30% in Years Four and Five. Each municipality's share of policing costs is calculated according to a formula that weighs equalized assessment at 50% and population at 50%, with modifiers related to shadow populations, crime severity, proximity to detachment, and existing enhanced policing positions. The province has shared a [spreadsheet](#) listing the costs for

affected municipalities over the five years, as well as [sample calculations](#) for the distribution of costs under this model.

### *Use of Police Funding Model (PFM) Funds*

As previously mentioned, the RCMP has shared detailed information on how PFM funds have been used to augment its resources. The RCMP understands that police resource levels are important to Alberta communities, particularly under the PFM. Within the RCMP's integrated service delivery model, detachment resources are augmented by centralized frontline support and specialized units, as well as by civilian support positions. This means that even detachments that do not receive new police officer positions benefit from additional centralized services, as these positions enable frontline officers to spend more time on community policing.

The RCMP and the Board have prioritized using PFM funds to:

- Ensure adequate resources in frontline detachments.
- Enhance specialized support services for emergency response and investigational capacity.
- Focus on community safety and well-being to help address the root causes of crime.

To help determine where to allocate new resources, the RCMP analyzed its workload at each detachment, looking at factors such as travel time, call volume, the type of crimes occurring in the area, amount of time required for investigations, the size of detachment, and the time available for proactive policing (strategic patrols, community engagement, visiting schools, and attending community events).

The following table provides a summary of the positions created using PFM funds. Additional information on position locations and types is available in Appendix A.

Year	Police Officer Positions		Civilian Support Positions	
	Positions Created	Positions Filled	Positions Created	Positions Filled
2020-21	76	76	57	57
2021-22	55	53	42	40
2022-23	40	24	52	42
2023-24	108	55	91	39
<b>Total</b>	<b>279</b>	<b>208</b>	<b>242</b>	<b>178</b>

The RCMP has acknowledged municipal concerns about staff recruitment and retention, vacancies, and emergency response, and has provided further information about current strategies to address these issues in Appendix B.

### *Invoicing and Vacancies under the PFM*

The Interim Police Advisory Board also believes it is important to clarify that under the current PFM, there is no direct link between the number of positions at a detachment and the amount that communities are invoiced. As mentioned above, each municipality's share of policing costs is calculated based on equalized assessment and population. This means that regardless of whether a detachment is at full strength or if there are vacancies, the PFM amount invoiced to communities by the GoA remains the same.

The RCMP does invoice the GoA for provincial police services based on the actual number of RCMP members that are employed full time. This means that the province does not pay for vacant

positions<sup>1</sup> under the Provincial Police Service Agreement, and that the province is not charged for newly created positions until they are filled. Given that the RCMP, like other police services at this time, has struggled with recruitment, the province has chosen to invest the refunds for unfilled positions into other initiatives to reduce crime and enhance public safety. The RCMP's Real-Time Operations Centre, which supports frontline members with real-time, accurate, and actionable intelligence, is one example of how these funds have been invested.

### ***Police Funding Model (PFM) Renewal***

As the PFM expires in March 2025, the Public Safety and Emergency Services Ministry is expected to begin engaging on a renewed model. The Police Advisory Board has not yet received a timeline for this engagement. Department staff have indicated that if engagement is not completed in time for the 2025-26 fiscal year, the Minister will be asked to consider extending the model for an additional year, billing municipalities at the same rate as in Year Five (30% cost recovery). The Board is still waiting for confirmation of this.

When the PFM was created in 2019, the base cost utilized to calculate each municipalities costs was \$285M. This represents the estimated cost of delivering front-line services under the RCMP contract for Alberta's provincial police service. Since then, there have been significant increases in RCMP policing costs, due to collective bargaining settlements, equipment upgrades, body-worn cameras, and so on. The GoA has paid all of these increased costs as they have not been factored into the PFM to date.

As the Ministry considers renewing the PFM, it is important for our members to understand that this escalation of costs has resulted in an increase in the cost of delivering frontline policing to a conservative estimate of \$311.4 million in 2024. Even if the GoA only changes the base cost in the original PFM formula (and not the percent of cost recovery), this will result in increased costs for all municipalities.

