



**REGULAR COUNCIL MEETING AGENDA
CARSTAIRS MUNICIPAL OFFICE
MONDAY, JANUARY 9, 2023, 7:00 P.M.**

Page

1. CALL TO ORDER

2. ADDED ITEMS

3. ADOPTION OF AGENDA

- a) Adoption of agenda of January 9, 2023
Motion: To adopt the agenda of January 9, 2023

4. ADOPTION OF MINUTES

- 4 - 8 a) Adoption of minutes of December 12, 2022 (addendum 4.a)
Motion: To adopt the minutes of December 12, 2022



5. BUSINESS ARISING FROM PREVIOUS MEETING

- a) Mountain View Waste Commission Update

6. BYLAWS AND POLICIES

- 9 - 12 a) Bylaw No. 804 Bylaw Enforcement Officer (addendum 6.a)



- 13 - 16 b) Policy No. 26-017-23 Carstairs Use of Force Policy Defensive Baton/OC Spray (addendum 6.b)



- 17 - 23 c) Policy No. 26-019-23 Complaints against Peace Officers (addendum 6.c)



- 24 - 26 d) Policy No. 26-020-23 Emergency Response and Pursuit (addendum 6.d)



- 27 - 28 e) Policy No. 12-037-23 Employee Recognition Gifts & Awards (addendum 6.e)



7. NEW BUSINESS

- a) Appointment of Arlene Andrews as Bylaw Officer for the Town of Carstairs

29 - 30

- b) Standard operating Procedures (addendum 7.b)



8. COMMITTEE REPORTS

31 - 33

- a) LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
 - i) Minutes from the meeting of December 20,2022 (addendum



- b) STRATEGIC PLANNING & CORPORATE AFFAIRS COMMITTEE
- c) POLICY & GOVERNANCE COMMITTEE

34 - 35

- i) Minutes from the meeting of December 15, 2022 (addendum



- d) MOUNTAIN VIEW REGIONAL WASTE COMMISSION
- e) MOUNTAIN VIEW REGIONAL WATER COMMISSION
- f) MOUNTAIN VIEW SENIORS HOUSING
- g) MUNICIPAL AREA PARTNERSHIP

9. COUNCILOR REPORTS

- a) COUNCILOR ALLAN
- b) COUNCILOR BALL
- c) COUNCILOR FRICKE
- d) COUNCILOR RATZ
- e) COUNCILOR ROBERTS
- f) COUNCILOR WILCOX
- g) MAYOR COLBY

10. CORRESPONDENCE

36

- a) Kiwanis Music festival (addendum 10.a)



11. CAO'S REPORT

12. COUNCILOR CONCERNS

13. PUBLIC QUESTION PERIOD

14. MEDIA QUESTION PERIOD

15. CLOSED MEETING

- a) Section 197 of the MGA states that Council and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Privacy (FOIP) (s. 16 to 29).

16. ADJOURNMENT

MINUTES OF THE REGULAR COUNCIL MEETING
MONDAY, DECEMBER 12, 2022, 7:00 P.M.
CARSTAIRS MUNICIPAL OFFICE

| | |
|---|---|
| ATTENDEES: | Mayor Colby, Councilors Allan, Fricke, Ratz, Roberts, and Wilcox, CAO Rick Blair, Director of Legislative & Corporate Services Shannon Allison, Director of Planning & Development Kirk Williscroft and Executive Assistant Kayleigh Van Es |
| ABSENT: | Councilor Ball |
| CALL TO ORDER: | Mayor Colby called the meeting of December 12, 2022, to order at 7:01 p.m. |
| ADDED ITEMS: | Nil |
| ADOPTION OF AGENDA: | |
| Motion 344/22 | Motion by Councilor Allan to adopt the Regular Council agenda of December 12, 2022, as presented. <div>CARRIED</div> |
| ADOPTION OF PREVIOUS MINUTES: | |
| Motion 345/22 | Motion by Councilor Fricke to adopt the Regular Council minutes of November 28, 2022, as presented. <div>CARRIED</div> |
| BUSINESS ARISING FROM PREVIOUS MEETING: | |
| | 1. Clerical Error Corrections |
| Motion 346/22 | Motion by Councilor Allan to approve and write off the funds to correct Clerical Errors. <div>CARRIED</div> |
| | 2. Tax settlement for Roll Number 538000 |
| Motion 347/22 | Motion by Councilor Wilcox to approve the settlement for Tax Roll Number 538000. <div>CARRIED</div> |
| | 3. Golf Course Irrigation Line |
| Motion 348/22 | Motion by Councilor Roberts to approve proposed project of Golf Course Irrigation Line with the expense of \$55,000. <div>CARRIED</div> |
| | 4. Transfer of Surplus |
| Motion 349/22 | Motion by Councilor Ratz to approve transfer of any surplus funds to the Operation Stabilization Fund. <div>CARRIED</div> |
| DELEGATIONS: | 1. Church Link-Pastor Kelly Sikstrom, Pastor Don Shortt. Pastor K. Sikstrom presented to Council in regards to Church Link which includes representatives from The Rock Church, Carstairs Bancroft United Church, Carstairs Catholic St. Agnes Parish Church, Bethel Evangelical Missionary Church, West Zion Mennonite Church, and Carstairs Church of God. Pastor K. Sikstrom outlined the services available to the community that include day camps and helping out families in need; this does not require attendance and is an open-handed gift with no spiritual pressure. These gifts are only for local residents in need. CAO Blair clarified that the churches communicate with each other to ensure that people get the things they need without taking advantage of the church groups. Councilor Allan commends the programs and wonders if there has been an increase in calls. Councilor Fricke Thanks the groups for the support given to the community and wonders on increases throughout the year with uprising costs. Also asked if the County contributes to the Churches. Councilor Ratz echoes thanking the groups and expresses that it is money well spent on our community. |

Councilor Roberts Thanks the Church groups for all the efforts performed in the community.

Councilor Wilcox expresses the value of this program and is grateful for it.

Mayor Colby Thanks the Pastors for coming, along with the work, and time put into the community.

Pastor D. Shortt thanks the Council for the continued support, mentioning the positive feedback heard from the community.

Motion 350/22

Motion by Councilor Wilcox to accept the Carstairs Church Link presentation as information.

CARRIED

BYLAWS & POLICIES:

1. Bylaw No. 2035-2023 Rates & Fees Bylaw

Councilor Wilcox has concerns regarding Council Remuneration Schedule “L” and would like to visit the Council Remuneration Policy before approving the increase in salary.

Mayor Colby states that the current policy is based on the population which ensures a fair rate.

Councilor Fricke agrees in reviewing the Council Remuneration Policy before approving the Bylaw.

Councilor Ratz searches for the reasoning for holding up passing the 2023 Rates & Fees Bylaw.

Councilor Allan disagrees with the increase however with the Policy it is justified.

Councilor Fricke asks for clarification on Garbage Collection disposal fees Schedule “A”. As well as commending the change in competitive rates for the Golf Course in Schedule “V”.

Councilor Allan wonders if arena fees are competitive with other towns in Schedule “F”.

Councilor Wilcox asks for clarification of an Enforcement Vehicle in Schedule “G”.

Councilor Wilcox requested that a recorded vote be taken for the proposed Bylaw No. 2035.

Councilor Allan voted for the proposed Bylaw 2035.

Councilor Fricke voted against the proposed Bylaw 2035.

Councilor Ratz voted for the proposed Bylaw 2035.

Councilor Roberts voted for the proposed Bylaw 2035.

Councilor Wilcox voted against the proposed Bylaw 2035.

Motion 351/22

Motion by Councilor Ratz to give first reading of Bylaw No. 2035 Rates & Fees Bylaw as presented. Councilor Allan, Ratz and Roberts approved the motion. Councilor Wilcox and Fricke opposed the motion.

CARRIED 3-2

Motion 352/22

Motion by Councilor Allan to give second reading of Bylaw No. 2035 Rates & Fees Bylaw as presented. Councilor Allan, Ratz and Roberts approved the motion. Councilor Wilcox and Fricke opposed the motion.

CARRIED 3-2

Motion 353/22

Motion by Councilor Roberts to move to third and final reading of Bylaw No. 2035 Rates & Fees Bylaw as presented.

UNANIMOUSLY CARRIED

Motion 354/22 Motion by Councilor Ratz to give third and final reading of Bylaw No. 2035 Rates & Fees Bylaw as presented. Councilor Allan, Ratz and Roberts approved the motion. Councilor Wilcox and Fricke opposed the motion.

CARRIED 3-2

2. Bylaw No. 2037 Borrowing Revolving Line Bylaw

Motion 355/22 Motion by Councilor Allan to give first reading of Bylaw No. 2037 Borrowing Revolving Line Bylaw.

CARRIED

Motion 356/22 Motion by Councilor Roberts to give second reading of Bylaw No. 2037 Borrowing Revolving Line Bylaw.

CARRIED

Motion 357/22 Motion by Councilor Ratz to move to third and final reading of Bylaw No. 2037 Borrowing Revolving Line Bylaw.

UNANIMOUSLY CARRIED

Motion 358/22 Motion by Councilor Wilcox to give third and final reading of Bylaw No. 2037 Borrowing Revolving Line Bylaw.

