



Regular Meeting of Council
AGENDA

Tuesday, November 28, 2023

4:00 p.m.

Council Chambers

Morinville Civic Hall

	Pages
1. Call to Order	
2. Adoption of Agenda Presenter: Mayor S. Boersma	
2.1 Notice of Identified Meal break: 6:30 - 7:00 pm	
2.2 Adoption / Additional Items Recommended Motion: That Council approves the agenda as presented.	
2.3 Consent Agenda Recommended Motion: That Council approve the following items on the Consent Agenda and respective recommendations.	4
3. Public Hearing Presenter: Mayor S. Boersma There are no Public Hearings Scheduled.	
4. Adoption of Minutes Presenter: Mayor S. Boersma	
4.1 October 10, 2023, Regular Meeting of Council Recommended Motion: That Council approve the October 10, 2023, Regular Meeting of Council minutes.	5
4.2 October 17, 2023, Committee of the Whole Recommended Motion: That Council approve the October 17, 2023, Committee of the Whole minutes.	13
5. Protocol Items Presenter: Mayor S. Boersma	
6. Presentations	
6.1 Public Presentations Presenter: Mayor S. Boersma	

6.2 RCMP 2023 Quarter 2 Report

18

Presenter: Acting S/Sgt. L. Simms

7. Business**7.1 Bylaws****7.1.1 Retention and Disposition Bylaw No. 22/2023**

29

Presenter: T. Dalzell-Heise, Manager, Communications and Legislative Services

Recommended Motion:

That Council approve 1st Reading of the Retention and Disposition Bylaw No. 22/2023.

Recommended Motion:

That Council approve 2nd Reading of the Retention and Disposition Bylaw No. 22/2023.

Recommended Motion:

That Council consider 3rd Reading of the Retention and Disposition Bylaw No. 22/2023.

Recommended Motion:

That Council approve 3rd Reading of the Retention and Disposition Bylaw No. 22/2023.

7.2 New Business**7.2.1 Jessica Martel Memorial Foundation - Additional Tax Exemption Request**

55

Presenter: T. Nosko, Manager, Financial Services

Recommended Motion:

That Council provide direction to Administration regarding the exemption request.

7.3 Policy

There are no scheduled Policy Items.

8. Committee of the Whole

Recommended Motion:

That Council move into Committee of the Whole.

Mayor S. Boersma pass the Chair to Deputy Mayor J. Anheliger

8.1 Business

Presenter: Deputy Mayor J. Anheliger

8.1.1 Police Commission Report

59

Presenter: S. Edwards, General Manager, Community and Infrastructure Services

Recommended Motion:
 That Committee accept the Police Commission Report as information.
 Recommended Motion:
 That Committee provide further direction to Administration to
 determine the next steps.

8.2 Council Boards/Committees/Commission Reports 75

Presenter: Deputy Mayor J. Anheliger

8.3 Action Tracking List 77

Presenter: R. Gilbert, Legislative & Corporate Initiatives Coordinator

Recommended Motion:
 That Committee accept the Action Tracking List as information.
 Recommended Motion:
 That Committee move into Regular Meeting of Council.

Deputy Mayor J. Anheliger pass the Chair to Mayor S. Boersma.

9. Business Arising from Committee of the Whole

Presenter: Mayor S. Boersma

10. Council Correspondence

Presenter: Mayor S. Boersma

There are no Council Correspondence.

11. Notices of Motion

Presenter: Mayor S. Boersma

There are no Notices of Motions.

12. Closed Session

Presenter: Mayor S. Boersma

There are no scheduled Closed Session Items.

12.1 Return to Open Session

13. Business Arising from Closed Session

Presenter: Mayor S. Boersma

14. Adjournment

Town of Morinville

November 28, 2023, Regular Meeting of Council

Items for consideration – Consent Agenda:

Agenda Item	Subject / Recommendation:	Selected for Debate
4.1	Adoption of Minutes, October 10, 2023, Regular Meeting of Council Motion to approve the October 10, 2023, Regular Meeting of Council minutes.	
4.2	Adoption of Minutes, October 17, 2023, Committee of the Whole Motion to approve the October 17, 2023, Committee of Council Whole minutes.	
7.1.1	Retention and Disposition Bylaw No. 22/2023 Motion to approve 1 st Reading of the Retention and Disposition Bylaw No. 22/2023. Motion to approve 2 nd Reading of the Retention and Disposition Bylaw No. 22/2023. Motion to consider 3 rd Reading of the Retention and Disposition Bylaw No. 22/2023. Motion to approve 3 rd Reading of the Retention and Disposition Bylaw No. 22/2023.	
7.2.1	Jessica Martel Memorial Foundation - Additional Tax Exemption Request Motion to provide direction to Administration regarding the exemption request.	
8.1.1	Police Commission Report Motion to accept the Police Commission Report as information. Motion to provide direction to Administration to determine the next steps.	
8.2	Council Boards / Committees / Commission Reports	
8.3	Action Tracking List Motion to accept the Action Tracking List as information.	



Town of Morinville
Regular Meeting of Council

Tuesday, October 10, 2023, 4:00 p.m.
Council Chambers
Morinville Civic Hall

Members Present:

Mayor S. Boersma
Deputy Mayor S. Richardson
Councillor J. Anheliger
Councillor R. Balanko
Councillor S. Dafoe
Councillor M. St. Denis
Councillor R. White

Staff Present:

N. Narayan, CAO
S. Edwards, General Manager, Community & Infrastructure Services
M. Hay, General Manager, Administrative Services
J. Betteridge, Manager, Infrastructure Services
B. Boddez, Fire Chief / Manager, Community Safety Services
T. Auer, Manager, Planning & Economic Development
T. Dalzell-Heise, Manager, Communications & Legislative Services
T. Nosko, Manager, Financial Services
J. Potocnik, Manager, Community Services
W. Norton, Supervisor, Enforcement Services
R. Gilbert, Legislative & Corporate Initiatives Coordinator
Sandra Davis, Legislative Consultant

1. Call to Order

Mayor S. Boersma called the meeting to order at 4:00 p.m. and acknowledged that Town Council meets on Treaty 6 Territory, traditional land of the Cree, Dene, Stony Nakota Sioux, Saulteaux and Ojibwe First Nations and Metis people.

2. Adoption of Agenda

2.1 Notice of Time-Constrained Adjournment - no later than 6:00 p.m.

Mayor S. Boersma provided notice of a time-constrained adjournment at 6:00 p.m. as the Town of Morinville is hosting a Budget Open House at the Morinville Community Cultural Centre at 7:00 p.m.

2.2 Adoption / Additional Items

216/2023

Moved by R. Balanko

That Council approves the agenda as presented.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

2.3 Consent Agenda

217/2023

Moved by S. Dafoe

That Council approve the following items on the Consent Agenda and respective recommendations:

- 3.2 Adoption of Minutes, September 12, 2023, Regular Meeting of Council
- 8.1 Council Correspondence, Letter to Council - APEX Utilities Inc
- 8.2 Council Correspondence, Letter to Council - Injury Prevention Centre re. ATVs in Morinville

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

3. Adoption of Minutes

3.1 August 22, 2023, Regular Meeting of Council

Councillor S. Dafoe made a verbal presentation.

218/2023**Moved by S. Dafoe**

That Council approve the August 22, 2023, Regular Meeting of Council minutes as amended:

5.1.1 B. Rentz

B. Rentz, a business owner in Morinville, made a verbal presentation relative Land Use Bylaw compliance and closing business location on 100 Avenue. ~~B. Rentz indicated communication from both Administration and Council was received.~~

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)**3.2 September 12, 2023, Regular Meeting of Council**

Approved on Consent Agenda;

That Council approve the September 12th, 2023, Regular Meeting of Council minutes.

4. Protocol Items**4.1 Members of Council**

Council thanked the number of residents who applied for the Town's Boards and Committees.

Thank you to volunteers who prepared and served at the Community Thanksgiving Dinner.

October is Canadian Library Month. The 2023 theme is "Libraries for Life".

October is Breast Cancer Awareness Month.

October 10, 2023, is World Mental Health Day.

Fire Prevention Week is October 8 - 14, 2023. The 2023 theme is "Cooking Safety Starts with YOU". The Morinville Fire Hall Open House takes place on Saturday, October 14, 2023, from 11:00 a.m. to 2:00 p.m.

Congratulations were extended to the new Council at Alexandra First Nation.

Budget Information Session takes place October 10, 2023, at the Morinville Community Cultural Centre from 7:00 to 8:30 p.m.

4.2 Thanks for Service - S/Sgt. C. Palfy, RCMP

Council and Administration thanked S/Sgt. C. Palfy for his 26 years of dedication and service, with his final post being the Morinville RCMP.

Mayor S. Boersma presented S/Sgt. C. Palfy with a retirement gift on behalf of the Town.

5. Presentations

5.1 Public Presentations

There were no public presentations.

6. Public Hearing

There were no scheduled Public Hearings.

7. Business

7.1 Bylaws

7.1.1 2024 Fees and Charges Bylaw No. 20/2023

T. Nosko, Manager, Financial Services and J. Potocnik, Manager, Community Services, made a verbal presentation.

T. Nosko, J. Potocnik, and J. Betteridge, Manager, Infrastructure Services, answered questions from Council.

219/2023

Moved by S. Richardson

That Council approve 1st Reading of the Fees and Charges Bylaw No. 20/2023.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

7.2 New Business

7.2.1 Foxtail Barley Report

C. Longoz, Operations Supervisor, and W. Norton, Sgt, Enforcement Services Supervisor, made a PowerPoint presentation (attached to Agenda).

W. Norton and J. Betteridge, Manager, Infrastructure Services, answered questions from Council.

220/2023

Moved by S. Richardson

That Council directs Administration to email a report to Council outlining information relative to the cost of sowing of clover seed to help to control the spread of Foxtail Barley within the Town of Morinville and the cost associated with increased mowing service level.

Motion Withdrawn

221/2023

Moved by S. Richardson

That Council accept the Foxtail Barley Report as information.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

7.2.2 Council Calendar Options Report

R. Gilbert, Legislative & Corporate Initiative Coordinator, made a verbal presentation.

R. Gilbert, S. Davis, Legislative Consultant, and T. Dalzell-Heise, Manager, Communications & Legislative Services answered questions from Council.

222/2023**Moved by** R. Balanko

That Council directs Administration to bring forward the preferred Council Calendar to the October 24, 2023, Organizational Meeting of Council.

Motion Withdrawn**223/2023****Moved by** S. Richardson

That Council move into Committee of the Whole at 5:06 p.m.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

Mayor S. Boersma passed the Chair to Deputy Mayor S. Richardson.

224/2023**Moved by** S. Dafoe

That Council move into Regular Meeting of Council at 5:18 p.m.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)

Deputy Mayor S. Richardson passed the Chair to Mayor. S. Boersma.

225/2023**Moved by** R. Balanko

That Council directs Administration to bring forward the preferred Council Calendar to the October 24, 2023, Organizational Meeting of Council:

Two Regular Meetings of Council with Committee of the Whole as a standing agenda item; and

All meetings of Council start at 4:00 p.m., unless directed by Council resolution.

Amendment:**226/2023****Moved by** S. Richardson

That Council directs Administration to bring forward the preferred Council Calendar to the October 24, 2023, Organizational Meeting of Council:

Two Regular Meetings of Council per month;

One Committee of the Whole meeting per month; and

All meetings of Council start at 4:00 p.m., unless directed by Council resolution.

For (3): S. Richardson, R. Balanko, and S. Dafoe

Against (4): S. Boersma, J. Anheliger, M. St. Denis, and R. White

Defeated (3 to 4)**225/2023****Moved by** R. Balanko

That Council directs Administration to bring forward the preferred Council Calendar to the October 24, 2023, Organizational Meeting of Council:

Two Regular Meetings of Council with Committee of the Whole as a standing agenda item; and

All meetings of Council start at 4:00 p.m., unless directed by Council resolution.

For (7): S. Boersma, S. Richardson, J. Anheliger, R. Balanko, S. Dafoe, M. St. Denis, and R. White

Carried (7 to 0)**7.3 Policy**

There were no scheduled Policy Items.