## **Police Act Amendments**

### ***New Police Governance Model***

The Police Act mandates the GoA to ensure that adequate and effective policing is maintained in Alberta. Following several years of engagement with stakeholders and the public, the province passed Bill 6, the Police Amendment Act (PAA), in December 2022. According to the GoA, this legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation required the formation of civilian governance bodies for all municipalities in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. The PAA creates several new mandated structures for municipal input into policing:

- Communities with a population over 15,000 that are policed by the RCMP with an MPSA will be required to establish municipal policing committee.
- Communities with a population of under 15,000 policed by the RCMP with a Municipal Police Service Agreement (MPSA) will be represented by regional policing committees but will have the option to form their own municipal policing committee.

---

<sup>1</sup> The RCMP categorizes vacancies as either "hard" or "soft". Hard vacancies refer to unfilled positions, while soft vacancies refer to temporary absences such as injury or parental leave. While contract partners are invoiced for soft vacancies, they are not invoiced for hard vacancies.

- Communities policed by the RCMP under a Provincial Police Service Agreement (PPSA) will be represented by a Provincial Police Advisory Board (PPAB).

As next steps to the 2022 legislative amendments, the GoA is currently developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the configuration of regional policing committees. Written submissions were accepted until mid-March 2024 and were in the form of an online questionnaire.

It is our understanding that the PPAB will be in place by early 2025. However, it is unclear what role the Interim Police Advisory Board will play moving forward with this transition. The Board has expressed through our original governance recommendations and in subsequent engagements that the PPAB should develop governance, engagement, and accountability processes that align with the fact that policing challenges and priorities are often regional or local in nature. Before the PPAB begins speaking on behalf of those it represents, it must have a plan in place to ensure that perspectives from different parts of the province, as well as different groups within communities, are adequately represented.

## **Bill 11**

In March 2024, the GoA introduced Bill 11, the Public Safety Statutes Amendment Act, which permits the province to establish a new policing organization. This new organization will work alongside police services across the province. Officers in the new agency would take on the responsibility for the roles currently carried out by the Alberta Sheriffs. This agency will have the authority and jurisdiction to support the RCMP, municipal police services, and First Nations police services in Alberta, with the goal of allowing other police services across the province to spend more of their time on core operations and frontline duties.

It is important to note that there was no mention of this new policing organization in the 2024-25 provincial budget, and it is unclear where the funding for this potential transition would come from. Unfortunately, it does not appear that there was any engagement done regarding Bill 11 with municipal associations, municipalities, or any other policing organizations, such as Alberta Sheriffs. This lack of engagement is concerning, considering the community input necessary to ensure that policing reflects local needs.

Although AAPG, ABmunis, and RMA support any effort that will help make life safer and more secure for Albertans, it is unclear how Bill 11 will accomplish this. There are many unknowns regarding how this entity will work with the RCMP at the local level in terms of collaboration, the development of Community Safety Plans, gathering community input, implementing policing priorities, and so on. If supported by proper governance and local input, enhanced police capacity is beneficial to rural communities, but there are risks around having two different entities providing similar services within the same community.

The Minister of Public Safety and Emergency Services has indicated that no decision has been made on the creation of an Alberta Provincial Police Service and that this new agency is not intended to replace the RCMP. The Interim Police Advisory Board has not been involved to date with the establishment of the new policing organization and does not anticipate that the future Operational Board will have any say in its governance.



## Appendix A – Police Officer and Civilian Position Detail

Funding provided through the police funding model has enabled the Alberta RCMP to grow the Provincial Police Service by adding 279 police officer positions and 242 civilian support positions. The chart below highlights how many positions were added each year, and the current staffing status as of October 1, 2024.

PFM Position Allocation						
	RM			PS		
	Allocated	Filled	% Filled	Allocated	Filled	% Filled
PFM Year 1	76	76	100.00%	57	57	100.00%
PFM Year 2	55	53	96.36%	42	40	95.24%
PFM Year 3	40	24	60.00%	52	42	80.77%
PFM Year 4	108	55	50.93%	91	39	42.86%
Total	279	208	74.55%	242	178	73.55%

*\*Data as of Oct. 1, 2024. Number of filled positions fluctuate with new hires, transfers, leaves, etc.*

To ensure we provide a comprehensive policing service to Albertans, Alberta RCMP allocated positions afforded to us through the PFM to frontline policing, specialized support units and resources focused on addressing root causes of crime.