CARRIED

3. Bylaw No. 2027 Road Closure Bylaw

K. Willisicroft spoke to the Bylaw that is inclusive of a lane that goes through a property at the end of Grey Street, the Bylaw has gotten approval from the minister of transportation and can be brought to Council for second, third and final readings.

Motion 359/22 Motion by Councilor Wilcox to give second reading of Bylaw No. 2027 Road Closure Bylaw.

CARRIED

Motion 360/22 Motion by Councilor Fricke to give third and final reading of Bylaw No. 2027 Road Closure Bylaw.

CARRIED

NEW BUSINESS: 1. 2023 Operating Budget

Motion 361/22 Motion by Councilor Allan to adopt the 2022 operating Budget as the 2023 Interim Budget.

CARRIED

2. Scarlett Ranch Subdivision Report

K. Willisicroft spoke to the subdivision report.

Councilor Fricke asks for clarification on the proximity definition.

Motion 362/22 Motion by Councilor Ratz to accept the Scarlett Ranch Subdivision Report as information.

CARRIED

COMMITTEE REPORTS:

1. Legislative & Emergency Services Committee

- Next meeting is on December 20, 2022

2. Strategic Planning & Corporate Affairs Committee

- Councilor Roberts gave an oral report outlining the Minutes of the meeting that occurred on November 28, 2022. Next meeting is on January 23, 2023.

3. Policy & Governance Committee

- Next meeting is on December 15, 2022.

4. Mountain View Regional Waste Commission

- Councilor Wilcox gave an oral report of the meeting that occurred on December 12, 2022. Outlining that Councilor Greg Harris (MVC) is Chair and Councilor Wilcox is Co-Chair of the Commission. Next meeting in January 2023.

5. Mountain View Regional Water Commission

- Next meeting in March 2023.

6. Mountain View Seniors' Housing

- Councilor Ratz gave an oral report for the meeting that occurred on December 1, 2022. Next meeting February 2, 2023.

Motion 363/22

Motion by Councilor Fricke to accept all Committee Reports as information.

CARRIED

COUNCILOR REPORTS:

Councilor Allan

- December 2, 2022 attended Carstairs Crazy Christmas.
- December 8, 2022 handed out Candy Canes during the Peace Officer Candy Cane Check Stop.

Councilor Ball

- Absent

Councilor Fricke

- December 1, 2022 attended MVSH Board Meeting & Organizational Meeting.
- December 2, 2022 attended Carstairs Crazy Christmas.
- December 6, 2022 attended the Alberta Library Trustees Association Webinar Series Episode 6 on Policy.
- December 6, 2022 attended Carstairs Public Library Appreciation Evening.
- December 8, 2022 handed out Candy Canes during the Peace Officer Candy Cane Check Stop.

Councilor Ratz

- December 1, 2022 attended MVSH Board Meeting & Organizational Meeting.

Councilor Roberts

- December 2, 2022 attended Carstairs Crazy Christmas and Santa's Gone Looney.
- December 5, 2022 attended Carstairs nature space meeting.

Councilor Wilcox

- November 30, 2022 attended Carstairs library board meeting.
- December 2, 2022 attended Carstairs Crazy Christmas.
- December 6, 2022 attended Carstairs Public Library Appreciation Evening.
- December 12, 2022 attended Mountain View Regional Waste Commission meeting.

Mayor Colby

- December 2, 2022 attended Crazy Carstairs Christmas.
- December 7, 2022 attended Mountain View Regional Water Commission meeting.

Motion 364/22

Motion by Councilor Ratz to accept all Councilor Reports as information.

CARRIED

CORRESPONDENCE:

1. Carstairs Public Library-Bob Green

Motion 365/22

Motion by Councilor Wilcox to accept Bob Green's resignation for the Carstairs Public Library Board as information.

CARRIED

2. Letter from Minister Ellis

Motion 366/22

Motion by Councilor Fricke to accept the letter from Minister Ellis as information.

CARRIED

CAO'S REPORT:

- November 29, 2022 conducted IT RFP Interviews.
- November 29, 2022 Lagoon RFP Review.
- November 30, 2022 conducted more IT RFP Interviews.
- November 30, 2022 held individual Directors Budget Meetings.
- December 1, 2022 conducted Golf Course GM Interviews.
- December 5, 2022 conducted additional Golf Course GM Interviews.
- December 6, 2022 met with Scarlett Ranch Engineers.
- December 6, 2022 conducted additional Golf Course GM Interviews.

Regular Council Meeting – December 12, 2022

Page 5 of 5

- December 7, 2022 met with Staff Sergeant Brown with discussions on Regional Policing.
- December 7, 2022 hosted Planning and Engineers monthly meeting.
- December 8, 2022 held Fire Department Budget Meeting with Fire Chief and Director of Corporate Services.
- December 8, 2022 held Staff Director Evaluations.

Motion 367/22

Motion by Councilor Wilcox to accept CAO's Report as information.

CARRIED

COUNCILOR CONCERNS: 1. Councilor Fricke

- enquired on what is being done with apprehended animals now that the Pawsitive Haven animal rescue is now only running a foster based rescue.

Motion 368/22

Motion by Councilor Fricke to accept all Councilor Concerns as information.

CARRIED

PUBLIC QUESTION PERIOD:

Nil

MEDIA QUESTION PERIOD:

Nil

CLOSED MEETING:

Section 107 of the MGA states that Councils and Council Committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy (FOIP) (s. 16 to 20).

Motion 369/22

Motion by Councilor Ratz that Council closes the meeting to the public at 8:28 p.m. to discuss closed meeting session items.

CARRIED

Motion 370/22

Motion by Councilor Wilcox to come out of the closed meeting session at 9:20p.m.

CARRIED

NEXT MEETING:

Monday, January 9, 2023 at 7:00 p.m.

ADJOURNMENT:

Motion 371/22

Motion by Councilor Allan to adjourn the meeting of December 12, 2022, at 9:21 p.m.

CARRIED

Lance Colby, Mayor

Rick Blair, CAO

Bylaw No. 804 - AMENDED

BEING a **Bylaw** of the Town of Carstairs, in the Province of Alberta, respecting the appointment of **Bylaw** Enforcement Officers and specifying the powers and duties of **Bylaw** Enforcement Officers and establishing disciplinary procedures of **Bylaw** Enforcement Officers.

WHEREAS, under the authority of the Municipal Government Act, being Chapter M-26.1 of the revised statutes of Alberta and amendments thereto, requires Council to specify the powers and duties of **Bylaw** Enforcement Officers for the purpose of enforcing compliance with **Bylaws**;

AND WHEREAS the Carstairs Town Council shall, by **Bylaw**, establish disciplinary procedures, penalties and an appeal process applicable for misuse of power by **Bylaw** Enforcement Officers.

NOW THEREFORE, the Council of the Town of Carstairs, in the Province of Alberta, duly assembled, enacts as follows:

1. This **Bylaw** may be cited as the **Bylaw** Enforcement Officers **Bylaw**.

DEFINITIONS

Council means the Council of the Town of Carstairs.

Bylaws means **Bylaws** of the Town of Carstairs;

Town means the Town of Carstairs;

Bylaw Enforcement Officer shall mean a contractor or employee of the Town of Carstairs appointed as such and who, in the execution of their duties, is a person employed for the preservation and maintenance of the public peace;

Supervisor means the person appointed by the Chief Administrative Officer to supervise, direct and manage the performance of the duties of a **Bylaw** Enforcement Officer;

~~“Chief Administrative Officer” means the employee of the Town appointed as such.~~
CAO means Chief Administrative Officer

2. The **CAO** may appoint one or more **Bylaw** Enforcement Officers for the purpose of enforcing compliance with the town’s bylaws. The **CAO** may further delegate the power to appoint **Bylaw** Enforcement Officers to another employee of the Town. The powers and duties of a **Bylaw** Enforcement Officer shall include the following:
 - a. To preserve and maintain the public peace;
 - b. To enforce the **Bylaws** of the Town which **Council** has authorized or directed the **Bylaw** Enforcement Officer to enforce within the boundaries of the Town;
 - c. To respond to and investigate complaints, conduct routine patrols and issue notices, tickets or tags;
 - d. To assist in the prosecution of breaches of **Bylaws** and related offences including the issuance of violation tickets, the swearing of complaints, the service of summonses and subpoenas, the gathering of evidence, ensuring the attendance of witnesses and making any appearance in court that may be required;
 - e. **Bylaw** Officer will submit to the R.C.M.P. a request for a criminal record check and submit the results in confidence to the Town prior to taking the official oath prescribed by the Oaths of Office Act;
 - f. The **Bylaw** Officer will submit a driver’s abstract to the Town prior to taking the official oath prescribed by the Oaths of Office Act;
 - ~~g. To perform such duties as authorized as a Special Constable appointed by the Provincial Solicitor General’s Department;~~