8. Council Correspondence

8.1 Letter to Council - APEX Utilities Inc.

Approved on Consent Agenda;
That Council accept Correspondence as information.

8.2 Letter to Council - Injury Prevention Centre re. ATVs in Morinville

Approved on Consent Agenda;
That Council accept Correspondence as information.

9. Notices of Motion

There were no Notices of Motion.

10. Closed Session

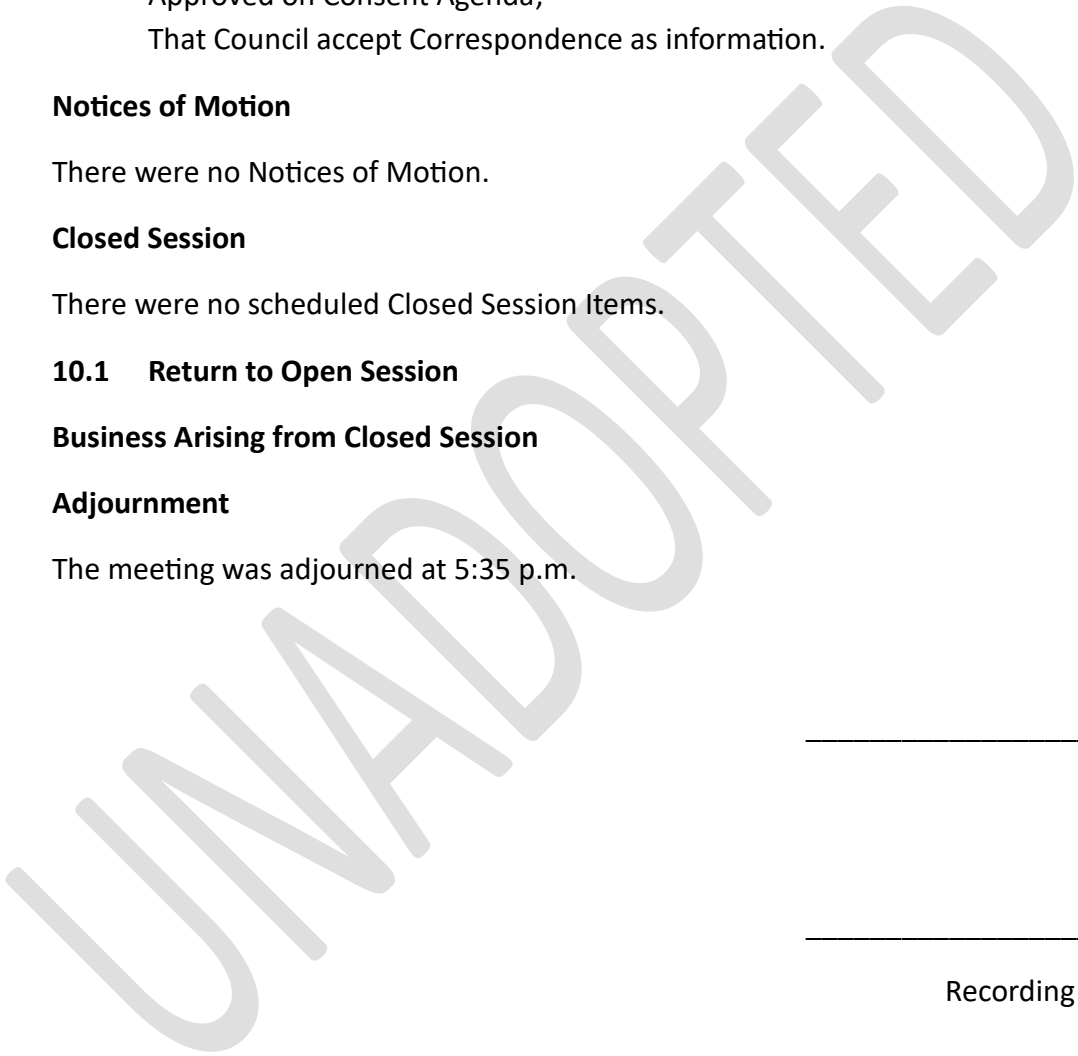
There were no scheduled Closed Session Items.

10.1 Return to Open Session

11. Business Arising from Closed Session

12. Adjournment

The meeting was adjourned at 5:35 p.m.



Mayor

Recording Secretary

Date Approved by Council



**Town of Morinville
Committee of the Whole**

**Tuesday, October 17, 2023, 2:00 p.m.
Council Chambers
Morinville Civic Hall**

Members Present: Mayor S. Boersma
Deputy Mayor S. Richardson
Councillor J. Anheliger
Councillor S. Dafoe (Electronic Attendance via Microsoft Teams)
Councillor M. St. Denis
Councillor R. White

Members Absent: Councillor R. Balanko

Staff Present: N. Narayan, CAO
S. Edwards, General Manager, Community & Infrastructure Services
M. Hay, General Manager, Administrative Services
B. Boddez, Fire Chief / Manager, Community Safety Services
J. Betteridge, Manager, Infrastructure Services
T. Auer, Manager, Planning & Economic Development
T. Dalzell-Heise, Manager, Communications & Legislative Services
T. Nosko, Manager, Financial Services
J. Potocnik, Acting Manager, Community Services
R. Gilbert, Legislative & Corporate Initiatives Coordinator
Sandra Davis, Legislative Consultant
J. Brush, Manager, Human Resource Services
F. Gingras, Supervisor, Corporate Communications

1. Call to Order

Acting Deputy Mayor R. White called the meeting to order at 2:03 p.m. and acknowledged that Town Council meets on Treaty 6 Territory, traditional land of the Cree, Dene, Stony Nakota Sioux, Saulteaux and Ojibwe First Nations and Metis people.

Acting Deputy Mayor R. White announced that Councillor S. Dafoe attends the meeting by means of electronic communications.

2. Approval of Agenda

2.1 Notice of Identified Meal Break: 6:30 - 7:00 p.m.

Acting Deputy Mayor R. White provided notice of an identified meal break (if required) between 6:30 p.m. and 7:00 p.m.

2.2 Additional Items / Adoption

Moved by S. Boersma

That Council approves the agenda as presented.

For (5): S. Boersma, J. Anheliger, S. Dafoe, M. St. Denis, and R. White

Carried (5 to 0)

2.3 Consent Agenda

Moved by J. Anheliger

That Council approve the following items on the Consent Agenda and respective recommendations.

- 6.0 Council Boards / Committees / Commission Reports
- 7.0 Action Tracking List

For (5): S. Boersma, J. Anheliger, S. Dafoe, M. St. Denis, and R. White

Carried (5 to 0)

Deputy Mayor S. Richardson entered the meeting at 2:06 p.m.

3. Protocol Items

Council congratulated Fire Chief B. Boddez for a highly successful Fire Hall Open House which took place on Saturday, October 14, 2023, from 11:00 a.m. to 2:00 p.m.

4. Presentation

Acting Deputy Mayor R. White passed the Chair to Deputy Mayor S. Richardson at 2:08 p.m.

4.1 Public Presentations

There were no public presentations.

4.2 Morinville Community Library Budget Presentation

L. Ladouceur, Treasurer, Morinville Public Library Board, made a PowerPoint presentation (Attached to Agenda).

I. Cramp, Manager, Morinville Public Library Board, answered questions from Council.

4.3 Musée Morinville Museum Budget Presentation

P. Houle, President, D. Belanger, Treasurer, and D. Garret, Museum Coordinator, Morinville Historical and Cultural Society, made a PowerPoint presentation (Attached to Agenda). D. Garret answered questions from Council.

Council expressed their appreciation for all the volunteer hours put in by the Museum Board.

4.4 Morinville & District Chamber of Commerce

M. Lee, President, Morinville & District Chamber of Commerce, made a verbal presentation

Councillor S. Dafoe left the meeting at 2:40 p.m.

R. Pawluk, Manager, Morinville & District Chamber of Commerce, M. Lee, and L. Monti, Director, Morinville & District Chamber of Commerce, answered questions from Council.

T. Auer, Manager, Planning and Economic Development, answered questions from Council.

Councillor S. Dafoe re-entered the meeting at 2:55 p.m.

5. Business**5.1 2024 Budget Update**

N. Narayan, Chief Administrative Officer, made verbal opening remarks and provided an overview of the budget process, and questions asked, to date.

N. Narayan, B. Boddez, Fire Chief/Manager, Community Safety Services, J. Potocnik, Manager, Community Services, and J. Betteridge, Manager, Infrastructure Services, answered questions from Council.

Committee recessed at 3:57 p.m.

Committee reconvened at 4:06 p.m.

N. Narayan and T. Nosko, Manager, Financial Services, made final remarks and provided an overview of the budget process timeline.

Councillor S. Dafoe left the meeting at 4:54 p.m. and did not return.

Council recessed at 4:56 p.m.

Council reconvened at 5:00 p.m.

Moved by R. White

That Council directs Administration to bring forward a report with any cost saving or staff reorganization that would bring the Town of Morinville in line with similar sized municipalities.

For (2): S. Richardson, and R. White

Against (3): S. Boersma, J. Anheliger, and M. St. Denis

Defeated (2 to 3)

Moved by S. Boersma

That Council directs Administration regarding budget amendments, scenario development, ratio adjustments and business case support required to facilitate a decision on the 2024 – 2026 Operating Budget, 2024 – 2028 Long Term Operational Plan, and 2024 – 2033 Long-term Capital Plan as follows:

- 1) Move forward with the following business cases, as outlined in the Report to Council (Attached to Agenda):
 - Morinville Leisure Centre Hours of Operation referred to a future meeting with amendments to the statutory holiday opening hours and reduction of hours in Spring/Summer.
 - Community Bus.
 - Snow Clearing Service Level Change (to 12 cm).
- 2) Implement 1:1.33 (accelerated ratio) of the residential to non-residential tax ratio for 2024 as outlined in the Report to Council (Attached to Agenda).
- 3) Fund 80% of the first 5-years of the 2024 – 2033 Long-term Capital Plan as outlined in the Report to Council (Attached to Agenda).
- 4) Implement tax rate increases gradually phased in over a 5-year period as outlined in the Report to Council (Attached to Agenda).
- 5) Additional \$3,000 increase to the 2024 Budget as per the Musée Morinville Museum Budget Presentation request (Attached to Agenda).

For (5): S. Boersma, S. Richardson, J. Anheliger, M. St. Denis, and R. White

Carried (5 to 0)

6. Council Boards / Committees / Commission Reports

Approved on the Consent Agenda.

7. Action Tracking List

Approved on Consent Agenda;
That Council accept the Action Tracking List as information.

8. Closed Session

There were no scheduled Closed Session Items.

8.1 Return to Open Session

9. Business Arising from Closed Session

10. Adjournment

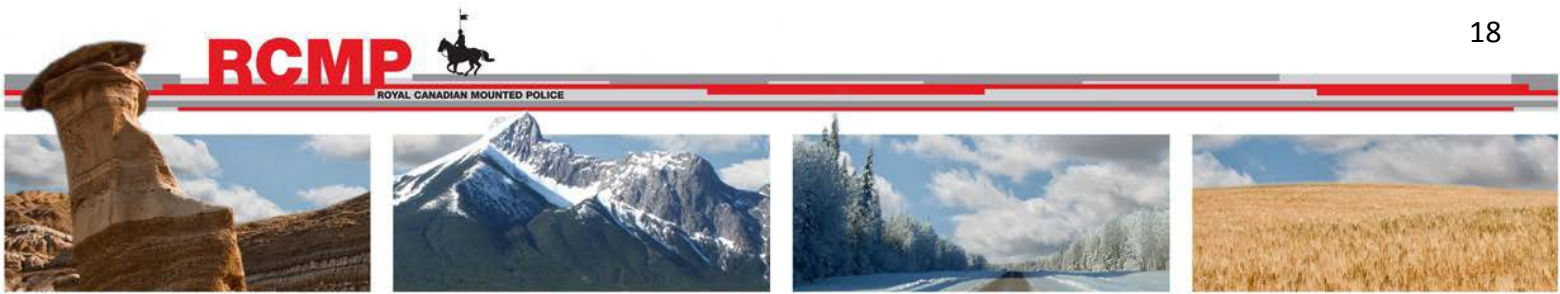
The meeting adjourned at 5:22 p.m.