### POLICE OFFICER POSITIONS

#### Police Officers Allocated to Detachments

Over four years, the Alberta RCMP added 136 Regular Member positions directly at detachments. When allocating police officer positions, our first priority was to ensure all detachments had adequate resources to balance the time spent responding to call for service with the time available to engage in activities such as strategic patrols, participation in community events and increased school presence. Through a workload analysis model and data related to the frequency, seriousness and type of crimes occurring, geography and population of the detachment area and travel time to calls, we determine the number of resources needed at each detachment to ensure we direct resources to where the data told us they were needed.

POLICE OFFICER POSITIONS BY DETACHMENT = 136 POSITIONS											
Central Alberta District Detachments		31	Eastern Alberta District Detachments		34	Southern Alberta District Detachments		35	Western Alberta District Detachments		36
Bashaw	Stettler		Athabasca	Viking		Airdrie	Three Hills		Beaverlodge	Spirit River	
Blackfalds	Strathcona		Bonnyville	Westlock		Bassano	Vulcan		Edson	Swan Hills	
Breton	Sylvan Lake		Cold Lake			Bow Island			Evansburg	Valleyview	
Camrose	Thorsby		Elk Point			Canmore			Faust	Whitecourt	
Innisfail	Wetaskiwin		Kitscoty			Cochrane			Grande Prairie		
Leduc			Lac La Biche			Didsbury			High Level		
Morinville			Provost			Hanna			High Prairie		
Parkland			Smoky Lake			High River			Manning		
Ponoka			St. Paul			Lake Louise			Mayerthorpe		
Rimbey			Two Hills			Okotoks			Peace Regional		
Rocky Mountain House			Vegreville			Strathmore			Red Earth Creek		

## Relief Support for Detachments

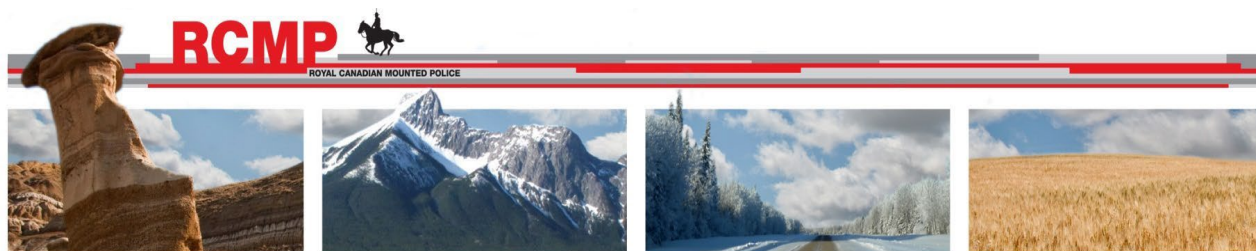
30 Positions were also allocated to Relief Teams. When staffed, these teams of police officers will be able to deploy to detachments experiencing short-term resource pressures.

### Police Officers Allocated to Specialized Units

Ensuring that we have the necessary specialized services in place to support the work of the front-line officers when needed is critical to providing a comprehensive police service to our communities. To that end, the Alberta RCMP has increased capacity to a number of units that provide specialized support to detachments in areas such as investigations, forensic units, police-dog teams, and Emergency Response Teams (ERT). We were able to establish the Real Time Operations Centre (RTOC), a team of senior police officers who monitor operations in real-time, assess incident risk, coordinate resources (including with other police agencies and first responders) and manage the response. Additionally, we were able to build capacity in our teams dedicated to tackling financial and cybercrime, and in teams that provide specialized skills related to child advocacy. While these resources are not needed in each community every day, they are always available to address more dangerous situations or take on the more sensitive, complex, or serious files.

### Police Officers Focusing on Root Causes of Crime

We also know enforcement alone or in isolation doesn't always work. Often, people facing addictions, mental health challenges and those who live without adequate housing are among offenders who land in a cycle of reoffending. We know there are root causes to some of this behavior, and while there are no simple solutions to address them all, there is work we can do with our community and social agency partners to achieve tangible, positive impacts to community safety. To this end, we used funding through the PFM to establish the Community Safety and Wellbeing Branch. With our partners, the Branch was able to build Rural Police and Crisis Teams (RPACT), teams of police officers and health professionals who respond to calls related to mental health. We also implemented the Virtual Opioid Dependency Program (VODP), which provides medical intervention and support to those dealing with addiction.