- h. To carry out the direction of Council and the Chief Administrative Officer;
 - i. To perform all other related duties as may from time to time be assigned by the Supervisor;
 - j. To take the Official Oath prescribed by the Oaths of Office Act (Alberta) upon being appointed as a **Bylaw** Enforcement Officer and to carry upon that person at all such times as they are acting as a **Bylaw** Enforcement Officer evidence of their appointment as a **Bylaw** Enforcement Officer of the Town of Carstairs.
3. Where it is alleged that a **Bylaw** Enforcement Officer, ~~in carrying out the duties as a Peace Officer,~~ has committed a disciplinary default, (as hereinafter defined) the following procedure shall be followed by the Supervisor:
- a. Advise the **Bylaw** Enforcement Officer of the allegation of disciplinary default;
 - b. Give the **Bylaw** Enforcement Officer an opportunity to respond to the allegations in writing or ~~orally~~ verbally as in the discretion of the Supervisor as the case requires;
 - c. Upon hearing the response and explanation of the **Bylaw** Enforcement Officer and any other information, the Supervisor believes appropriate to determine the facts, the Supervisor shall either dismiss the complaint as unfounded, as unsubstantiated or find that the **Bylaw** Enforcement Officer has committed a disciplinary default;
 - d. If it is determined that the **Bylaw** Enforcement Officer has committed a disciplinary default, the Supervisor shall determine the appropriate action to be taken;
 - e. Advise the **Bylaw** Enforcement Officer in writing of the Supervisor's decision.
4. When it is determined by the Supervisor that the **Bylaw** Enforcement Officer has committed a disciplinary default (as hereinafter described) the Supervisor may:
- a. Warn the **Bylaw** Enforcement Officer ~~orally~~ verbally or in writing;
 - b. Reprimand, in writing, the **Bylaw** Enforcement Officer;
 - c. Suspend the **Bylaw** Enforcement Officer, without pay, for a period not exceeding 72 hours;
 - d. Recommend to the chief Administrative Officer that the appointment of the **Bylaw** Enforcement Officer be terminated.
5. A **Bylaw** Enforcement Officer may appeal the decision of the Supervisor to the Chief Administrative Officer and such an appeal shall be commenced by the filing of a written notice of appeal within thirty (30) days of the date of receipt of the **Bylaw** Enforcement Officer of the written decision of the Supervisor, such notice to be delivered or sent to the Chief Administrative Officer and the following provisions shall apply to such an appeal:
- a. The Chief Administrative Officer, in considering the appeal, may dismiss the appeal, or allow the appeal and impose or vary discipline as outlined in Section 5;
 - b. The Chief Administrative Officer shall notify the **Bylaw** Enforcement Officer in writing as to the results of the appeal.
6. For the purpose of this **Bylaw**, the following shall be considered as disciplinary defaults:
- a. Discreditable conduct where the **Bylaw** Enforcement Officer

- i. Acts in a disorderly or inappropriate manner, or in a manner likely to bring discredit upon the reputation of Bylaw Enforcement Officers or the Town;
 - ii. Uses inappropriate or oppressive conduct in carrying out the duties assigned;
 - iii. Uses profane, abusive or insulting language to another Bylaw Enforcement Officer or a member of the public;
 - iv. Willfully or negligently makes any false complaint or statement against a member of the public;
 - v. Is convicted of an indictable offence under a federal statute or an offence punishable upon summary conviction under the Criminal code (Canada);
 - vi. Withholds or suppresses a complaint or report against a Bylaw Enforcement Officer or member of the public;
 - vii. Abets, connives or knowingly fails to carry out the duties of a Bylaw Enforcement Officer as described by this Bylaw.
- b. Insubordination, where the Bylaw Enforcement Officer, by work or actions, and without lawful excuse, disobeys, omits or neglects to carry out any direction or duty given to them by Council, Chief Administrative Officer or the Supervisor;
- c. Neglect of duty, where the Bylaw Enforcement Officer
- i. Without lawful excuse neglects or omits promptly and diligently to perform a duty of a Bylaw Enforcement Officer under this Bylaw;
- d. Deceit, where the Bylaw Enforcement Officer
- i. Knowingly makes or signs a false statement in an official document or book;
 - ii. Willfully or negligently makes a false, misleading or inaccurate statement pertaining to official duties; or
 - iii. Without lawful excuse destroys, mutilates or conceals an official document or records or alters or erases any entry therein.
- e. Breach of confidence, where the Bylaw Enforcement Officer
- i. Divulges any matter which it is their duty to keep secret;
 - ii. Gives notices, directly or indirectly, to any person against whom any warrant or summons has been or is about to be issued, except in the lawful execution of such warrant or service of such summons;
 - iii. Without proper authorization from a Supervisor or in contravention of any rules of the Town communicates to the news media or to any unauthorized person any law enforcement matter which could be injurious to any person or investigation;
 - iv. Without proper authorization from the Town of Carstairs, shows to any person not a Peace Officer or any other unauthorized member of the Town staff any book or printed paper, document or report relating to any law enforcement matter that is the property of or in the custody of the Town; or
- f. Corrupt practice, where the Bylaw Enforcement Officer
- i. Fails to account for or to make a prompt and true return of money or property received in an official capacity;

- ii. Fails to adhere to the Code of Ethics as adopted by Council describing the conduct of Town employees;
- iii. Place themselves under a pecuniary or other obligation to a person in respect of whose conduct or business operation or employment the member may likely have to report or give evidence; or
- iv. Improperly use their position as a Bylaw Enforcement Officer for private advantage.
- g. Unlawful or unnecessary exercise of authority, where the Bylaw Enforcement Officer is unnecessarily discourteous or uncivil to a member of the public;
- h. Consuming intoxicating liquor or drugs in a manner prejudicial to duty, where the Bylaw Enforcement Officer
 - i. While on duty is unfit for duty due to consuming intoxicating liquor or drugs;
 - ii. Reports for duty and is unfit for duty due to consuming intoxicating liquor or drugs.

This Bylaw comes into full force and effect on the date of its final passing.

READ A FIRST TIME THIS XX DAY OF XXX 20XX.

READ A SECOND TIME THIS XX DAY OF XXX 20XX.

READ A THIRD AND FINAL TIME THIS XX DAY OF XXX 20XX.

Lance Colby, Mayor

Rick Blair, CAO



Town of Carstairs

Policy: Carstairs Community Peace Officer
Use of Force Policy Defensive Baton/OC Spray
Policy No. 26-017-2X

Date: **January 25, 2021**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs Enforcement Services personnel may have to use a Defensive Baton or Oleoresin Capsicum (OC Spray) (if authorized by their appointment), to protect themselves, or others. This policy will clarify usage and possession requirements.

Policy:

Use of Force:

- i. Use of Force, by members, shall meet the requirements of S.25 of the Criminal Code.
- ii. Members shall follow the ~~IMIM Use of Force Model~~ PPCT/TPR (Pressure Point Control Tactics/Threat Pattern Recognition) Resistance/Control Continuum (Appendix 'A') to assist in determining response options to a situation.
- iii. All use of force incidents involving a weapon, injury or fatality towards a person, where a Peace Officer is involved, must be immediately reported to ~~the (AJSG) Alberta Justice Solicitor General~~ Public Safety & Emergency Services.
 1. The Director shall ensure that an initial report is filed.
 2. 1.3.2 – The Director, as the Authorized Employer Representative, shall commence (or cause to commence) an investigation to review the incident and to ensure that all SOP's, policies, procedures and laws are complied with and that the use of force was appropriate.
 3. 1.3.3 – The ongoing status and eventual outcome of the investigation shall be reported to the AJSG as required.

OC Spray:

- i. Peace Officers who have successfully completed the OC Spray training course as approved by the Justice and Solicitor General (JSG) are authorized to carry and use OC Spray while on duty if the authority appears on their peace officer appointment.
- ii. A peace officer's appointment authorizes him/her to be in possession of OC Spray for the purpose of their duty or employment and does not extend to off-duty activities.
- iii. All Peace Officers certified in the use of the OC Spray will be re-certified at least every 36 months by a qualified instructor.
- iv. When OC Spray has been deployed and the subject(s) has been brought under control, decontamination procedures will be commenced as soon as practicable.
- v. OC Spray shall only be carried by Peace Officers while on duty and in uniform.
- vi. The Director or designate of the Protective Services Department for the Town of Carstairs will maintain a current list of all Peace Officers who have completed the OC Spray course and are authorized to use it.
- vii. A Peace Officer authorized to carry and use OC Spray:

1. When a tactical advantage is not lost, advises the potential target(s) that OC Spray may be used if their behaviour remains uncontrollable;
 2. Monitors the target(s) and seeks medical assistance if the effects of the OC Spray persist after one (1) hour;
 3. Submits an Incident Report to the Supervisor and to the Public Security Department on the approved form describing the incident and reasons for utilizing the OC Spray. This also includes any accidental OC Spray discharges.
 4. Ensure that when off-duty, the OC Spray is secured in a locked cabinet within the ~~Town of Carstairs~~ Emergency Services office. If a peace officer goes off shift at their residence, the OC Spray must be secured within a locked cabinet at home.
- iv. The Director or Designate shall ensure all Peace Officers required to carry OC Spray are re-certified when required.