UNADOPTED

Deputy Mayor

Recording Secretary

Date Approved by Council



2023-11-14

A/S/Sgt. Lew Simms

Detachment Commander Morinville RCMP-GRC

Morinville, AB

Dear Mayor Boersma,

Please find the quarterly Community Policing Report attached that covers the July 1st to September 30th, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Morinville RCMP.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more quickly, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

A/S/Sgt. Lew Simms

Detachment Commander

Morinville RCMP-GRC



RCMP Municipal Policing Report

Detachment	Morinville RCMP
Detachment Commander	A/S/Sgt. Lew SIMMS
Quarter	Q2
Date of Report	

Community Consultations

Date	
Meeting Type	
Topics Discussed	
Notes/Comments	None identified



Community Priorities

<p>Priority 1</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>Hot spot patrols continue to occur in or around our prone areas of the detachment area. These patrols still lead to suspicious vehicles and persons being queried with arrests/ charges being laid. We are still substantially behind in our progress but we may have been a little high on our estimate with productive patrols and not just drives. Our lock it or lose it program is doing well and members actively participate in it. Our target will be complete by next quarter but that will not stop members from continuing.</p>
<p>Priority 2</p>	<p>Workplace: Employee Wellness & Respect</p>
<p>Current Status & Results</p>	<p>We completed our target of our detachment meeting in the first quarter. With that said, we may be holding another one near end of fiscal year, given the change of membership here at Morinville detachment. Regardless of the meeting or not, each watch is continuing to get together outside of work hours and completing a team building event. For most watches during the summer months, they held BBQ's at one of the homes, or went out for a patio drink or two at a restaurant. Some of the guys even get together and play games online with each other. This will continue for the next few quarters and it shows to improve as watches continue to gain morale and friendship.</p>
<p>Priority 3</p>	<p>Enhance Awareness and Education</p>
<p>Current Status & Results</p>	<p>In this Quarter Coffee with a Cop occurred in the towns of Legal and Bon Accord. Coffee with a Cop program is going extremely well, in Q2 we completed 2 and we have reached our target goal for the fiscal year. We will continue to engage in these. The town of Morinville has requested this program. Plans are well under way with the first one being set to take place on 2023-11-01.</p>



Priority 4	Enhance Road Safety
Current Status & Results	As per APIS, 109 violation tickets were issued in Morinville. 10 in July, 38 in August and 61 in September. We are down 2 violation tickets from last quarter. To increase road safety and Provincial Statute Offences, Morinville Detachment could look at adding routine check stops during shifts. To be discussed at next meeting.



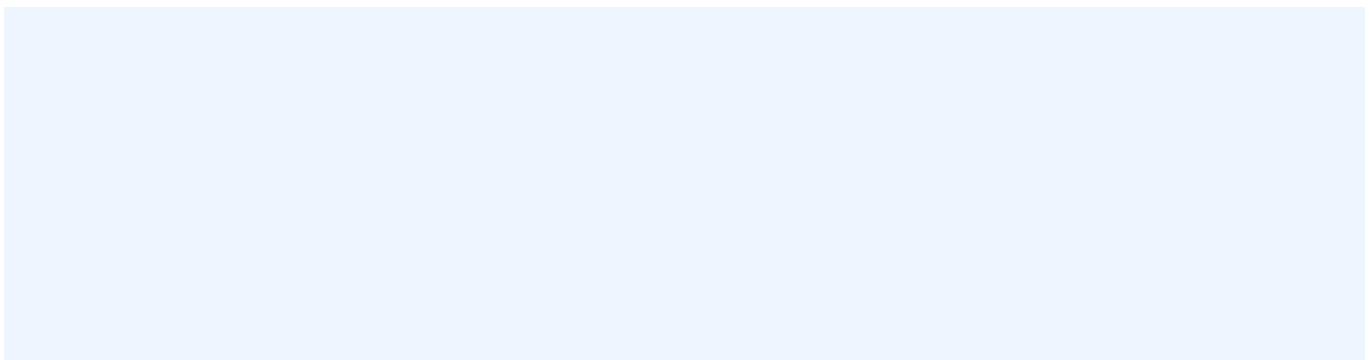
Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	July - September			January - December		
	2022	2023	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	245	170	-31%	768	846	10%
<i>Persons Crime</i>	62	33	-47%	172	217	26%
<i>Property Crime</i>	98	95	-3%	420	359	-15%
<i>Other Criminal Code</i>	85	42	-51%	176	270	53%
Traffic Offences						
<i>Criminal Code Traffic</i>	6	3	-50%	30	36	20%
<i>Provincial Code Traffic</i>	177	112	-37%	524	714	36%
<i>Other Traffic</i>	1	0	-100%	2	3	50%
CDSA Offences	2	3	50%	12	14	17%
Other Federal Acts	5	5	0%	16	23	44%
Other Provincial Acts	77	66	-14%	279	265	-5%
Municipal By-Laws	14	5	-64%	53	48	-9%
Motor Vehicle Collisions	31	23	-26%	81	135	67%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Municipal Overview: Human Resources²

Staffing Category	Established Positions	Working	Special Leave ³	Hard Vacancies ⁴	Revised Plan at Q2	2023 FTE Utilization Plan
Police Officers	10	9	2	0	9.0	9.0
Detachment Support						

² Data extracted on September 30, 2023 and is subject to change.
³ Once members are placed on "Special Leave" (eg. Maternity/paternity, medical >30 days, leave without pay, graduated return to work) they are not included in the FTE count and their pay is not charged directly to each location. However, any salary expenditures associated with these employees while on leave is included as an "indirect cost" and billed within the Divisional Administration rate, charged to all contracts.
⁴ Hard vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the 10 established positions, 9 officers are currently working with 2 on special leave (one Parental, one Medical). Of these, one position has been backfilled to ensure coverage. There are no hard vacancies at this time. One position has two officers assigned to it. The annual plan for Morinville is based on nine working officers.



Municipal Overview: Financial/O&M

As a municipality with a population under 15,000, the community benefits from the pooling of several costs, which are allocated on a per capita basis. Overtime and commissionaire guarding costs are direct costs to the municipality, and are not included as pooled costs.

Municipal Overview	Year to Date Expenditures ⁵	Revised Plan at Q2	2023/24 Financial Plan
Divisionally Pooled Costs			
Pay	16,920,877	38,405,000	38,405,000
Equipment	877,897	4,234,584	4,234,584
Training	75,225	700,000	700,000
Unit Operations and Maintenance	1,427,232	3,715,536	3,715,536
Other	14,531	41,200	41,200
Indirect Costs	11,710,901	25,155,844	25,155,844
Total Pooled Costs at 100%	31,230,559	72,659,957	72,659,957
Cost Per Member at 70%	70,669	153,199	153,199
Location Specific Costs			
Extra Duty Pay	42,017	119,000	119,000
Commissionaire (guarding)	6,881	85,000	85,000
Public Service Employee Pay	-	-	-
Accommodation	-	-	-
Total Location Specific Costs at 100%	48,898	204,000	204,000
Total Costs After Final Adjustments (at applicable cost share)	650,449	1,612,788	1,612,788

⁵ Includes expenditures up to September 30, 2023.

Comments

The financial figures as identified above are in alignment with the recent Multi-Year Financial Plan and 2023/24 forecast. They reflect divisionally pooled costs as well as a location-specific costs. Please note, the location-specific forecasts costs listed above may include accommodation-related expenditures as well as other forecasted items; future versions of this report will provide a more detailed breakdown. Changes to Pooled FTE reflect the movement of four municipalities out of the municipalities under 15K pool this fiscal year.

RCMP will continue to provide your community with monthly enhanced reporting to support ongoing forecast adjustments and potential invoice revisions. This increased reporting will support ongoing management of policing budgets, while also enhancing transparency and engagement with our partners.

Quarter 2 invoicing for the 2023/24 fiscal year will be distributed no later than November 2nd. As we approach the end of the calendar year, we will continue to work with your Detachment Commander and community to align forecasts with current expenditures and expected costs, to ensure forecasts are as accurate as possible



Definitions

Municipal Overview: Human Resources	
FTE Utilization	A full-time equivalent (FTE) employee is defined by the number of months in a fiscal year that a position is filled. The FTE utilization level refers to the total months filled for all positions within the detachment/unit.
2023/24 FTE Utilization Plan	This reflects the number of working FTEs planned to be in place for the fiscal year.
Revised Plan at Q2	This reflects any adjustments to the planned number of working FTEs, which may vary as hard and soft vacancies fluctuate throughout the year.
Municipal Overview: Financial/O&M	
Year-To-Date (YTD) Expenditures	YTD expenditures reflect the actual expenditures within each category, as of the date of the report.
Revised Plan at Q2	This reflects any adjustments to the forecasted spending plan for the relevant category, which may vary as expenditures are realized throughout the year.
2023/24 Financial Plan	This reflects the target spending levels set for each category of expenditure, and the initial financial plan for the 2023/24 fiscal year.
Pay	Includes salary costs and associated allowances for police officers, civilian support, and Public Service Employee Pay, if applicable.
Extra Duty Pay	Includes direct overtime costs for police officers and (if applicable) Public Service Employees.
Operating and Maintenance	Reflects all unit operating costs, including items such as travel, fuel and vehicle repairs.
Commissionnaire Guarding	Reflects the costs of guarding prisoners within detachments.
Equipment	Includes expenditures for operational and technology equipment, police vehicles and the associated fit-up of those vehicles.
Other	This includes all remaining expenditures such as administration costs, secret expenditures and air services costs if applicable.
Indirect Costs	This reflects the indirect costs associated to employees, including benefits, Canada Pension Plan and Employment Insurance rates. Also included within indirect costs are the division administration charges associated to core administration costs, special leaves and health services costs.
Cost Per Member	This is a per capita rate determined by pooling applicable costs for municipalities under 15K population in the Province and dividing the total by the divisional total of working FTEs for the same municipalities.
Divisionally Pooled Costs	The majority of costs for Alberta municipalities with a population below 15K are pooled together and are divided over the total FTE utilization of members in the respective police service. This pooled rate assists to minimize drastic financial effects from one year to the next.



Municipal Overview: Financial/O&M

<p>Accommodation</p>	<p>Municipalities are responsible for providing the building space for policing and for paying 100% of all costs to provide and maintain the space. If the Municipal Policing Service is operating within a Crown-owned (RCMP-owned) building, they are responsible for paying 100% of their share of those costs. Examples include desks, chairs, filing cabinets, and fitness equipment.</p>
<p>Total Pooled Costs</p>	<p>Reflects total costs at 100% of all divisionally pooled costs for Alberta municipalities with a population below 15K, but does not include location-specific costs or any adjustments.</p>
<p>Total Location Specific Costs</p>	<p>Reflects costs that are specific to location and are not included in the average cost per member pooled rate. This may include expenditures relating to accommodation, overtime, PROS, Corps of Commissionaires, PSE support and isolated post allowance.</p>
<p>Total Costs After Final Adjustments</p>	<p>Reflects total costs of all categories of expenditures and any cost adjustments at the contract partner share.</p>