## CIVILIAN SUPPORT POSITIONS

### Civilian Supports Allocated at Detachments

Over four years, the Alberta RCMP added 77 Public Service Employee positions directly to detachments to enable police officers to be more visible with the communities they serve.

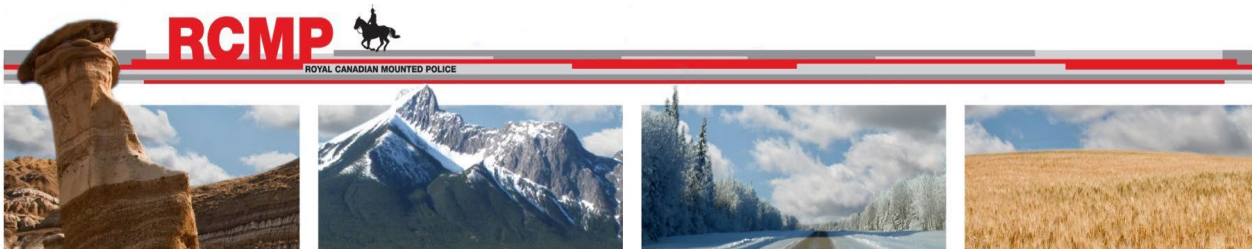
CIVILIAN SUPPORT POSITIONS BY DETACHMENT = 77 POSITIONS							
Central Alberta District Detachments 16		Eastern Alberta District Detachments 20		Southern Alberta District Detachments 21		Western Alberta District Detachments 20	
Bashaw	Wetaskiwin	Athabasca	Wood Buffalo	Airdrie	Nanton	Beaverlodge	Swan Hills
Blackfalds		Bonnyville		Beiseker	Picture Butte	Ft. Vermillion	Valleyview
Breton		Boyle		Bow Island	Strathmore	Fox Creek	
Camrose		Cold Lake		Cardston	Turner Valley	Grande Prairie	
Innisfail		Coronation		Cochrane	Vulcan	High Level	
Rimbey		Desmarais		Crowsnest Pass		High Prairie	
Rocky Mountain House		Elk Point		Didsbury		Hinton	
Strathcona		Kitscoty		Gleichen		Manning	
Stony Plain		Lac La Biche		Lake Louise		Mayerthorpe	
Sylvan Lake		Provost		Milk River		Peace Regional	
Thorsby		Two Hills		Olds		Peace River	
Wetaskiwin		Westlock		Oyen		Red Earth Creek	

### Civilian Supports in Specialized Units

The Alberta RCMP allocated a number of civilian support positions in areas such as intelligence and analytics, digital forensics and scenes of crime. We were also able to dedicate more operators to the Operational Communication Centre (OCC) and build our Remote Piloted Aircraft Systems (or drones) program, to name a few. Additionally, we invested in establishing a Return-on-Investment Team that will help us assess whether our efforts are achieving their stated goals and objectives.

### Civilian Supports Focusing on Root Causes of Crime

Civilian positions in Community Safety and Wellbeing branch provide critical support to communities by working with our community partners to tackle the root causes of crime. These include the Rural Police and Crisis Teams (RPACT), and teams focused on community engagement and outreach, social engagement, alternative and restorative justice, and youth programming.



## Appendix B – RCMP Strategies for Recruitment, Retention, and Emergency Response

### Enhancing Recruitment Efforts

Over the past several years, recruiting has been a challenge for not only the RCMP, but for all police organizations in North America. The Alberta RCMP has made addressing this challenge a top priority.

In addition to all detachments having their own recruiting strategy, over the past year we have attended over 1,200 events and engaged with over 400,000 people to talk about a policing career with the Alberta RCMP. These efforts are paying off: in April 2023, the Alberta RCMP had 102 applicants. As of May 2024, this number has more than tripled to 318 Albertans. Depot (the RCMP training academy) is also back to having troop gate that it had prior to the pandemic.

The Alberta RCMP has also been focused on recruiting experienced police officers, and over the past couple of years a significant number of experienced police officers have joined the. Several years ago, regular member officers received a pay raise that brought their salaries in line with other police officers in Canada, and this pay raise has had a positive impact on our ability to recruit officers to the RCMP.