Defensive Baton:

- i. Peace Officers, upon successful certification approved through ~~the JSG, Public Safety & Emergency Services~~, may be issued an extendible baton and will be responsible for its care, use, and storage.
- ii. All Peace Officers certified in the use of the baton will be required to carry a baton while on duty and in uniform.
- iii. All Peace Officers certified in the use of the baton will be required to be re-certified at least every 36 months by a qualified instructor.
- iv. The baton will be carried in an issued scabbard or holster.
- v. The baton will be deployed only in the prescribed manner, according to the IMIM Use of Force Model (Appendix "A").
- vi. All Peace Officers will immediately report any incident in which the baton was used as a means of force to their Director or Designate on an Incident Report Form and ensure the Public Security Division is notified.
- vii. Peace Officers who carry authorized batons:
 1. Must check their baton on (at least) a weekly basis for the following:
 - Wear and tear on the grip;
 - Bent shaft and stress fractures;
 - Abrasions on the tip or a loose tip,
 - Secure butt cap;
 2. May make minor adjustments to the retaining clip and the O-ring to ensure the proper opening and closing capabilities;
 3. Report any defective baton requiring repair or replacement immediately to the Director or Designate. This includes a bent shaft, wear and tear on the handle, and sharp abrasions on the tip;
 4. Ensure that when off-duty and not in uniform, the baton is secured in a locked cabinet within the ~~Emergency Services~~ office. If the peace officer goes off shift at their residence, the baton must be secured within a locked cabinet.

Decommissioning of Weapons:

- i. Oleoresin Capsicum (OC Spray) that has expired shall be discharged in a remote area where no people or animals are present. The empty canister shall be compacted and bagged, then placed in the Operations garbage for delivery to the landfill.
- ii. Batons that are damaged or in need of replacement shall be handed over to the RCMP for disposal.

End of Policy
/Carstairs XX/202X

Town of Carstairs
Policy 26-017-2X
Page 2 of 4

Schedule ‘A’

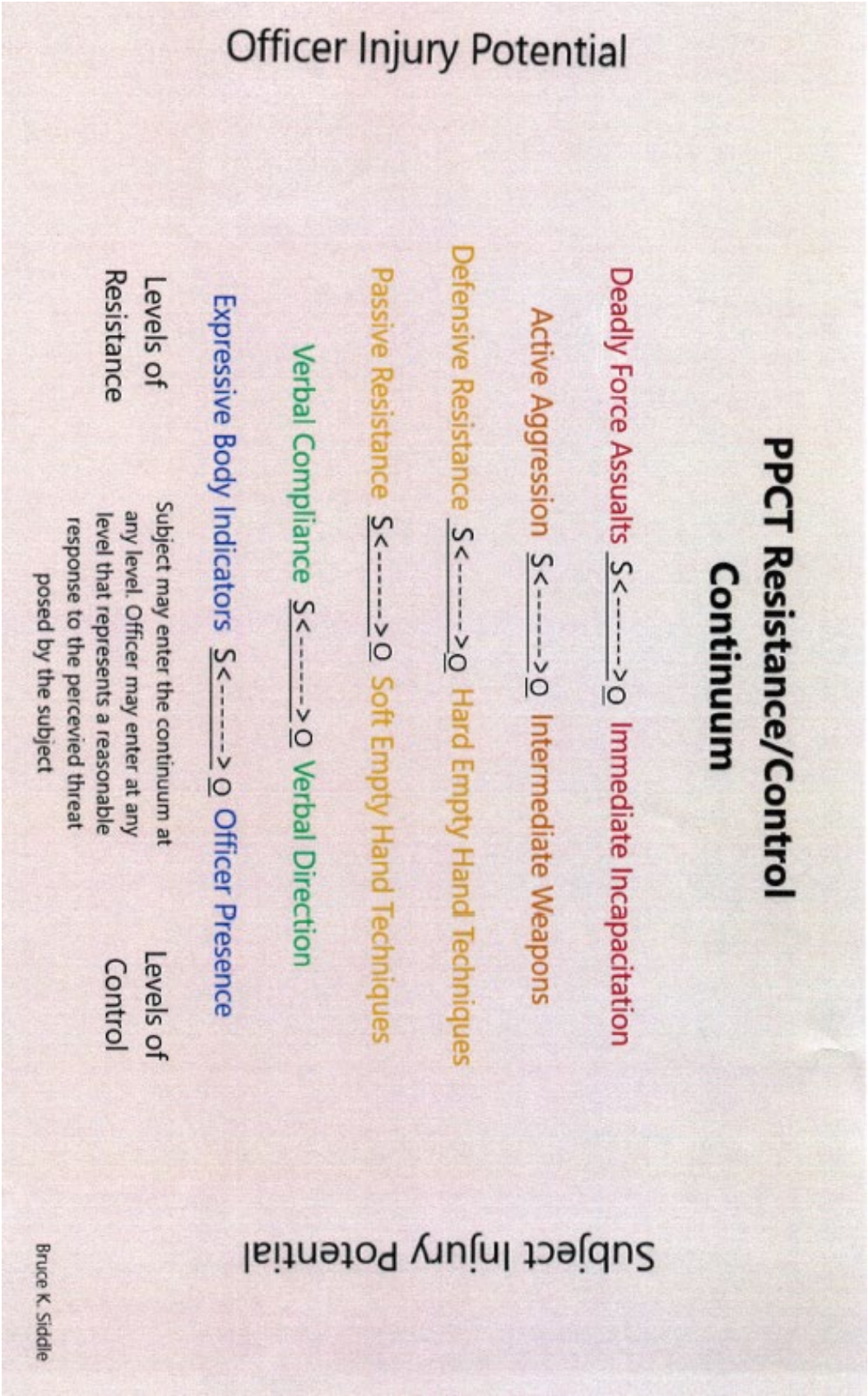
Signatures

M0__/2_ Policy No. 26-017-2_ adopted at Council on XXX XX, 202X

Mayor, Lance Colby

CAO, Rick Blair

SCHEDULE ‘A’





Town of Carstairs

Policy: Complaints against Peace Officers
Policy No. 26-019-2X

Date: XXX, XX, 202X

Adopted by: Council

Policy Statement:

The Town of Carstairs will provide guidelines for Complaints against Peace Officers which is intended to provide a consistent and uniform process to respond to complaints raised by members of the public. This policy will assist the Municipality in continuing to provide excellent service to the public, and will contribute to the continuous improvement of operations.

The following policy establishes guidelines and standards for the efficient handling and resolution of complaints made against Peace Officers in order to address concerns raised and improve services.

Definitions:

Program means the Public Security Peace Officer Program

Act means the Peace Officer Act

Regulation means the Peace Officer Regulation

POMR means the Peace Officer (Ministerial) Regulation

Policy Scope:

Criminal Matters

The Town of Carstairs is responsible for reviewing complaints to determine if there are allegations of criminal misconduct. Any allegations of criminal misconduct must be turned over to the police service of jurisdiction for investigation and the complainant and the Program notified forthwith. In the event the complainant has not or will not provide sufficient evidence suggestive that a criminal act took place then the Town of Carstairs can, in writing, advise the complainant to contact the police directly with their concerns. A code of conduct investigation may still be required to assess if improper conduct occurred.

If the police service makes a determination that a criminal event has not occurred, then the standard complaint or employer-initiated investigation process must be followed. The Town of Carstairs may conduct a concurrent internal investigation, provided they interact/cooperate with the police service and take such steps necessary to avoid contaminating the criminal investigation.

If during the course of an investigation that was not initially identified as potentially criminal, and criminal misconduct is uncovered, the Town of Carstairs is required to report the matter to the police service of jurisdiction and the Program immediately. The Town of Carstairs may continue to conduct a concurrent internal investigation provided they interact/cooperate with the police service and take such steps that are necessary to avoid contaminating the criminal investigation.

Complaints that contain allegations of excessive force against a peace officer are considered to be criminal allegations. All complaints of excessive force must be reported to the police service of jurisdiction for investigation and the Program.

Anonymous Complaints

Anonymous complaints are occasionally submitted in writing to the Town of Carstairs. Anonymous complaints do not allow for the Town of Carstairs to discharge required legal responsibilities under the Act and Regulation relating to complainant notification, therefore they are not considered a complaint under section 14 of the Act.

However, if the nature of any complaint (anonymous, written or verbal) is serious, the Town of Carstairs shall review the matter. In the event some element of substance to the allegation is

uncovered, reporting and employer-initiated investigation requirements are triggered by section 16 of the Act.

Policy Requirements for the Town of Carstairs

The Town of Carstairs is required to have policy in place to address public complaints, anonymous and employer-initiated complaints. Policy should include information on who will be responsible for conducting the necessary investigations and address reporting requirements, including requirements for reporting criminal allegations and use-of-force.

Complaints Process:

A written complaint is received by the Town of Carstairs.