Morinville Municipal Detachment
Crime Statistics (Actual)
Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	1	N/A	N/A	0.2
Sexual Assaults		2	2	4	2	6	200%	200%	0.8
Other Sexual Offences		2	0	1	5	1	-50%	-80%	0.3
Assault		27	13	29	28	11	-59%	-61%	-1.7
Kidnapping/Hostage/Abduction		2	0	1	1	0	-100%	-100%	-0.3
Extortion		0	0	0	1	0	N/A	-100%	0.1
Criminal Harassment		14	7	6	10	9	-36%	-10%	-0.7
Uttering Threats		19	9	14	15	5	-74%	-67%	-2.2
TOTAL PERSONS		66	31	55	62	33	-50%	-47%	-3.5
Break & Enter		12	3	6	10	13	8%	30%	0.9
Theft of Motor Vehicle		7	6	6	9	5	-29%	-44%	-0.1
Theft Over \$5,000		2	0	4	5	3	50%	-40%	0.7
Theft Under \$5,000		50	24	38	19	22	-56%	16%	-6.1
Possn Stn Goods		8	7	5	4	2	-75%	-50%	-1.5
Fraud		24	4	19	15	10	-58%	-33%	-1.7
Arson		1	0	0	0	0	-100%	N/A	-0.2
Mischief - Damage To Property		30	22	30	21	24	-20%	14%	-1.3
Mischief - Other		33	25	24	15	16	-52%	7%	-4.4
TOTAL PROPERTY		167	91	132	98	95	-43%	-3%	-13.7
Offensive Weapons		2	1	4	2	1	-50%	-50%	-0.1
Disturbing the peace		22	17	13	22	9	-59%	-59%	-2.1
Fail to Comply & Breaches		41	4	37	49	28	-32%	-43%	1.9
OTHER CRIMINAL CODE		5	2	11	12	4	-20%	-67%	0.8
TOTAL OTHER CRIMINAL CODE		70	24	65	85	42	-40%	-51%	0.5
TOTAL CRIMINAL CODE		303	146	252	245	170	-44%	-31%	-16.7



Morinville Municipal Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

All categories contain "Attempted" and/or "Completed"

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	0	1	0	0	-100%	N/A	-0.4
Drug Enforcement - Trafficking		0	2	2	2	3	N/A	50%	0.6
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
Total Drugs		2	2	4	2	3	50%	50%	0.2
Cannabis Enforcement		1	0	0	0	0	-100%	N/A	-0.2
Federal - General		2	0	2	3	2	0%	-33%	0.3
TOTAL FEDERAL		5	2	6	5	5	0%	0%	0.3
Liquor Act		4	2	4	2	2	-50%	0%	-0.4
Cannabis Act		3	0	1	0	0	-100%	N/A	-0.6
Mental Health Act		34	28	25	33	39	15%	18%	1.5
Other Provincial Stats		101	49	44	42	25	-75%	-40%	-15.9
Total Provincial Stats		142	79	74	77	66	-54%	-14%	-15.4
Municipal By-laws Traffic		1	2	1	2	2	100%	0%	0.2
Municipal By-laws		28	18	17	12	3	-89%	-75%	-5.6
Total Municipal		29	20	18	14	5	-83%	-64%	-5.4
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	4	1	2	0	-100%	-100%	-0.8
Property Damage MVC (Reportable)		28	22	15	27	19	-32%	-30%	-1.3
Property Damage MVC (Non Reportable)		2	8	2	2	4	100%	100%	-0.2
TOTAL MVC		33	34	18	31	23	-30%	-26%	-2.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	4	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		143	129	140	177	112	-22%	-37%	-1.4
Other Traffic		0	0	1	1	0	N/A	-100%	0.1
Criminal Code Traffic		10	10	8	6	3	-70%	-50%	-1.8
Common Police Activities									
False Alarms		27	21	12	17	9	-67%	-47%	-4.0
False/Abandoned 911 Call and 911 Act		9	11	5	0	1	-89%	N/A	-2.7
Suspicious Person/Vehicle/Property		84	52	56	60	29	-65%	-52%	-10.2
Persons Reported Missing		10	7	7	14	5	-50%	-64%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		42	41	29	43	36	-14%	-16%	-1.0
Form 10 (MHA) (Reported)		0	2	6	1	0	N/A	-100%	-0.1

Report to Council

- For Council Decision For Council Direction
 For Council Information



TOPIC:	Retention and Disposition Bylaw No. 22/2023	November 28, 2023
PRESENTER:	T. Dalzell-Heise, Manager, Communications and Legislative Services	ATTACHMENTS: <ul style="list-style-type: none"> Draft Retention and Disposition Bylaw 22/2023 Retention and Disposition Bylaw 22/2023 Redline Retention and Disposition of Records Bylaw 1/2019
PREPARED BY:	T. Dalzell-Heise, Manager, Communications and Legislative Services	
CLEARANCES:	N. Narayan, Chief Administrative Officer M. Hay, General Manager, Administrative Services	RELEVANT BYLAWS / POLICIES / LEGISLATION: <ul style="list-style-type: none"> <i>Municipal Government Act, RSA 2000, Chapter M-26, s.214</i> <i>Freedom of Information and Protection of Privacy Act (FOIP)</i>

RECOMMENDATION:

- That Council approve 1st Reading of the Retention and Disposition Bylaw No. 22/2023.
- That Council approve 2nd Reading of the Retention and Disposition Bylaw No. 22/2023.
- That Council consider 3rd Reading of the Retention and Disposition Bylaw No. 22/2023.
- That Council approve 3rd Reading of the Retention and Disposition Bylaw No. 22/2023.

PREVIOUS COUNCIL ACTION:

- Council approved the Retention and Disposition of Records Bylaw1/2019 at the April 9, 2019, Regular Meeting of Council.
- Council rescinded the Records Retention Policy 12/2005 at the April 9, 2019, Regular Meeting of Council.

BACKGROUND SUMMARY:

The Retention and Disposition of Records Bylaw 22/2023 is required to ensure that all business records, regardless of media, are processed from creation, use and maintenance to their final disposition of either destruction or retention/preservation.

Legal counsel advised that under section 214 of the *Municipal Government Act (MGA)* the Town should regulate the retention and destruction of all Town records by bylaw and not policy.

The Records and Disposition of Records Bylaw 22/2023 provides the following:

- a clearer definition of what records are;
- a definition of what transitory records include;
- *FOIP* considerations;
- removes operational statements best suited for the administrative policy;
- custody and control of records created by employees as well as outside agencies;
- use of electronic records management system to flag records for review and destruction, and to hold records for review when required; and
- removes the disposition schedule from the Bylaw as this is part of the administrative policy.

BUDGET/RESOURCE IMPLICATIONS:

N/A

LINKAGE TO BUSINESS PLAN/STRATEGIC PRIORITIES:

N/A

FOLLOW-UP ACTION:

- Upon the successful approval of third reading, Administration will update Morinville's website to reflect the updated Bylaw.

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 22/2023
RETENTION AND DISPOSITION BYLAW
Page -1-**

A BYLAW OF THE MUNICIPALITY OF MORINVILLE, IN THE PROVINCE OF ALBERTA, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS.

WHEREAS, pursuant to the provisions contained in Section 214 of the *Municipal Government Act* (Alberta), as amended or repealed and replaced from time to time, the Council of the Municipality of Morinville (Morinville) may pass a bylaw respecting the retention and destruction of Records and documents of the Municipality;

AND WHEREAS, pursuant to the provisions contained in the *Freedom of Information and Protection of Privacy Act* (Alberta), Morinville must protect personal Information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS, the *Freedom of Information and Protection of Privacy Act* (Alberta) does not prohibit the transfer, storage, or destruction of any Record in accordance with a bylaw of a local government body;

AND WHEREAS, the *Electronic Transactions Act* (Alberta) provides that Information and Records of a public body can be in electronic form.

NOW THEREFORE, the Council of the Town of Morinville in the Province of Alberta, duly assembled, hereby enacts as follows.

1.0 TITLE

1.1 This Bylaw shall be cited as the "Retention and Disposition Bylaw."

2.0 DEFINITIONS

2.1 "CAO" means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the Act or the designate of the Chief Administrative Officer;

2.2 "Council" means Council of Morinville;

2.3 "Disposition" means the removal of Information from the custody and control of the Municipality by physical or electronic means;

2.4 "Information" means content in any form and may include, but is not limited to, notes, images, books, documents, maps, drawings, photographs, letters, papers, reports, plans, surveys, audio and visual recordings, electronic files, electronic mail transmissions, databases, spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces Information records. Depending on its value to the Municipality, Information may be deemed to be Transitory Information or a Record;

2.5 "Information Management" is the process of collecting, organizing, storing, protecting and using information resources effectively and efficiently. It involves managing both the physical and digital aspects of Information, including data, documents, Records, and other types of Information, to support business operations, decision-making, and compliance with legal and regulatory requirements;

2.6 "Morinville" or "Municipality" means the Municipal Corporation of Morinville;

2.7 "Outside Agency" means an organization under a contract with the Municipality;

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 22/2023
RETENTION AND DISPOSITION BYLAW
Page -2-**

- 2.8 “Record” means a resource with long-term value or purpose. A Record may be Information in any form and be stored in any manner. A Record will be retained within the Municipality’s custody for the duration in which the Record is deemed of value to the Municipality;
- 2.9 “Retention” means the period of time for which Information will be retained to meet legal or operational requirements;
- 2.10 “Transitory Information” means Information that has short-term, immediate or no value and will not be required for future reference and which falls within one of the following categories:
- 2.10.1 emails or instant messages that are primarily for information purposes and do not contain a transaction, agreement, or decision;
 - 2.10.2 duplicate copies of documents that have been retained elsewhere;
 - 2.10.3 drafts, notes, and working papers that are used to develop a final document, report or project;
 - 2.10.4 routine notifications, announcements, and invitations that have no long-term significance;
 - 2.10.5 reference materials that are not part of business process or transaction, such as news clippings, pamphlets, brochures and unsolicited mail;
 - 2.10.6 logs and registers that are used for scheduling, tracking, or monitoring activities on a temporary basis; or
 - 2.10.7 blank information media.

3.0 **RETENTION & DISPOSITION OF RECORDS**

- 3.1 This Bylaw addresses the Retention and Disposition of Records in the custody and or control of the Municipality.
- 3.2 The Municipality shall establish Information Management policies and procedures that govern how Information in the custody of the Municipality is retained and disposed of.
- 3.3 All Information in the custody and or control of the Municipality shall be managed in accordance with the Information Management policies and procedures established by the Municipality’s Administration.
- 3.4 The Information Management policy of the Municipality shall include the definition of a Records Retention schedule.

4.0 **RECORDS CARE & CUSTODY**

- 4.1 Records in the care and custody of an Outside Agency are under the Municipality’s control when:
- 4.1.1 the Record is specified in the contract as being under the control of the Municipality;
 - 4.1.2 the content of the Record relates to the Municipality’s mandate and functions;
 - 4.1.3 the Municipality has the authority to regulate the Record’s use and Disposition;
 - 4.1.4 the Outside Agency is a consultant, and the Record was created for the Municipality;
 - 4.1.5 the contract permits the Municipality to inspect, review, or copy the Records produced, received, or acquired;
 - 4.1.6 No person shall be in contravention of a specific provision of this Bylaw if permission has been granted to the contravention by the CAO.

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
BYLAW 22/2023
RETENTION AND DISPOSITION BYLAW
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5.0 INFORMATION DESTRUCTION

5.1 The Information Management policies and procedures established by the Municipality’s Administration shall address how Information shall be disposed of.

6.0 SEVERABILITY

6.1 Each provision of this Bylaw is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this Bylaw shall remain valid and enforceable, and the Bylaw shall be interpreted as such.