We're continually working to find efficiencies in the application process, and thus far have cut the time it takes to get into training to 6 months. We're examining ways to cut that timeframe down even further.

Our focus on recruiting remains, and will continue to remain, a top priority for the Alberta RCMP.

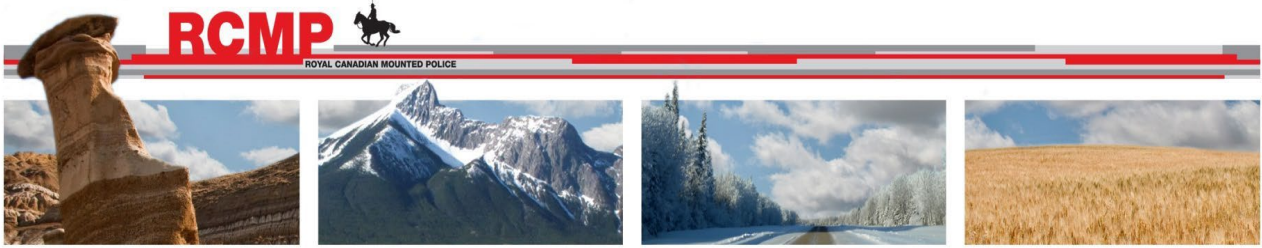
### Addressing Vacancies

Increased vacancy rates have been a challenge for all police services in North America, including the Alberta RCMP. Ensuring that we have enough police officers in our detachments to respond to calls is a critical aspect of how we manage our resources. We are continually analyzing our service delivery models to ensure they are as efficient and effective as they could be. Some of this work includes regular examination of shift schedules to ensure optimal schedules are in place or looking at alternate service delivery models such as regional options, fly-in options for remote communities. This work is always done in consultation with the communities, as if the model doesn't meet their needs, it's not workable.

Our Human Resources Management dashboard allows our District Management Teams to continually monitor HR numbers at detachments to ensure they have an adequate number of police officers working at any given time. Should a detachment be experiencing a significant resource pressure, the District Management Team is able to redeploy resources from another area to address the pressure.

We share our vacancy rates with the Police Advisory Board at our meetings, and with the Ministry of Public Safety and Emergency Services on a monthly basis. As of Sept 14, 2024, our combined vacancy number is 17.3%, which includes both hard vacancies (meaning we don't have an officer to fill a position) and soft vacancies (meaning the position is encumbered, but the employee is away from work due to things such as medical or parental leave). Earlier this year, that number was closer to 20%, but we are seeing improvements every month.

The Alberta RCMP is very focused on recruiting to address hard vacancies, but we're also very focused on addressing our soft vacancies and have introduced number of initiatives to ensure we're supporting our



employees and getting them back to work as soon as they are able. These strategies include hiring additional doctors, disability case managers, nurses and psychologists and enhancing our mental health and wellness programs.

### **911 Call Response**

The Alberta RCMP operates in a vast geographic area, which brings its own challenges. Given the geography and size of the areas we police, response times in a rural environment will be different than in an urban setting such as Calgary or Edmonton. That said, we continually monitor our response times to priority calls and implement any changes required to policy or by examining the service delivery model, ensuring we are best positioned to respond. In some cases, as a community evolves its existing detachment boundaries no longer make sense, so we examine whether adjustments to those boundaries would enhance our response.

We are also looking at ways to educate the public around proper use of 911, with the ultimate goal of reducing the number of non-emergency calls to 911. We've also hired a number of new operators in our call centers, which decreases wait times when calling 911. Additionally, the Alberta RCMP is currently working towards providing an easy-to-remember option for non-emergency calls.

The Alberta RCMP is always examining strategies that will positively impact response times and enhance our service.

### **24/7 Shift Coverage in all PPSA locations**

In late 2000, the Alberta RCMP presented an analysis of what would be required to have police officers on shift 24/7 in each of our detachments to the Police Advisory Board. The key finding was that in order to do this, the Alberta RCMP would need to add an additional 350 police officers to the PPSA. Adding this many police officers would also require additional detachments and housing (in some locations), along with the items that our officers would need to do their job, such as equipment, vehicles and more. In order to achieve this, it required a significant increase in financial investment by the Province.

While we do not have someone on shift 24/7 in every one of our detachments, all detachments do have 24/7 coverage via our on-call officers.