- a. The Town of Carstairs must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant (written responses may be by email where appropriate);
- b. Notify the peace officer involved of the complaint if appropriate (see section 21.6 of the Public Security Peace Officer Program manual for details);
- c. The Town of Carstairs must advise the Program of public complaints using the Incident Report Form (PS3535);
- d. Investigate the allegations of the complaint by interviewing the complainant, any witnesses, the peace officer(s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence

As a best practice, investigators are encouraged to interview the complainants. This is discretionary and may not be required in all circumstances;

- e. Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - Occurrence reports
 - Dispatch logs
 - Peace officer notebook(s)
 - Court reports
 - Legal documents
 - In-car video and body camera recordings
- f. Notify the complainant, the peace officer involved, if appropriate, and Director as to the status of the investigation at least once every 45 days

This may be undertaken by email and needs only state that the investigation is ongoing with a copy to poprogram@gov.ab.ca. Copies of notices must be retained on the investigation file;

- g. Upon conclusion of the investigation the Town of Carstairs must notify the complainant, the peace officer involved, and the Director of the disposition of the complaint using wording found in **section 22 of the POMR**, which reads as follows:
 - **‘Complaint is unfounded’**: this means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
 - **‘Complaint is unsubstantiated’**: this means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
 - **‘Complaint is found to have merit in whole’**: this means that on the basis of a thorough investigation that a reasonable belief exists that the peace officer has engaged in misconduct in regards to the entirety of the complaint.
 - **‘Complaint is found to have merit in part’**: this means that on the basis of a thorough investigation that a reasonable belief exists that the peace officer has engaged in misconduct in regards to a portion(s) of the complaint, but not in its entirety.
 - **‘Complaint is frivolous, vexatious or made in bad faith’**: this disposition will be used when the Town of Carstairs chooses not to investigate a complaint as per section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious, or made in bad faith. See section 21.3 of the Public Security Peace Officer Program manual for definitions related to this finding;

- h. In the event a complaint is found to have merit in whole or in part the Town of Carstairs must state that disciplinary action has been taken and it must be in accordance with the agency's disciplinary policy filed with the Director
- i. In the disposition to the complainant, the specifics of what disciplinary action is taken may be articulated if permitted by a Collective Agreement or Human Relations Policy and per section 40(1) (f) of the FOIPPA. Alternatively, an employer may state:

'Discipline has been administered in accordance with our disciplinary policy as filed with the Director of Law Enforcement and the Public Security Peace Officer Program'.

The specifics of what disciplinary action is taken must be reported to the Director to ensure the disciplinary policy submitted as a requirement of legislation is being adhered to; and

- j. The disposition or conclusion letter issued to the complaint must contain the following closing paragraph which communicates to the complainant that reviews of the decision reached by the employer must be addressed to the Director as required in section 15 of the Act.

PLEASE BE ADVISED YOU HAVE THE RIGHT TO REQUEST A REVIEW OF THESE FINDINGS BY THE DIRECTOR OF LAW ENFORCEMENT FOR THE PROVINCE OF ALBERTA PURSUANT TO SECTION 15(4) OF THE PEACE OFFICER ACT. A REQUEST FOR REVIEW MUST BE IN WRITING AND INITIATED WITHIN 30 DAYS OF RECEIPT OF THIS DECISION. ANY DECISION REACHED BY THE DIRECTOR OF LAW ENFORCEMENT ON REVIEW IS FINAL.

Correspondence to the Director may be submitted by:

Email: poprogram@gov.ab.ca

Mail: Director of Law Enforcement
c/o Peace Officer Program
Public Safety and Emergency Services
9th Floor, 10365 - 97 Street NW
Edmonton AB T5J 3W7

Complaints Not Requiring Investigation by the Employer (Section 15(2) of the Act):

It is recognized that some complaints will be made under circumstances in which an investigation is not required. The legislation has included four circumstances under which the Town of Carstairs may choose not to investigate a complaint:

- a. **Frivolous:** A complaint intended merely to harass or embarrass.
- b. **Vexatious:** A Complaint that has no basis in fact or reason, with its purpose to bother, annoy and embarrass the peace officer or employer.
- c. **Bad Faith:** Filing the complaint with intentional dishonesty or with intent to mislead.

Public complaints received regarding quality of service relating to the interpretation or application of legislation (including bylaws), investigation outcome or action taken as a result of an investigation are not normally considered complaints against the conduct or actions of a peace officer. After a review, the employer may choose not to investigate these occurrences pursuant to section 15(2)(b) of the Act.

If the Town of Carstairs determines that there are no grounds for investigation per section 15(2) of the Act, a written response must be sent to the complainant outlining the reasons for not investigating the complaint and advising them of the ability to request for review by the Director.

All complaints disposed through this section must be reported to the Program using Incident Report Form (PS3535).

Informal Resolutions of Complaints:

Section 15(2)(b) of the Act allows for the Town of Carstairs to refuse to investigate or may discontinue the investigation of a complaint if, in the Town of Carstairs opinion and having regard to all of the circumstances, no investigation is necessary.

This section was primarily designed to capture complaints that are resolved 'informally' under the processes that the Town of Carstairs has on file with the Program. This is intended to allow a diversion from the formal findings set out under section 22 of the POMR in those circumstances where an investigation has begun, or is about to begin, and both the complainant and the Town of Carstairs agree to resolve the dispute informally via an approved internal procedure.

The Town of Carstairs if chooses to make use of the section must have an informal resolution policy filed with the Program.

This section may also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances. This section does not alleviate the need for the Town of Carstairs to exercise effective management and due diligence in dismissing the complaint.

All complaints resolved in this manner, pursuant to the Act, must be reported to the Program using the Incident Report Form PS3535.

Request for Review by Complainant:

Any decision reached by the Town of Carstairs relating to a written complaint may be submitted for review by the Director, or his delegate, by virtue of section 15(4) of the Act. The purpose of the review process is to provide an avenue of third-party oversight for decisions made by employers as they relate to peace officers. This program aspect is seen as valuable in strengthening public accountability and public trust in the program.

A complainant may request a review of the decision of the Town of Carstairs within 30 days, in writing (email is accepted), to the Director. The Director is then required by the Act to conduct a review of the circumstances and after consideration may:

- a. Direct the Town of Carstairs to take any action the Director considers appropriate
- b. Confirm, reverse or vary the Town of Carstairs disposition

The decision of the Director under this review process is final and there are no avenues for appeal.

Requests for review may follow the process set out in section 17 of the Public Security Peace Officer Program manual. A full investigation may not be required in all circumstances.

When Appropriate to Notify a Peace Officer of Complaints:

Part 5 of the POMR makes references in sections 20 and 21 to notifying a peace officer of complaints made where the Director deems it appropriate. It is recognized that in the majority of cases it is always appropriate and necessary to inform a peace officer about a complaint made to facilitate the principles of due process and fairness. However, in circumstances where such notification may unduly have a negative impact on an internal investigation or place the complainant in an unfavorable position, the notification to the peace officer may be delayed for a period of time.

In the following general circumstances, consideration must be given to delay informing the peace officer about a complaint when it may reasonably be suspected that:

- a. The complainant may be placed in danger
- b. The complainant may face other inappropriate action by the peace officer should the peace officer be informed
- c. The notification may impede the gathering of evidence during an internal investigation conducted under Part 3 of the Act
- d. A reasonable likelihood exists that the complaint may lead to charges under federal or provincial legislation and that notification of the peace officer could impede any resulting police or other investigative agency investigation
- e. Any other situation identified by the employer or Director in which it may be appropriate to delay informing the peace officer about the complaint

In any case where the Town of Carstairs is uncertain as to the appropriateness of informing a peace officer about a complaint, the Program Manager should be contacted.

Employer-Initiated Investigations - 'Section 16':

Section 16 of the Act places a responsibility on the Town of Carstairs to ensure that peace officers acting under the employer's authorization conduct themselves in a manner that is consistent with their peace officer appointment, legislation, policies and guidelines, and training. Examples of incidents requiring an employer-initiated investigation include allegations of pursuits, conduct identified through supervisory reviews, conduct reported to the employer by another peace officer or the police of jurisdiction, and in some instances, allegations of misconduct reported anonymously. This provision is designed to ensure that legislative or policy violations identified through supervisory or other in-house processes are dealt with effectively.

The standard complaints investigative procedure should be utilized for employer-initiated investigations to ensure they are investigated in a responsible and consistent manner.

On conclusion, of all employer-initiated investigations must be reported to the Director, regardless of the disposition, using the Incident Report Form (PS3535). Incident reporting should include the investigation report, any disposition letters to the peace officer and discipline, if applicable.

The following additional reporting requirements apply:

Allegations of pursuit

- Must be reported to the Program immediately following an incident. Copies of in-car and body worn camera video and officer notes must be included with the Incident Report (PS3535).
- A preliminary review is conducted by the Director to determine if there are any immediate public or officer safety needs that must be addressed while the employer investigation is underway. The employer will be notified, by email, of the outcome of the preliminary review and is responsible for notifying its peace officers.

Criminal allegations and charges under federal or provincial statutes

- Must be reported immediately for a preliminary review by the Director to determine if there are any immediate public safety considerations or if modifications to authorities are warranted while the police and employer investigations are underway.
- In the event of charges, the Town of Carstairs may need to consider suspension of peace officer status pending a court decision. The Director may impose a suspension of a peace officer appointment in the event an employer does not take appropriate steps to remove an officer from duties for which an appointment is required.

All other employer-initiated investigations

- Must be reported to the Program using the Incident Report Form (PS3535) with appropriate attachments on conclusion of the investigation and application of discipline, where applicable.

Matters outside the scope of the Act/Human Resource Matters:

Employers are only required to conduct investigations and report in accordance with the requirements of the Act, Regulations and Program policy.

For issues related to employment that fall outside these requirements, including time management, employee performance matters, employee on employee complaints and complaints by an employee against a supervisor or manager with peace officer status while acting in a management capacity, the Town of Carstairs normal human resources practices are to be followed. There is no requirement to report these matters to the Program unless it is determined, during the course of a human resources investigation, a violation under the Act occurred.