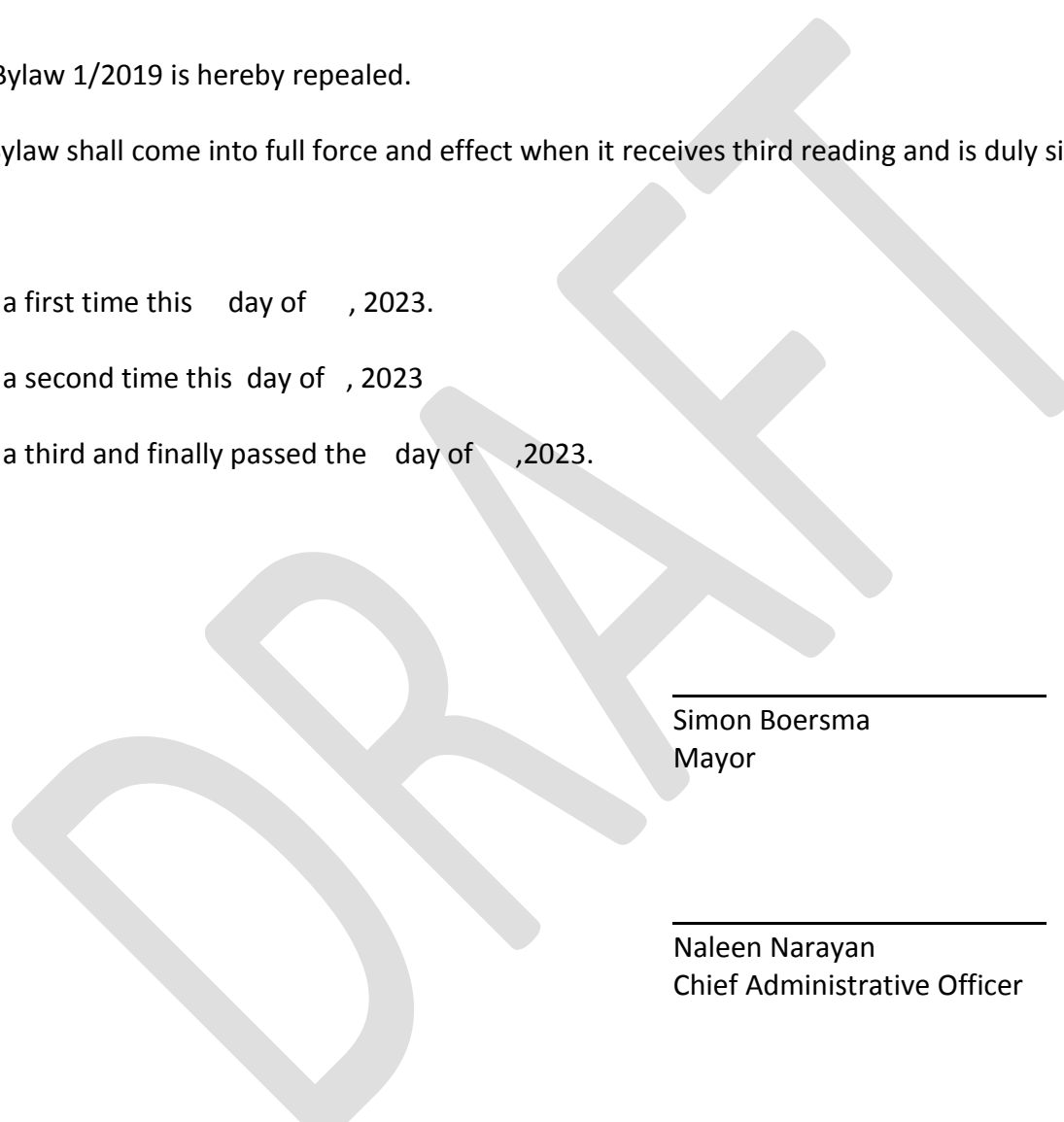
That Bylaw 1/2019 is hereby repealed.

This Bylaw shall come into full force and effect when it receives third reading and is duly signed.

READ a first time this day of , 2023.

READ a second time this day of , 2023

READ a third and finally passed the day of ,2023.



Simon Boersma
Mayor

Naleen Narayan
Chief Administrative Officer

TOWN OF MORINVILLE
 PROVINCE OF ALBERTA
~~BYLAW 1/2019~~
 RETENTION AND DISPOSITION ~~OF RECORDS~~ BYLAW

A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS.

WHEREAS, pursuant to the provisions contained in Section 214 of the *Municipal Government Act* (Alberta), as amended or repealed and replaced from time to time, the Council of the Town of Morinville may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

AND WHEREAS, pursuant to the provisions contained in the *Freedom of Information and Protection of Privacy Act* (Alberta), the Town of Morinville must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS, the *Freedom of Information and Protection of Privacy Act* (Alberta) does not prohibit the transfer, storage, or destruction of any record in accordance with a bylaw of a local government body;

AND WHEREAS, the *Electronic Transactions Act* (Alberta) provides that information and records of a public body can be in electronic form.

NOW THEREFORE, the Council of the Town of Morinville in the Province of Alberta, duly assembled, hereby enacts as follows.

1.0 This bylaw may be cited as the “Retention and Disposition of Records Bylaw.”

2.0 **Interpretation:**

2.1 **“CAO”** means the Chief Administrative Officer as appointed by Council of the Town.

2.2 **“COUNCIL”** means the Council of the Town.

2.3 ~~“DEPARTMENT” means the internal administrative division of the Town Administration headed by a Manager, and for the purposes of records management, includes any board, committee, commission, panel, agency or corporation included within a department.~~

2.4 **“DISPOSITION”** means the removal of information from the custody and control of the Town by physical or electronic means.

~~2.4.1 The disposal of Records via destruction; or~~

~~2.4.2 The transfer of Records of enduring value to the Storage Vault;~~

~~2.5 “ELECTRONIC RECORDS MANAGEMENT SYSTEM” means the electronic system the Town uses to flag and manage Records for destruction;~~

2.6 **“INFORMATION”** means content in any form and may include, but is not limited to, notes, images, books, documents, maps, drawings, photographs, letters, papers, reports, plans, surveys, audio and visual recordings, electronic files, electronic mail transmissions, databases, spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces Information records. Depending on its value to the Town, Information may be deemed to be Transitory Information or a Record;

**TOWN OF MORINVILLE
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RETENTION AND DISPOSITION ~~OF RECORDS~~ BYLAW**

- 2.7 **“INFORMATION MANAGEMENT”** is the process of collecting, organizing, storing, protecting and using information resources effectively and efficiently. It involves managing both the physical and digital aspects of information, including data, documents, records, and other types of information, to support business operations, decision-making, and compliance with legal and regulatory requirements. ~~means the application of systematic control over records throughout their life cycle, including but not limited to forms management, publications management, records inventory, corporate records structure development, and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance, records scheduling and Disposition;~~
- 2.8 **“OUTSIDE AGENCY”** means an organization under a contract with the Town;
- ~~2.9~~ **“RECORD”** means a resource with long-term value or purpose. A Record may be Information in any form and be stored in any manner. A Record will be retained within the Town’s custody for the duration in which the Record is deemed of value to the Town. ~~means content a record of information in any form and may include, but is not limited to, includes notes, images, books, documents, maps, drawings, photographs, letters, papers, reports, plans, surveys, audio and visual recordings, electronic files, electronic mail transmissions, databases, spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces Information records~~
- 2.10 **“RETENTION”** means the period of time for which ~~Information a record~~ will be retained ~~in order~~ to meet legal or operational requirements;
- 2.11 **“STORAGE VAULT”** means the Town’s permanent records storage system;
- 2.12 **“TOWN”** means the Town of Morinville;
- ~~2.13~~ **“TOWN MANAGER”** ~~means the Chief Administrative Officer as appointed by the Council;~~
- 2.14 **“TRANSITORY INFORMATION RECORD”** means ~~Information a Record~~ that has short-term, immediate or no value and will not be required for future reference, and which falls within one of the following categories:
- 2.14.1 ~~emails or instant messages that are primarily for information purposes and do not contain a transaction, agreement, or decision temporary information;~~
 - 2.14.2 ~~duplicate copies of documents that have been retained elsewhere duplicates;~~
 - 2.14.3 ~~drafts, notes, and working papers that are used to develop a final document, report or project draft documents and working material;~~
 - 2.14.4 ~~routine notifications, announcements, and invitations that have no long-term significance non-Town publications;~~
 - 2.14.5 ~~reference materials that are not part of business process or transaction, such as news clippings, pamphlets, brochures and unsolicited mail advertising materials and mail; or~~
 - 2.14.6 ~~logs and registers that are used for scheduling, tracking, or monitoring activities on a temporary basis; or~~
 - 2.14.7 ~~blank information media.~~

3.0 Retention and Disposition of Records

TOWN OF MORINVILLE
 PROVINCE OF ALBERTA
~~BYLAW 1/2019~~
 RETENTION AND DISPOSITION ~~OF RECORDS~~ BYLAW

- 3.1 This Bylaw addresses the Retention and Disposition of Records in the custody and or control of the Town.
- 3.2 The Town shall establish Information Management ~~policies, practices~~ and procedures that govern how Information in the custody of the Town is retained and disposed of. ~~enable access to public information in the custody and or under the control of the Town. Within this framework, Information Management practices and procedures will be established by the Town Manager to protect the privacy of individuals' personal information and identify when Records will be sent to the Storage Vault or transferred to another authority.~~
- 3.3 All Information ~~Records~~ in the custody and or control of the Town ~~shall~~ **must** be managed in accordance with the Information Management ~~policies practices~~ and procedures established by ~~the~~ Town administration.
- ~~3.4 All Records in the custody and or control of the Town must be inputted into the Electronic Records Management System in accordance with the Town's Information Management practices and procedures.~~
- 3.5 The Information Management policy of the Town shall include the definition of a records retention schedule.
- ~~3.6 Records identified in Schedule A and in the custody and or control of the Town shall be retained according to the "Disposition Schedule" established in Schedule A. The Retention period is identified by:~~
- ~~3.6.1 "P" permanently retained;~~
- ~~3.6.2 "S/O" superseded (replaced or take the place of) or obsolete (no longer in use); or~~
- ~~3.6.3 Expressed by a figure in years, unless otherwise stated.~~
- ~~3.7 The Town Manager may amend from time to time the types of Records and suggested retention periods of Records contained in the "Disposition Schedule" in Schedule A.~~
- ~~3.8 The Town Manager shall keep an index of Records transferred to the Storage Vault "V" or Records Transferred "T" to another authority.~~
- ~~3.9 If an individuals' personal information will be used by the Town to make a decision that directly affects the individual, the Town shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.~~
- ~~3.10 The Town Manager shall have the discretion to retain Records longer than the period provided for in this Bylaw and shall do so where there is any indication that there is or may be any investigation, inquiry, criminal prosecution, or civil action involving any of the said Records. Such decisions to retain the Records for longer than normal Retention periods shall be recorded by the Town Manager.~~
- ~~3.11 Notwithstanding any other provisions of this Bylaw, Records created in an electronic medium for internal or external correspondence (such as internet or email documents) may be destroyed after one (1) month if a printed or scanned copy of the Record has been produced and retained. Such printed copy may only be disposed of in accordance with the provisions of this Bylaw.~~

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
~~BYLAW 1/2019~~
RETENTION AND DISPOSITION ~~OF RECORDS~~ BYLAW

4.0 **Records Care and Custody**

~~4.1 — Records in the care and custody of Departments are the property of the Town.~~

- 4.2 Records in the care and custody of an Outside Agency are under the Town's control when:
- 4.2.1 the Record is specified in the contract as being under the control of the Town;
 - 4.2.2 the content of the record relates to the Town's mandate and functions;
 - 4.2.3 the Town has the authority to regulate the Record's use and Disposition;
 - 4.2.4 the Outside Agency is a consultant, and the Record was created for the Town; or
 - 4.2.5 the contract permits the Town to inspect, review, or copy the Records produced, received, or acquired.
 - 4.2.6 No person shall be in contravention of a specific provision of this bylaw if permission has been granted to the contravention by the CAO.

5.0 **Information ~~Records~~ Destruction**

~~5.1 The Information Management policies and procedures established by Town administration shall address how information shall be disposed of. The complete and proper destruction of under this Bylaw is the responsibility of all employees of the Town in accordance with this Bylaw and any guidelines approved by the Town Manager regarding the destruction of Records.~~

~~5.2 — The Electronic Records Management System automatically flags Records for destruction in accordance with the "Disposition Schedule" set out in Schedule A. Flagged documents are held for review by the Electronic Records Management System. The Town Manager shall review Records flagged for destruction and determine whether said Records should be destroyed. The Town Manager must sign off on the destruction of the Records.~~

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RETENTION AND DISPOSITION ~~OF RECORDS~~ BYLAW**

~~5.3 — Where records have been destroyed under this Bylaw, the Town Manager shall certify the same in writing. Such certification shall refer to the relevant item in Schedule A and generally identify the Records destroyed.~~

~~5.4 — Transitory Records may be destroyed when they no longer serve any valid purpose, without the Town Manager having to certify in writing the description of the Transitory Records and that they have been destroyed.~~

6.0 SEVERABILITY

6.1 Each provision of this Bylaw is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this Bylaw shall remain valid and enforceable, and the Bylaw shall be interpreted as such.

7.0 EFFECTIVE DATE

7.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time in Council this ___ day of _____, 20__
READ a second time in Council this ___ day of _____, 20__.
READ a third time in Council and finally passed this _____ day of _____, 20__.

Simon Boersma
Mayor

Naleen Narayan
Chief Administrative Officer

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**SCHEDULE A
DISPOSITION SCHEDULE**

Type	Record	Suggested Retention Period (in Years)
<u>Access to Information</u>	Requests	2, subject to an OIPC Review
<u>Advertising</u>	General (non-MGA) As Per Legislature	2 11
<u>Affordable Housing</u>	Planning Grants Assistance to Residents	11 11 11
<u>Agendas</u>	Part of Minutes	P
<u>Agreements/Contracts</u>	Correspondence related to contracts Development Easements Files (Completion of) Forms Forms (Public Works) General Leases Major Legal Minor Legal	11 P P 11 S/O 11 S/O 11 S/O 11 S/O 11 S/O 11 S/O 11 S/O 11 S/O
<u>Annexations</u>	Correspondence Final Order	7 P
<u>Annual Reports</u>	Municipal Local Boards	11 11
<u>Appointments</u>	Other than those in minutes	3
<u>Assessment</u>	Appeals Appeal Board File Assessment Review Board (ARB) minutes ARB Work File ARB Records Duplicate Roll Review Court Records Rolls	11 11 P 11 11 11 11 P
<u>Assets</u>	Management Records of Surplus Temporary Files	11 5 2
<u>Auditors File</u>	Deposit Books Deposit Slips Memos (Credit/Debit) Reconciliation's Statements	11 11 11 11 11
<u>Boards</u>	Minutes	P

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	Authority & Structure Correspondence	11 S/O 5
<u>Bookings/Registrations</u>	Class/Program	11
<u>Budgets</u>	Operating (in minutes) Capital (in minutes) Working Papers	P P 3
<u>Bylaw</u>	All	P
<u>Camera Footage</u>	Body Camera Drone Footage (Fire Department) Vehicle Camera	11, if related to an incident 11, if related to an incident 11, if related to an incident
<u>Compensation</u>	Records Compensation Grids	11 1
<u>Demographics</u>	Community Profile Statistics Surveys	P P 1-2
<u>Destroyed Records Index</u>		P
<u>Elections</u>	Ballot Box Contents Nomination Papers Procedures Results Statistics	6 weeks from the date of voting At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired At any time after 12 noon on nomination day until the term of office to which the procedures relate has expired P P
<u>Engineering</u>	Drawings Files	P P
<u>Financial</u>	Accounts Paid (Summary Sheet) Accounts Payable Vouchers Accounts Receivable Duplicate Invoices Accountant Working Papers Cash Receipts Journal Cash Disbursements Journal Cheque Stubs Cheque Register Cheques (Cancelled) Debentures Financial Statements (Interim) Financial Statements (Working Papers)	11 11 11 11 11 11 11 11 11 P 11 11

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RETENTION AND DISPOSITION OF RECORDS BYLAW

	Financial Statements (Final)	11
	General Ledger	11
	Investments	11
	Invoices	11
	Receipts (Duplicate)	11
	Receipts (Books)	11
	Receipts (Duplicate Cash)	11
	Receipts (Registration)	11
	Reporting	11
<u>Franchises</u>		P
<u>Incidents</u>	<u>Enforcement Services</u> <u>Fire Department</u> <u>Occupational Health & Safety</u>	11 S/O
<u>Inquiries</u>	From the Public	3
<u>Insurance</u>	Claims Records (After expiration)	11 11
<u>Investigations</u>	<u>Enforcement Services</u> <u>Fire Department</u> <u>Occupational Health and Safety</u>	11 S/O
<u>Land</u>	Appraisals	1 (after sold). If expropriated, 5 (after proposed payment)
<u>Legal</u>	Court Cases Minister's Orders Notices of Claim Opinions Proceedings Statements of Claim (after settlement or resolution) Writs (After expiration or completion)	11 P 11 S/O 11 S/O 11 11 S/O 11
<u>Legislation</u>	Act	1 S/O
<u>Licenses</u>	Applications Business Literature Other	11 11 S/O 11 11
<u>Local Improvements</u>	Records	P
<u>Maps</u>	Base (Original) Contour	P P
<u>Minutes</u>	Board Minutes Committee Minutes Council Minutes	P P P
<u>Organization</u>	Structure and Records	5 S/O
<u>Payroll and Personnel</u>	Employee Health Benefits Employee Personnel File Employee Termination	11 (after termination or resignation) 11 (after termination or resignation) 11 (after termination or resignation)

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	Employment Applications (Hired)	11 (after termination or resignation)
	Employment Applications (Not Hired)	1
	Employment Insurance Records	11 (after termination or resignation)
	Garnishees	11 (after garnishee removed)
	Individual Earning Records	11 (after termination or resignation)
	Income Tax Deductions	11 (after termination or resignation)
	Income Tax T4 and T4 Summaries	11 (after termination or resignation)
	Income Tax TD1	11 (after termination or resignation)
	Job Descriptions	3 S/O
	Journal	11 (after termination or resignation)
	LAP Pension Cards	P
	Oaths of Office	P
	Personnel Recruitment — unsuccessful applicants	1
	Pension Records	P
	Time Cards	11 (after termination or resignation)
	Time Sheets (Overtime)	11 (after termination or resignation)
	Time Sheets (Weekly)	11 (after termination or resignation)
	Training and Development	11 (after termination or resignation)
	Volunteers	3
	WCB Claims	11 (after termination or resignation)
<u>Personal Information</u>	Banks	1 (after banks no longer relevant)
<u>Petitions</u>		11
<u>Planning</u>	Certificates of Title	P
	Development Applications	P
	Development Permits	P
	Long term planning documents	P
	Notices of Change of Land Titles	P
	Plans — Official	P
	Plans — Amendments	P
	Site Plan Approval	P
	Subdivision Application (after final approval)	P
	Subdivision Plans	P
<u>Policy</u>		5 S/O
<u>Privacy Impact Assessments</u>		11

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<u>Proclamations made by Council</u>	Minutes	P
<u>Project Management</u>	Capital Projects	11
	Operational Projects	11
<u>Project Progress Reports</u>	Project	11
	Under Contract (final payment)	11 S/O
<u>Property Files</u>		Until Sold + 11
<u>Prosecution</u>	All	11 S/O
<u>Publications</u>	Local Reports	3
<u>Receptions & Special Events</u>	Non-Historic	3
	Historic	P
<u>Reports</u>	Accident Reports	11 S/O
	Accident Statistics	11 S/O
	Board, Committee, and Administration Reports Not Forming Part of Council Minutes (If a report forms part of the minutes, it is kept permanently as part of the minutes)	11
	Census	P
	Council	P
	Demographic Survey	1-2
	Field	11 S/O
	Maintenance	11
	Monthly Road Reports	11
	Municipal Affairs – Annual Reports	11
	Weed Control Reports (Until Updated)	1
<u>Requisitions</u>	Copies	2
	Duplicate	11
	Paid	11
<u>Resolutions</u>	Minutes	P
<u>Safety Code Permits</u>		P
<u>Social Media</u>		1
<u>Software</u>	Purchase	11
	Installation	11
	Hosting	11
	Licensing	11
<u>Street Signs</u>	Inventory Register	P
<u>Taxes</u>	Arrears	11
	Final Billing	11
	Municipal Credits	11
	Receipts	11
	Rolls	P
	Sale Deeds	P
	Tax Recovery Records	P
<u>Tenders</u>	Files	11
	Successful	11
	Purchase Quotations	11

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	Unsuccessful	11
<u>Traffic</u>	Streets	11
<u>Trial Balances</u>	Monthly	3
	Year End	11
<u>Vendors</u>	Acknowledgments to Suppliers Files	2 11
<u>Vouchers</u>	Duplicate	11
<u>Zoning</u>	Bylaw Enforcement	11

Mayor

CAO

TOWN OF MORINVILLE
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RETENTION AND DISPOSITION OF RECORDS BYLAW
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A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, TO PROVIDE REGULATIONS AND PROCEDURES FOR THE RETENTION AND DISPOSITION OF MUNICIPAL RECORDS.

WHEREAS, pursuant to the provisions contained in Section 214 of the *Municipal Government Act* (Alberta), as amended or repealed and replaced from time to time, the Council of the Town of Morinville may pass a bylaw respecting the retention and destruction of records and documents of the municipality;

AND WHEREAS, pursuant to the provisions contained in the *Freedom of Information and Protection of Privacy Act* (Alberta), the Town of Morinville must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

AND WHEREAS, the *Freedom of Information and Protection of Privacy Act* (Alberta) does not prohibit the transfer, storage, or destruction of any record in accordance with a bylaw of a local government body.

AND WHEREAS, the *Electronic Transactions Act* (Alberta) provides that information and records of a public body can be in electronic form.

NOW THEREFORE, the Council of the Town of Morinville in the Province of Alberta, duly assembled, hereby enacts as follows.

1.0 This bylaw may be cited as the "Retention and Disposition of Records Bylaw."

2.0 **Interpretation:**

2.1 **"COUNCIL"** means the Council of the Town.

2.2 **"DEPARTMENT"** means the internal administrative division of the Town Administration headed by a Manager, and for the purposes of records management, includes any board, committee, commission, panel, agency or corporation included within a department.

2.3 **"DISPOSITION"** means

2.3.1 The disposal of Records via destruction; or

2.3.2 The transfer of Records of enduring value to the Storage Vault;

2.4 **"ELECTRONIC RECORDS MANAGEMENT SYSTEM"** means the electronic system the Town uses to flag and manage Records for destruction;

2.5 **"INFORMATION MANAGEMENT"** means the application of systematic control over records throughout their life cycle, including but not limited to forms management, publications management, records inventory, corporate records structure development, and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance, records scheduling and Disposition;

2.6 **"OUTSIDE AGENCY"** means an organization under a contract with the Town;

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- 2.7 **“RECORD”** means a record of information in any form and includes notes, images, books, documents, maps, drawings, photographs, letters, papers, reports, plans, surveys, audio and visual recordings, electronic files, electronic mail transmissions, databases, spreadsheets, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- 2.8 **“RETENTION”** means the period of time for which a record will be retained in order to meet legal or operational requirements;
- 2.9 **“STORAGE VAULT”** means the Town’s permanent records storage system;
- 2.10 **“TOWN”** means the Town of Morinville;
- 2.11 **“TOWN MANAGER”** means the Chief Administrative Officer as appointed by the Council;
- 2.12 **“TRANSITORY RECORD”** means a Record that has short-term, immediate or no value and will not be required for future reference, and which fall within one of the following categories:
- 2.12.1 temporary information;
 - 2.12.2 duplicates;
 - 2.12.3 draft documents and working material;
 - 2.12.4 non-Town publications;
 - 2.12.5 advertising materials and mail; or
 - 2.12.6 blank information media.
- 3.0 **Retention and Disposition of Records**
- 3.1 This Bylaw addresses the Retention and Disposition of Records in the custody and or control of the Town.
- 3.2 The Town shall establish Information Management practices and procedures that enable access to public information in the custody and or under the control of the Town. Within this framework, Information Management practices and procedures will be established by the Town Manager to protect the privacy of individuals’ personal information and identify when Records will be sent to the Storage Vault or transferred to another authority.
- 3.3 All Records in the custody and or control of the Town must be managed in accordance with the practices and procedures established by the Town.
- 3.4 All Records in the custody and or control of the Town must be inputted into the Electronic Records Management System in accordance with the Town’s Information Management practices and procedures.
- 3.5 Records identified in Schedule A and in the custody and or control of the Town shall be retained according to the “Disposition Schedule” established in Schedule A. The Retention period is identified by:
- 3.5.1 **“P”** permanently retained;
 - 3.5.2 **“S/O”** superseded (replaced or take the place of) or obsolete (no longer in use); or
 - 3.5.3 Expressed by a figure in years, unless otherwise stated.