If guidance is required to determine which process should apply, please contact the Program Manager or Team Lead, Investigations, for assistance.

Required Employer Documentation Submissions for Program Review:

Reporting for public complaints and employer-initiated investigations is to be submitted to the Complaints Coordinator at poprogram@gov.ab.ca using the Incident Report Form (PS3535) available on the Program website. Reporting may include the initial intake, 45-day update notices, investigation reports and supporting documents, final disposition letters and notification of discipline.

- Copy of original public complaint, without modifications or redactions, including any photos or videos
- Copy of acknowledgement letter to complainant
- Copy of notification to peace officer
- Copy of 45-day update to complainant
- Copy of 45-day update to peace officer
- Completed Investigation Report
- Copy of disposition letter to complainant
- Copy of disposition letter to peace officer
- Copy of peace officer(s) Occurrence Report

- Copies of any other supporting documents or material required by policy

Documents must be submitted in the original form with no redactions or alterations to ensure effective review and assessment by the Program.

Following receipt of the final disposition and investigation report, the Program will review the materials to ensure compliance with the Act, Regulations and Program policy. The Town of Carstairs will be notified if any concerns are identified and a process for remedy will be put in place.

Involvement of the Director of Law Enforcement in Public Complaints or Employer Initiated Investigations:

Through reporting requirements contained in the Act and Regulations, summarized in section 22 of the Public Security Peace Officer Program manual, the Director may become directly involved in a public complaint or employer-initiated investigation when the Director is of the opinion that the employer:

- Is not investigating a public complaint in a manner that is satisfactory to the Director
- Is not investigating a Section 16 matter in a manner that is satisfactory to the Director
- Has failed to investigate a public complaint
- Has failed to investigate a Section 16 matter
- That an occurrence has been reported that meets the requirements of section 19(2) of the Act

In these circumstances, the Program will interact with the Town of Carstairs to provide guidance and advice on how to properly exercise their responsibilities. Should the need exist, the Director may investigate and dispose of the matter through an investigation conducted by a Program investigator or third-party investigator.

If the Director, or designate, investigates a public complaint or Section 16 matter, the Program must notify the complainant and the peace officer who is the subject of the investigation and the peace officer's employer, in writing:

- At least once every 45 days as to the status of the investigation until the complaint or matter is disposed of; and
- At the disposition of the complaint or matter.

As it pertains to complaints, the final disposition letter will be of a format detailed in section 22 of the POMR. As the Director is not the employer of peace officers in most instances, the ability to impose discipline may not be available. In all cases where the Director finds a matter to have merit in whole or in part, a recommendation to the employer will be made to impose discipline in accordance with the employer policy filed with the Program.

Should the Town of Carstairs not take disciplinary action in accordance with their own internal policy, they may be considered in violation of section 6 of the Act. In those circumstances, remedies available to the Director as detailed in the Act, may be considered.

Peace Officer Appeal Mechanisms:

The Act and Regulations do not include legislated avenues for a peace officer to request reviews of decisions related to:

- Denial of a peace officer appointment
- A modification (permanent or otherwise) of the peace officer appointment
- A suspension of a peace officer appointment
- Decisions made by an employer relating to public complaints
- Decisions made by the Director related to any investigation/review conducted under the Act

Peace officers are not employees of the Director and accordingly, any decision made by Town of Carstairs must be appealed through mechanisms established with the employer. Any change in outcome as a result must be reported to the Program using the Incident Report Form (PS3535).

If new evidence becomes available following disposition of an investigation conducted by the Director, where fault is found with the peace officer, and has not resulted in the cancellation of the peace officer appointment under section 8 of the Act, the peace officer may request the Director review his/her decision using the following process:

- Request for review of the decision must be submitted in writing, within 30 days
- Additional evidence for consideration must be submitted with the request
- The Director may conduct a review of the circumstances and after consideration may:
 - take any action the Director considers appropriate
 - confirm, reverse or vary the initial decision
- A letter of be issued to the peace officer outlining the Director’s decision(s)

Any investigation required under this policy provision may follow the process set out in section 17 of the Public Security Peace Officer Program manual.

Records Management and Privacy:

All records relating to the complaint will be maintained in accordance with the Municipality’s record retention schedule.

During the complaints process, all Peace Officers shall adhere to all applicable legislation regarding privacy in accordance with the Freedom of Information and Privacy Act.

Complainants should be aware that certain circumstances may indirectly identify them during an investigation.

End of Policy
/CarstairsXX/XX/2X

Signatures
M0___/2_ Policy No. 26-019-2_ adopted by Council on XXX XX, 202X

Mayor, Lance Colby

CAO, Rick Blair

**Town of Carstairs**

Policy: **Emergency Response and Pursuit
Policy No. 26-020-2X**

Date: **XXX XX, 202X**

Adopted by: **Council**

Policy Statement:

The Town of Carstairs will set forth guidelines on the use of Emergency Response to certain calls for service, establishing proper guidelines for responding to emergencies, reporting, and training for authorized Peace Officers.

Authorization:

The Town of Carstairs as an Authorized Employer of Peace Officers shall have the authority for Emergency Response added to their Employer Appointment before any specific Officers apply for this authorization. Individual Peace Officers will ensure all requirements have been met and Authorization has been added to their Peace Officer Appointment before they respond to any calls for service in an Emergency Response capacity.

Training Requirements:

- a. All Peace Officers wishing to have the Authorization added to their Peace Officer Appointments must successfully complete a forty (40) Hour Emergency Vehicle Operations Course that is based on the Public Security Peace Officer Program approved curriculum.
- b. All Peace Officers employed by Town of Carstairs will undergo recertification in the EVOC training course every five (5) years.

Emergency Response:

- a. Peace Officers may respond to calls for service utilizing emergency equipment under the following circumstances:
 - i. Injury Collisions;
 - ii. Providing backup to Police or Peace Officers where there is a reasonable belief that the Officer is in serious danger and the Peace Officer is or may be the closest assistance available;
 - iii. Attending a fire or medical emergency at the specific request of the Fire or EMS department; (It will not be standard practice to provide a co-response to all fire or medical situations)
 - iv. Any emergency situation, if requested by the Police Service in an emergency response capacity;
 - v. Any emergency response reasonably justified by the Peace Officer providing public safety is not jeopardized.
- b. All situations where there is a possibility of an emergency response, will be evaluated by the Peace Officer to continually assess the risk between providing services on scene, and the increased risk to the Peace Officer and the Public while responding in an Emergency capacity. Public safety and the safety of the Peace Officer will remain the primary concern in all Emergency response situations.
- c. All Peace Officers will use the following guideline and response codes for Emergency Response situation:
 - i. Code 1 Response - No Lights/No Siren activated, rules of the road may be violated using proper techniques and safety precautions;
 - ii. Code 2 Response – Emergency Response, Lights activated/ No Siren activated; rules of the road may be violated using proper techniques and safety precautions;

- iii. Code 3 Response – Emergency Response, Lights and Siren activated, rules of the road may be violated using proper techniques and safety precautions.

Emergency Response Reporting:

Any collisions resulting from an Emergency Response by a Peace Officer will be reported to the Director of Law Enforcement as a sensitive/serious occurrence on the approved form PS3535.

Pursuit Guidelines:

- a. All Peace Officers employed by The Town of Carstairs will adhere to the current policy set forth by the Public Safety and Emergency Services as defined in the Peace Officer Manual as follows:

- i. Peace Officer Manual section **24.7 Pursuits:**

24.7 Pursuits:

A motor vehicle pursuit presents an extreme risk to public safety, the driver being pursued and the peace officers involved. Peace officers appointed under the Act are prohibited from engaging in pursuits. Peace officers, other than those exempted by the Director, are prohibited from engaging in pursuits by the Alberta Justice and Solicitor General Motor Vehicle Pursuit Guidelines (2005) and this policy manual.

- 1. Pursuit definition: A motor vehicle pursuit occurs when a peace officer follows a vehicle with the intent to stop or identify the vehicle or driver, and the driver, being aware of the peace officer's actions, fails to stop, and the driver initiates evasive action or ignores directions to stop/avoid apprehension.
- 2. Upon encountering an individual who has chosen not to stop their vehicle when directed to do so, a peace officer will immediately cease all efforts to stop the vehicle. Contact, on an urgent basis, should be made with the police service of jurisdiction to advise them of the circumstances, providing a description of the vehicle and direction of travel.
- 3. A pursuit may involve high or low speeds and vehicles other than automobiles. Upon determining that closing the distance is not an option or that the suspect driver is aware of the presence of a peace officer but is refusing to stop, the following procedure will be undertaken to disengage:
 - 3.1 Pull over to the side of the road and place vehicle in park
 - 3.2 Disengage siren and lights
 - 3.3 Contact dispatch or police service of jurisdiction to confirm disengagement and provide available details (type and color of vehicle, number of occupants, license plate, direction of travel)
 - 3.4 Document incident in notebook

This process is intended to ensure a complete break in the engagement with the subject vehicle before returning to other duties.