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- 3.6 The Town Manager may amend from time to time the types of Records and suggested retention periods of Records contained in the “Disposition Schedule” in Schedule A.
- 3.7 The Town Manager shall keep an index of Records transferred to the Storage Vault “V” or Records Transferred “T” to another authority.
- 3.8 If an individuals’ personal information will be used by the Town to make a decision that directly affects the individual, the Town shall retain the personal information for at least one year after using that information so that the individual has a reasonable opportunity to obtain access to the information.
- 3.9 The Town Manager shall have the discretion to retain Records longer than the period provided for in this Bylaw and shall do so where there is any indication that there is or may be any investigation, inquiry, criminal prosecution, or civil action involving any of the said Records. Such decisions to retain the Records for longer than normal Retention periods shall be recorded by the Town Manager.
- 3.10 Notwithstanding any other provisions of this Bylaw, Records created in an electronic medium for internal or external correspondence (such as internet or email documents) may be destroyed after one (1) month if a printed or scanned copy of the Record has been produced and retained. Such printed copy may only be disposed of in accordance with the provisions of this Bylaw.

4.0 Records Care and Custody

- 4.1 Records in the care and custody of Departments are the property of the Town.
- 4.2 Records in the care and custody of an Outside Agency are under the Town’s control when:
- 4.2.1 the Record is specified in the contract as being under the control of the Town;
 - 4.2.2 the content of the record relates to the Town’s mandate and functions;
 - 4.2.3 the Town has the authority to regulate the Record’s use and Disposition;
 - 4.2.4 the Outside Agency is a consultant, and the Record was created for the Town; or
 - 4.2.5 the contract permits the Town to inspect, review, or copy the Records produced, received, or acquired.
 - 4.2.6 No person shall be in contravention of a specific provision of this bylaw if permission has been granted to the contravention by the CAO.

5.0 Records Destruction

- 5.1 The complete and proper destruction of Records under this Bylaw is the responsibility of all employees of the Town in accordance with this Bylaw and any guidelines approved by the Town Manager regarding the destruction of Records.
- 5.2 The Electronic Records Management System automatically flags Records for destruction in accordance with the “Disposition Schedule” set out in Schedule A. Flagged documents are held for review by the Electronic Records Management System. The Town Manager shall review Records flagged for destruction and determine whether said Records should be destroyed. The Town Manager must sign off on the destruction of the Records.

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- 5.3 Where records have been destroyed under this Bylaw, the Town Manager shall certify the same in writing. Such certification shall refer to the relevant item in Schedule A and generally identify the Records destroyed.
- 5.4 Transitory Records may be destroyed when they no longer serve any valid purpose, without the Town Manager having to certify in writing the description of the Transitory Records and that they have been destroyed.

6.0 GENERAL

- 6.1 Each provision of this Bylaw is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this Bylaw shall remain valid and enforceable, and the Bylaw shall be interpreted as such.

That Bylaw 1/2019 must be reviewed in 3 years from the date 3rd reading is received.

That Council Policy #5/2012 is hereby rescinded when Bylaw 1/2019 receives third and final reading.

That Council Policy #CFS196/2017 is hereby rescinded when Bylaw 1/2019 receives third and final reading.

This Bylaw shall come into full force and effect upon the day it receives third and final reading by Council.

READ a first time this 9th day of April, 2019

READ a second time this 9th day of April, 2019

READ a third time and finally passed this 9th day of April, 2019

Barry Turner
Mayor

Stephane Labonne
Chief Administrative Officer

**TOWN OF MORINVILLE
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RETENTION AND DISPOSITION OF RECORDS BYLAW
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**SCHEDULE A
DISPOSITION SCHEDULE**

Type	Record	Suggested Retention Period (in Years)
<u>Access to Information</u>	Requests	2, subject to an OIPC Review
<u>Advertising</u>	General (non-MGA)	2
	As Per Legislature	11
<u>Affordable Housing</u>	Planning	11
	Grants	11
	Assistance to Residents	11
<u>Agendas</u>	Part of Minutes	P
<u>Agreements/Contracts</u>	Correspondence related to contracts	11
	Development	P
	Easements	P
	Files (Completion of)	11 S/O
	Forms	11 S/O
	Forms (Public Works)	11 S/O
	General	11 S/O
	Leases	11 S/O
	Major Legal	11 S/O
Minor Legal	11 S/O	
<u>Annexations</u>	Correspondence	7
	Final Order	P
<u>Annual Reports</u>	Municipal	11
	Local Boards	11
<u>Appointments</u>	Other than those in minutes	3
<u>Assessment</u>	Appeals	11
	Appeal Board File	11
	Assessment Review Board (ARB) minutes	P
	ARB Work File	11
	ARB Records	11
	Duplicate Roll	11
	Review Court Records	11
	Rolls	P
<u>Assets</u>	Management	11
	Records of Surplus	5
	Temporary Files	2
<u>Auditors File</u>	Deposit Books	11
	Deposit Slips	11
	Memos (Credit/Debit)	11
	Reconciliation's	11
	Statements	11

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<u>Boards</u>	Minutes Authority & Structure Correspondence	P 11 S/O 5
<u>Bookings/Registrations</u>	Class/Program	11
<u>Budgets</u>	Operating (in minutes) Capital (in minutes) Working Papers	P P 3
<u>Bylaw</u>	All	P
<u>Camera Footage</u>	Body Camera Drone Footage (Fire Department) Vehicle Camera	11, if related to an incident 11, if related to an incident 11, if related to an incident
<u>Compensation</u>	Records Compensation Grids	11 1
<u>Demographics</u>	Community Profile Statistics Surveys	P P 1-2
<u>Destroyed Records Index</u>		P
<u>Elections</u>	Ballot Box Contents Nomination Papers Procedures Results Statistics	6 weeks from the date of voting At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired At any time after 12 noon on nomination day until the term of office to which the procedures relate has expired P P
<u>Engineering</u>	Drawings Files	P P
<u>Financial</u>	Accounts Paid (Summary Sheet) Accounts Payable Vouchers Accounts Receivable Duplicate Invoices Accountant Working Papers Cash Receipts Journal Cash Disbursements Journal Cheque Stubs Cheque Register Cheques (Cancelled) Debentures	11 11 11 11 11 11 11 11 11 11 P

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	Financial Statements (Interim)	11
	Financial Statements (Working Papers)	11
	Financial Statements (Final)	11
	General Ledger	11
	Investments	11
	Invoices	11
	Receipts (Duplicate)	11
	Receipts (Books)	11
	Receipts (Duplicate Cash)	11
	Receipts (Registration)	11
	Reporting	11
<u>Franchises</u>		P
<u>Incidents</u>	<u>Enforcement Services</u>	11 S/O
	<u>Fire Department</u>	
	<u>Occupational Health & Safety</u>	
<u>Inquiries</u>	From the Public	3
<u>Insurance</u>	Claims	11
	Records (After expiration)	11
<u>Investigations</u>	Enforcement Services	11 S/O
	Fire Department	
	Occupational Health and Safety	
<u>Land</u>	Appraisals	1 (after sold). If expropriated, 5 (after proposed payment)
<u>Legal</u>	Court Cases	11
	Minister's Orders	P
	Notices of Claim	11 S/O
	Opinions	11 S/O
	Proceedings	11
	Statements of Claim (after settlement or resolution)	11 S/O
	Writs (After expiration or completion)	11
<u>Legislation</u>	Act	1 S/O
<u>Licenses</u>	Applications	11
	Business	11 S/O
	Literature	11
	Other	11
<u>Local Improvements</u>	Records	P
<u>Maps</u>	Base (Original)	P
	Contour	P
<u>Minutes</u>	Board Minutes	P
	Committee Minutes	P
	Council Minutes	P
<u>Organization</u>	Structure and Records	5 S/O
<u>Payroll and Personnel</u>	Employee Health Benefits	11 (after termination or resignation)
	Employee Personnel File	11 (after termination or resignation)

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RETENTION AND DISPOSITION OF RECORDS BYLAW
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	Employee Termination	11 (after termination or resignation)
	Employment Applications (Hired)	11 (after termination or resignation)
	Employment Applications (Not Hired)	1
	Employment Insurance Records	11 (after termination or resignation)
	Garnishees	11 (after garnishee removed)
	Individual Earning Records	11 (after termination or resignation)
	Income Tax - Deductions	11 (after termination or resignation)
	Income Tax - T4 and T4 Summaries	11 (after termination or resignation)
	Income Tax - TD1	11 (after termination or resignation)
	Job Descriptions	3 S/O
	Journal	11 (after termination or resignation)
	LAP Pension Cards	P
	Oaths of Office	P
	Personnel Recruitment – unsuccessful applicants	1
	Pension Records	P
	Time Cards	11 (after termination or resignation)
	Time Sheets (Overtime)	11 (after termination or resignation)
	Time Sheets (Weekly)	11 (after termination or resignation)
	Training and Development	11 (after termination or resignation)
	Volunteers	3
	WCB Claims	11 (after termination or resignation)
<u>Personal Information</u>	Banks	1 (after banks no longer relevant)
<u>Petitions</u>		11
<u>Planning</u>	Certificates of Title	P
	Development Applications	P
	Development Permits	P
	Long-term planning documents	P
	Notices of Change of Land Titles	P
	Plans - Official	P
	Plans - Amendments	P
	Site Plan Approval	P
	Subdivision Application (after final approval)	P
	Subdivision Plans	P

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<u>Policy</u>		5 S/O
<u>Privacy Impact Assessments</u>		11
<u>Proclamations made by Council</u>	Minutes	P
<u>Project Management</u>	Capital Projects	11
	Operational Projects	11
<u>Project Progress Reports</u>	Project	11
	Under Contract (final payment)	11 S/O
<u>Property Files</u>		Until Sold + 11
<u>Prosecution</u>	All	11 S/O
<u>Publications</u>	Local Reports	3
<u>Receptions & Special Events</u>	Non-Historic	3
	Historic	P
<u>Reports</u>	Accident Reports	11 S/O
	Accident Statistics	11 S/O
	Board, Committee, and Administration Reports Not Forming Part of Council Minutes (If a report forms part of the minutes, it is kept permanently as part of the minutes)	11
	Census	P
	Council	P
	Demographic Survey	1-2
	Field	11 S/O
	Maintenance	11
	Monthly Road Reports	11
	Municipal Affairs – Annual Reports	11
	Weed Control Reports (Until Updated)	1
<u>Requisitions</u>	Copies	2
	Duplicate	11
	Paid	11
<u>Resolutions</u>	Minutes	P
<u>Safety Code Permits</u>		P
<u>Social Media</u>		1
<u>Software</u>	Purchase	11
	Installation	11
	Hosting	11
	Licensing	11
<u>Street Signs</u>	Inventory Register	P
<u>Taxes</u>	Arrears	11
	Final Billing	11
	Municipal Credits	11
	Receipts	11
	Rolls	P
	Sale Deeds	P
	Tax Recovery Records	P

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<u>Tenders</u>	Files	11
	Successful	11
	Purchase Quotations	11
	Unsuccessful	11
<u>Traffic</u>	Streets	11
<u>Trial Balances</u>	Monthly	3
	Year End	11
<u>Vendors</u>	Acknowledgments to Suppliers Files	2 11
<u>Vouchers</u>	Duplicate	11
<u>Zoning</u>	Bylaw Enforcement	11

Report to Council

- For Council Decision
- For Council Direction
- For Council Information



TOPIC:	Jessica Martel Memorial Foundation - Additional Tax Exemption Request	November 28, 2023
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PURPOSE:

To present to Council the Jessica Martel Memorial Foundation’s (JMMF) request for exemption from local property taxation a new property the foundation recently required.

RECOMMENDATION:

That Council provide direction to Administration regarding the exemption request.

RATIONALE:

The JMMF has applied for property tax exemption as a non-profit organization for its newly acquired property at 10016 97 Avenue. While not automatically exempt under Section 362 of the *Municipal Government Act (MGA)*, Council has the authority under Section 364 to provide and exemption from local property taxes.

REPORT INFORMATION:

As a non-profit, certain properties under the ownership of the JMMF can become tax-exempt automatically under section 362 of the *MGA*. To be deemed exempt the property must be held by a non-profit organization and meet a number of criteria established under both the *MGA* and the *Community Organization Property Tax Exemption Regulation (Regulation)*.