- ii. Peace Officer Manual section **24.8 Closing the Distance or Catch up Situations:**

24.8 Closing the Distance or Catch up Situations

- 1. In some cases, an emergency response vehicle will attempt to close the distance on a suspected violator to further a law enforcement effort. These situations are not considered pursuits unless some overt action by the suspected offender suggests and attempt to avoid apprehension. This practice is commonly referred to as "Closing the distance" or "Catch up". In these situations, an emergency response vehicle is being operated in a manner that is different from normal traffic patterns;
- 2. Closing the distance is not normally considered an emergency response and will not normally involve the use of a siren. A Peace Officer involved in such a situation must continually evaluate all factors that involve public and officer safety. If the risk assessment indicates a risk to public safety the procedure shall be terminated.

- 3. "Closing the distance" or "Catch up" manoeuvres may only be performed when there is a reasonable likelihood for apprehension of the suspected offender;
 - 4. The paramount purpose behind these policy decisions is public safety. Failure to abide by these policies could expose the public to an unacceptable risk or the peace officer to legal action and may lead to charges under the *Criminal Code* or Alberta's *Traffic Safety Act* by the police service of jurisdiction. The Director and the Program views the issue of motor vehicle pursuits involving peace officers very seriously and will actively follow up on any pursuits involving peace officers with a view to ensuring that enforcement activities are conducted within legislated constraints and that corrective action is taken where necessary.
 - 5. Peace Officers who encounter a vehicle that has initiated evasive action or has fled, shall not continue to follow the offender vehicle regardless of distance. Should an offender choose to flee before identification has been made of the vehicle, driver or license plate, all Peace Officers shall cease any effort to identify the offender vehicle and contact the Police Service of jurisdiction on an urgent basis and advise them of last known direction of travel.
- iii. Peace Officer Manual section **24.9 Spike Belts/Roadblocks:**

24.8 Spike Belts/Roadblocks

- 1. No Peace Officer will participate or assist in the deployment of a spike belt or other similar device;
- 2. No Peace Officer will participate or assist in the implementation of a roadblock technique;

End of Policy
/Carstairs/XX/2X

Signatures
M0__/2_ Policy No. 26-020-2_ adopted by Council on XXX XX, 202X

Mayor, Lance Colby

CAO, Rick Blair



Town of Carstairs

Policy: Employee Recognition Gifts & Awards
Policy No. 12-037-XX

Date: XXX XX 20XX

Adopted by: Council

Policy Statement:

The Town of Carstairs will provide guidelines for employees to handle gifts and awards.

Definitions:

Employee means the employee of the Town of Carstairs

Gift means a token, gift, favor, or service award presented

Value means the potential value of a gift

Responsibilities:

- a. Directors
 - i. To ensure employees, under their supervision, are aware of this policy.
 - ii. To ensure that employees complete the required forms respecting this Policy.

Guidelines:

- a. Gifts from the Town of Carstairs to an employee
 - i. An employee may receive a gift for the following circumstances:
 - Retirement Gifts
 - Service Awards
 - Sympathy Gifts
 - ii. Gifts that are not included in the above circumstances must be approved by the CAO or Director of Corporate & Legislative Services, and if a significant value is requested, the Mayors approval may be needed. Unless funds are collected from fellow employee’s personal funds, in which case this policy need not apply.
- b. Gift Amounts Greater Than \$500.00
 - i. The following guidelines are necessary to ensure that Town of Carstairs adheres to the guidelines for taxable and non-taxable benefits provided by the Canada Revenue Agency:
 - ii. If an employee, retiring or otherwise is given a gift or gifts that together are worth more than \$500.00, and the employee has not been given a long-service award in the previous five (5) years, the first \$500 will be a non-taxable benefit, and any amount that exceeds \$500.00 will be a taxable benefit.
 - iii. If an employee, retiring or otherwise is given a gift, and they have been given a long-service award in the preceding five (5) years, the entire amount of the retirement gift will be a taxable benefit, regardless of the total value of the retirement gift.

Retirement Gifts:

The Town of Carstairs will present a retirement gift to retiring employees based on the number of years of continuous service. Retirement gifts will not be presented to employees that leave employment through resignation or termination. Retirement gifts will only be presented to employees with a minimum of 5 years of service.

Retiring employees will be presented with a retirement gift using the following calculation:

Years of Service * \$75.00 = Dollar amount of Retirement gift.

Maximum value received by any employee regardless of years of service will be \$2,000.

Service Awards:

At the annual Year End/Christmas Party the Town of Carstairs will provide recognition for the length of service in five (5) year increments.

Rewards are most effective when they are meaningful to the individual so Employees who are approaching a years of service milestone will be emailed with the organization's gift brochure allowing the employee to choose a gift of their choice corresponding to the years of service achieved. The employee will be requested to submit their gift selection 3 months prior to the new Calendar year. Failure to submit the gift selection may delay the employee's receiving of their award.

Care should be taken in communication and distribution of rewards so that they are not viewed as entitlements or subjective.

The gift should include a plaque or acrylic statue as well as a personalized gift, or gift card.

Service awards value:

- 5 Years -\$100.00
- 10 Years -\$200.00
- 15 Years -\$300.00
- 20 Years -\$400.00
- 25 Years -\$500.00
- 30 Years -\$600.00
- 35 Years -\$700.00
- 40 Years -\$800.00

Sympathy Gifts:

It is important for the Town of Carstairs to show employees support through hardships.

Sympathy gifts include:

- Death to immediate family.
- Get well soon gifts are acceptable after a major illness or surgery.

Ultimately it is the CAOs decision. The value is discretionary.

End of Policy

/Carstairs0X/0X/23

Signatures

M /XXPolicy No. 12-037-23 adopted by Council on XXX XX, 20XX.

Mayor, Lance Colby

CAO, Rick Blair



Carstairs Fire Department Standard Operating Procedure



| | | | |
|---|---------------------|---------------------|----------------|
| Effective Date: | Section: Medical | Number: OLMC 001 | Revision: 0 |
| Title: Process for Contacting Online Medical Control (OLMC) | | | |
| Approved By: | Signature: | | Last Reviewed: |

PROCEDURE:

1. Carstairs Fire members complete a full patient assessment including history and vitals signs (preferably at least 2 sets of vitals)
2. Incident Command has requested an update from AHS Dispatch (Done through Red Deer Dispatch) and has been informed of delayed AHS arrival
3. Crew has been on scene with a patient and no AHS unit for **greater then 30 mins or no available units to be attached**

Incident Command calls OLMC at 1-888-507-8277

Crew member who is best able to give full report of the patient's condition is to speak to the physician.

USE ICHATS REPORTING MODEL

- I** "I" - My name is... from the Carstairs Fire Department and I am dealing with (Patients name) who is (Age)(Gender) with a Chief Complaint of (reason for call to 911) If possible, supply Alberta Health Card Number
- C** "Condition" - patient presentation upon arrival and conditions currently that are concerning
- H** "History" - Use the SAMPLE and OPQRST acronyms, as well as pertinent bystander information, to give background history of the patients resent condition (See below)
- A** "Assessment" - using the Rapid Head-to-Toe assessment as a guide, give a report on each body area and what was found. Share the most recent set of vital signs as well as any important trends in the vitals since first patient contact.
- T** "Treatments" - a synopsis of all the care measures that CFD has implemented and the results of that care
- S** "Situation" – outline current situation regarding AHS estimated arrival and CFD time on scene. Provide context so the Physician can understand the circumstance



Carstairs Fire Department
Standard Operating Procedure



OMC Physician will render direction on the situation

AHS will be expedited to the incident

Crews will be requested to remain on scene until AHS arrival

A timely AHS Unit is unlikely. Caregiver/family member may decide upon alternate transport

As a last resort a Physician may request CFD to transport

- 1. Must be clearly stated by OLMC**
- 2. All transports are to closest Medical Facility**
- 3. Chief officer must be notified as soon as possible**

S Symptoms
A Allergies
M Medications
P Previous History
L Last oral intake
E Events leading up too

O Onset
P Provocations
Q Quality
R Radiation
S Severity
T Time

**MINUTES OF THE LEGISLATIVE & EMERGENCY SERVICES COMMITTEE
TUESDAY, DECEMBER 20, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

IN ATTENDANCE: Councilor Allan, Councilor Ball, CAO Rick Blair, Fire Chief Jordan Schaffer, Director of Emergency Services Rob McKay and Executive Assistant Kayleigh Van Es

ABSENT: Councilor Ratz

CALL TO ORDER: Councilor Ball called the meeting of December 20, 2022 to order at 7:30 a.m.

ADDED ITEMS: Nil

ADOPTION OF AGENDA: Motion by Councilor Allan to adopt the agenda of December 20, 2022 as presented.

CARRIED

ADOPTION OF MINUTES: Motion by Councilor Allan to adopt the minutes of November 22, 2022 as presented.

CARRIED

UNFINISHED BUSINESS: **Carstairs Fire Department-Standard Operating Procedure**
J. Schaffer spoke to the New Standard Operating Procedure created due to the increase in medical calls and ambulance wait times.

Motion by Councilor Allan to accept the Carstairs Fire Department-Standard Operating Procedure as amended and refer to Council with the recommendation for approval.

CARRIED

DELEGATIONS: **Crosswalk Review-Rob McKay**

R. McKay addressed a concern raised in relation to an unmarked crosswalk from Ranch Cres across to Ranch Road. As well as the review of Policy No. 32-006-18 Crosswalk Criteria Policy.

The Committee discussed the marking of unmarked crosswalks especially in close proximity to the school.

Councilor Allan had no concerns with marking the crosswalk by painting lines or placing signs.

The Committee agreed the Policy was sufficient, and no changes were suggested.

Motion by Councilor Allan to accept the Crosswalk review as information and direct operations to paint crosswalk lines when weather permits.

CARRIED

Councilor Ratz joined the meeting at 7:43 a.m.

NEW BUSINESS

1. Peace Officer Program Review-Audit

R. McKay outlined the Audit to the Committee. The Audit only brought forward (4) four policies for review.

Motion by Councilor Ratz to accept the Peace Officer Program Review-Audit for information.

CARRIED

2. Policy No. 26-004-21 Carstairs Community Peace Officer Inter Agency Policy

R. McKay spoke to the Policy. No changes were recommended.

Motion by Councilor Ratz to accept Policy No. 26-004-21 as information.

CARRIED

3. Policy No. 26-017-21 Carstairs Community Peace Officer Use of Force Policy Defensive Baton/OC Spray

R. McKay spoke to the Policy and the suggested changes.

Motion by Councilor Ratz to accept Policy No. 26-017-21 as presented and refer to Council with the recommendation for approval.

CARRIED

4. Policy No. 26-019-XX Complaints against Peace Officers Policy

R. McKay spoke to the New Policy.

Motion by Councilor Ratz to accept Policy No. 26-019-XX as amended and refer to Council with the recommendation for approval.

CARRIED

5. Policy No. 26-020-XX Emergency Response and Pursuit

R. McKay spoke to the New Policy.

Motion by Councilor Ratz to accept Policy No. 26-019-XX as presented and refer to Council with the recommendation for approval.

CARRIED

6. ICC meeting notes

Councilor Allan summarized the meeting that occurred on December 15, 2022.

Motion by Councilor Ratz to accept the ICC meeting notes as information.

CARRIED

REPORTS:

1. Financial Reports

CAO Blair gave an overview of the Financial Reports up to November 30, 2022. Nothing outstanding to report.

- a. Summary Report
- b. Financial Report
- c. Revenue and Expense Report
- d. Capital Report

Motion by Councilor Ratz to accept all financial reports as information and circulate to Council.

CARRIED

2. Development Reports

CAO Blair gave an update on Development Reports up to December 16, 2022.

- a. Building Permit Listing
- b. Compliance Listing

Legislative & Emergency Services Committee Meeting – December 20, 2022

Page 3 of 3

Motion by Councilor Allan to accept the Development reports as information.

CARRIED

3. City Wide Protective Services Monthly Reports

The Committee reviewed the monthly reports up to November 30, 2022.

- a. Fire Reports
- b. Bylaw Reports
- c. Combined Reports

Motion by Councilor Ratz to accept the City-Wide Protective Services Monthly Reports as information.

CARRIED

4. Emergency Services

R. McKay outlined the reports.

- a. Carstairs Emergency Management Agency (CEMA) Report
- b. Emergency Services Report

Motion by Councilor Ratz to accept the Emergency Services reports as information.

CARRIED

5. Personnel Evaluations

- a. Committee is in the process of writing an evaluation of the CAO.

GENERAL DISCUSSION: Nil

NEXT MEETING: January 17, 2023

ADJOURNMENT: Motion by Councilor Allan to adjourn the meeting of December 20, 2022, at 8:20 a.m.

CARRIED

Councilor Ball, Chairperson

Rick Blair, CAO

**MINUTES OF THE POLICY & GOVERNANCE COMMITTEE
THURSDAY, DECEMBER 15, 2022, 7:30 A.M.
CARSTAIRS MUNICIPAL OFFICE**

- IN ATTENDANCE:** Councilors Fricke, Roberts, and Wilcox, CAO Rick Blair, FCSS Coordinator Lori King, and Executive Assistant Kayleigh Van Es
- ABSENT:** Nil
- CALL TO ORDER:** Councilor Fricke called the meeting of December 15, 2022, to order at 7:30 a.m. **CARRIED**
- ADDED ITEMS:** Nil
- ADOPTION OF AGENDA:** Motion by Councilor Roberts to adopt the agenda of December 15, 2022, as presented. **CARRIED**
- ADOPTION OF MINUTES:** Motion by Councilor Wilcox to adopt the minutes of October 20, 2022, as presented. **CARRIED**
- BYLAWS & POLICIES:**
- 1. Policy No. 12-037-XX Employee Recognition Gifts & Award Policy**
CAO Blair outlined the new policy.
- Motion by Councilor Wilcox to accept the policy as presented and refer to Council with the recommendation for approval. **CARRIED**
- 2. Policy No. 11-005-18 Council Remuneration Policy**
The committee reviewed the Policy.
- Councilor Roberts stated he researched other municipalities Remuneration Policies unable to find consistency, he commented that the current Policy is straight forward.
- Councilor Wilcox commented that with last year Council freezing the raise was out of the policy guidelines and wonders if there should be an added clause. She also wondered if the choice can be made at the end of council's term for the newly elected council.
- CAO Blair responded that leaving the decision to the outgoing Council makes it hard for a member to run again. The Policy is in place to be consistent and fair.
- Councilor Frick prepared a version of the Policy. The main changes being a Schedule "A" chart and the ability to freeze the Policy if voted on by Council.
- Motion by Councilor Wilcox to refer to administration for review at the next committee meeting. **CARRIED**
- NEW BUSINESS:** Nil
- MONTHLY REPORTS:**
- 1. Committee Work Plan**
- 2. Internal Report**
- 3. Worksheet**

Policy & Governance Committee Meeting – December 15, 2022**Page 2 of 2**

- The Committee reviewed the Work Plan, Internal Report, and Worksheet, with no comments or changes

Motion by Councilor Wilcox accept all Monthly reports as information.

CARRIED**QUARTERLY REPORTS: 1. Agreement Listing****2. Policy Listing****3. Bylaw Listing**

- The Committee reviewed Agreement Listing, Policy Listing, and the Bylaw Listing, with no comments or changes.

Motion by Councilor Roberts accept all Quarterly reports as information.

CARRIED**QUARTERLY FACILITY
REPORTS – CITY WIDE:****1. Carstairs Memorial Arena****2. Carstairs Community Hall****3. Carstairs Campground**

- The Committee reviewed the Arena, Community Hall and Campground reports presented for the Months of January to June.

Motion by Councilor Wilcox accept all Quarterly Facility reports as information.

CARRIED**ANNUAL REPORTS:****1. FCSS 2023 Funding Applications-Lori King**

L. King updated the committee on FCSS 2023 funding applications.

Motion by Councilor Roberts to accept Annual Reports as information.

CARRIED**GENERAL DISCUSSION: Nil****NEXT MEETING: January 16, 2023 at 7:30 a.m.****ADJOURNMENT: Motion by Councilor Roberts to adjourn the Policy & Governance Committee meeting of December 15, 2022, at 8:38 a.m.****CARRIED**

Angie Fricke, Committee Chair

Rick Blair, CAO



Town of Carstairs
Box 370
Carstairs, AB T0M 0N0



December 10, 2022

Dear Sir/Madam:

On behalf of the **OLDS & DISTRICT KIWANIS MUSIC FESTIVAL SOCIETY**, I would like to thank you for your past contributions to our annual festival. In 2022, we received 228 entries and had approximately 655 performers. Classes included bands, choirs, musical theater, instrumentals, strings, classical and contemporary vocals, piano and composition. We received entries from 11 towns and cities including Bowden, Calgary, Carstairs, Cochrane, Cremona, Crossfield, Didsbury, Olds, Sundre, Torrington and Water Valley. We acknowledged 17 participants at our Grand Concert, and awarded \$1800 in scholarship money. There were 27 recommendations/nominees to move on to the Provincial Music Festival held in Edmonton at the end of May.

The following participants placed at the Provincial Music Festival:

First Place Winner: Qinxin Jocelyn Zhou - Piano 1 - 12 & up
First Place Winner: Sophia Vermeulen - Concerto - Full
First Place Winner: Ella Challoner - Contemporary Vocals - Senior
First Place Winner: Ella Challoner - Musical Theatre/Ballad - Senior
Third Place Winner: Ella Challoner - Musical Theatre/Ballad - Senior

Our next Festival of the Performing Arts is scheduled for **March 20 - March 29, 2023**, and we are excited to announce that **we will be celebrating our 40th anniversary**. The Grand Concert is scheduled for Tuesday, April 4, 2023. This event will be held at the TransCanada Theatre in the Fine Arts and Multimedia Centre.

Your support in the past has been greatly appreciated, and we would not be able to hold a festival in this area without it. We are again asking for your support. We will be listing all our donors in the local syllabus, festival program and in the programs for each of our concerts. A charitable tax receipt will be provided.

Please mail your donation to: Olds & District Kiwanis Music Festival Society
Box 3934
Olds, Alberta T4H 1P6
OR E-transfer: odkmftreasurer@gmail.com

For e-transfers please complete the comments section on the transfer with your name and address in order to receive a receipt.

If you have any questions, please feel free to contact me.

Yours Truly,

Anjoli Rice – Festival Fundraiser
Olds & District Kiwanis Music Festival Society
anjoli19@hotmail.com

Your past donation was in the amount of \$500.00