The main JMMF facility is currently tax-exempt as it meets all requirements under both the *MGA* and the *Regulation*. However, this new facility has a distinctly different purpose than Jesse’s House. The new property is a residential property offering affordable housing for clients approved by the JMMF who have “graduated” from the need for the services provided at Jesse’s House. While the costs of the property will be subsidized by the JMMF, residents will be required to pay some form of rent.

One of the conditions of the *Regulation* is that the use of the property in question cannot be restricted in any way, including a “requirement to pay fees of any kind, other than minor entrance or service fees.” That section makes it clear that property that is dedicated to the exclusive use of one person or a small number of people and will include payment of rent or other fees to the organization for that exclusive use, would not be exempt from taxation – despite its benevolent purpose.

Administration has confirmed this interpretation of the *MGA* and the *Regulation* with legal counsel.

IMPACT:

Providing the exemption would make approximately \$575,000 in residential property assessment tax-exempt, equating to approximately \$4,800 in annual property tax revenue.

NEXT STEPS:

Should Council provide direction to accept the application, the Non-Profit Organization Property Tax Exemption Bylaw (2/2022) will be revised and brought to Council for review and approval.

PREVIOUS COUNCIL ACTION:

N/A

ALIGNMENT:

N/A

CONSULTATION/ENGAGEMENT:

N/A

ALTERNATIVES:

Alternative 1: Accept the application and provide direction to Administration to bring the Non-Profit Organization Property Tax Exemption Bylaw (2/2022) back before Council with the new JMMF property added to Schedule A.

- Implications: A reduction in taxable residential property and overall property tax revenue.

Alternative 2: Deny the application.

- Implications: Taxable residential property assessment and resulting tax revenue will be maintained, however Council may be viewed as unsupportive of the efforts of JMMF in achieving its goals to provide support for victims of domestic violence.

PRESENTER:	T. Nosko, Manager, Financial Services	ATTACHMENTS: • Non-Profit Organization Property Tax Exemption Bylaw (2/2022)
PREPARED BY:	T. Nosko, Manager, Financial Services	
CLEARANCES:	N. Narayan, Chief Administrative Officer M. Hay, General Manager, Administrative Services	

**TOWN OF MORINVILLE
PROVINCE OF ALBERTA
NON-PROFIT ORGANIZATION PROPERTY TAX EXEMPTION BYLAW
BYLAW 2/2022
Page 1**

A BYLAW OF THE TOWN OF MORINVILLE, IN THE PROVINCE OF ALBERTA, TO EXEMPT NON-PROFIT COMMUNITY ORGANIZATIONS FROM PROPERTY TAXATION UNDER PART 10 DIVISION 2 OF THE *MUNICIPAL GOVERNMENT ACT*.

WHEREAS, the Section 364(1) of the *Municipal Government Act (MGA)* gives the Municipalities the power to enact bylaws that exempt property held by non-profit organizations from property taxation under Part 10 Division 2 of the *MGA*;

NOW THEREFORE, the Municipal Council of the Town of Morinville, Alberta, duly assembled, hereby enacts as follows.

1.0 This bylaw may be cited as the "Town of Morinville Non-Profit Organization Property Tax Exemption Bylaw".

2.0 Definitions

2.1 "Council" means the duly elected officers of Morinville and the Chief Elected Officer or Mayor.

2.2 "Municipal Government Act" means the Municipal Government Act, RSA 2000 Chapter M-26 as amended or legislation substituted therefor.

3.0 Application

3.1 Properties owned by the Non-Profit Organizations listed in Schedule "A" are hereby exempted from municipal taxation.

4.0 Severability


If any Section or parts of this bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Section or parts shall be deemed to be severable and all other Section or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

That Bylaw 2/2022 must be reviewed in 3 years from the date 3rd Reading is received.

READ a first time the 22nd day of February, 2022

READ a second time 22nd day of February, 2022

READ a third time and finally passed the 22nd day of February, 2022



Simon Boersma
Mayor



Michelle Hay
Interim CAO

TOWN OF MORINVILLE
PROVINCE OF ALBERTA
NON-PROFIT ORGANIZATION PROPERTY TAX EXEMPTION BYLAW
BYLAW 2/2022
Page 2

SCHEDULE A: Exempt Non-Profit Organizations

Assessment Roll	Property Owner	Address
9400	Paroisse St Jean Baptiste	10034 – 100 Ave


Mayor


ICAO

Report to Council

- For Council Decision
 For Council Direction
 For Council Information



TOPIC:	Police Commission Report	November 28, 2023
PRESENTER:	S. Edwards, General Manager, Community and Infrastructure Services	ATTACHMENTS: <ul style="list-style-type: none"> • Police Commission Presentation
PREPARED BY:	S. Edwards, General Manager, Community and Infrastructure Services	
CLEARANCES:	N. Narayan, Chief Administrative Officer	RELEVANT BYLAWS / POLICIES / LEGISLATION: <ul style="list-style-type: none"> • Alberta Police Act • Alberta Police Service Regulation • Alberta Provincial Policing Standards • Policing Oversight Standards • Canada RCMP Act • RCMP Policing Committee Handbook

RECOMMENDATION:

That Committee accept the Police Commission Report as information.

That Committee provides further direction to Administration to determine the next steps.

PREVIOUS COUNCIL ACTION:

At the August 22, 2023, Regular Meeting of Council, Council directed Administration to conduct a thorough study focusing on the political intricacies and financial implications that arise from the creation of a police commission within the Town of Morinville.

BACKGROUND SUMMARY:

Policing in Alberta is community based. There are numerous groups; police services, oversight bodies, Government of Alberta, civilian groups and municipal organizations that work in partnership to ensure police services are effective, perform their duties according to legislated requirements, standards and community priorities in order to keep communities safe.

Police Services:

There are 3 types of police services in Alberta:

1. Provincial – paid for by the province and provided through an agreement with the federal government for the services of the Royal Canadian Mounted Police (RCMP).

2. Municipal – paid for by the municipality and can include a stand-alone service, contracted RCMP service or a regional police service.
3. Indigenous – independent police service or policed by RCMP.

The police service options for Urban Municipalities with a population over 5,000 are:

1. Contract with the federal or provincial government or another municipality for the provision of policing services; or
2. Establish a stand-alone municipal police service such as Edmonton or Calgary; or
3. Establish a regional police service with other municipalities, which may include the province.

Police Oversight:

The policing oversight system is delivered through multiple systems, groups, and process such as Alberta Justice, municipalities, commissions and committees and independent agencies and appeal boards.

Community policing oversight is provided at various levels and forms depending on the service type and population that include commissions, committees, and advisory committees. There are defined rules in the *Police Act* for commissions and committees.

Police Commissions

Police commissions provide oversight of municipal police services. i.e., Edmonton City Police. The membership of each commission is selected by the municipal council. The commission may issue instructions only to the chief of police and must not infringe on the chief's responsibility for the day-to-day administration of the police service.

It is mandatory for a municipality which has established a municipal police service to have a police commission.

Police Committee

Police committees provide oversight on the Municipal Police Service Agreement (MPSA) and represent the interests of council to the police officer in charge. If a committee is established, its roles and responsibilities are like those of police commissions within the confines of the MPSA. Policing committees have significant constraints on their oversight activities because the RCMP is bound by federal legislation and policies and provides provincial policing service under the federal/provincial contract.

It is optional for a municipality that has a contract with the RCMP to provide municipal policing to establish a policing committee.

RCMP Advisory Committee

Municipalities receiving policing under the Provincial Police Service Agreement may be members of an RCMP community advisory committee formed by the officer in charge of an RCMP Detachment. The purpose of these committees is to advise the officer in charge on the policing concerns and problems of the community, and to serve as a communication vehicle back to the community. Community advisory committees do not hold official status under the *Police Act* with respect to oversight responsibilities.

It is optional for municipalities receiving policing under the provincial policing contract to have an advisory committee.

Current Status:

The most common municipal policing arrangement in Alberta is contract policing. Morinville's police service is provided through an MPSA. The MPSA is a memorandum of agreement signed between the federal government and a municipal government for the use of the RCMP as the Municipal Police Service.

MPSA's provide for the Municipal chief executive officer to set objectives, priorities, and goals that are consistent with those set by Alberta Justice and Solicitor General. The minimum standard of policing by the RCMP municipal police service must meet the standard as determined by the Commissioner of the RCMP in consultation with the chief executive officer.

Options:

An RCMP Advisory Committee would also be an option.

A Police Committee would be another option.

The objectives of Police Committees are to:

1. Arm's length oversight
2. Localizing the complaint process
3. Increasing the accountability of police services to the public.

The responsibilities of a Police Committee include:

1. Oversee the Municipal Police Service Agreement
2. Develop a yearly plan of priorities and strategies with input from the Officer in Charge (OIC)
3. Issue instructions to the OIC on implementation and operation of yearly plan.
4. Represent the interest of the council to the OIC.
5. Represent the interests and concerns of the public to the OIC.
6. Assist in selection of the OIC
7. Designate a person as a public complaint director that will receive complaints from the public, act as liaison, review the complaint investigation, offer alternative dispute resolution processes, and provide reports and statistics on all complaints received.

The Police Committee is not responsible for:

1. Daily operations of the police service
2. Police service budget
3. Performance of the OIC

Town of Morinville Administration requires further direction from Council to determine the next steps. Some considerations for discussion are:

1. Are there concerns with the current police service priorities, service delivery or reporting?
2. Could these concerns be addressed in a different forum such as the Strategic Plan?
3. There may be implications for a Morinville Police Committee when the Detachment also serves other communities.

BUDGET/RESOURCE IMPLICATIONS:

There would be some financial impacts as this would be a new service level. The details are unknown at this time. Pending the direction provided by Council, further details would be determined.

LINKAGE TO BUSINESS PLAN/STRATEGIC PRIORITIES:**Morinville 2022 – 2025 Strategic Plan**

Goal 2 – Community Safety and Wellbeing

- 1.3 – Continue to support, collaborate, and educate through a multifaceted approach to community crime prevention, safety and well-being.

Goal 6 - Collaborative Relationships

- Strengthen relationships with community stakeholders through enhanced communication and engagement.

FOLLOW-UP ACTION:

The follow up action would be as per Council's direction.

POLICE COMMISSION PRESENTATION

November 28, 2023
Regular Meeting of Council

Presented by:

Sharleen Edwards

General Manager, Community and Infrastructure
Services



STRATEGIC ALIGNMENT



Objective:
Continue to support, collaborate and educate through a multifaceted approach to community crime prevention, safety and well-being.



**COMMUNITY
SAFETY
& WELLBEING**

GOAL

Morinville is a community that collaboratively prioritizes the safety and well-being of residents and businesses

STRATEGIC ALIGNMENT



Objective:
Strengthen relationships with community stakeholders through enhanced communication and engagement.



**COLLABORATIVE
RELATIONSHIPS**

GOAL

Morinville is a trusted and valued partner in regional and community stakeholder collaboration

POLICE SERVICES

- Community and partnership based
- Types of Police Services
 - Provincial
 - Municipal
 - Indigenous
- Police Services Options for Urban over 5,000
 - Contracted policing services
 - Stand-alone police services
 - Regional police services

POLICE OVERSIGHT

- Oversight system delivery
 - Alberta Justice
 - Municipalities
- Provided at various levels depending on service type
- Police Act rules for oversight
 - Police Commission
 - Police Committee
- RCMP Advisory Committee, no official status in Police Act

POLICE COMMISSION

- Oversight to municipal polices services ie Edmonton City Police
- Membership chosen by Council
- May issue instructions to Chief of Police
- Not infringe on the day-to-day administration
- Mandatory for an established municipal police service

POLICE COMMITTEE

- Oversight on Municipal Police Service Agreement (MPSA)
- Represent interest of Council to Office in Charge (OIC)
- Roles and responsibilities within confines of MPSA
- Constraints on oversight due to federal legislation
- Optional for a municipality with an RCMP contract

RCMP ADVISORY COMMITTEE

- Formed by the Officer in Charge (OIC)
- Advise OIC on policing concerns
- Serve as a communication vehicle to community
- No official status under Police Act for oversight
- Optional for a municipality under provincial policing contract

CURRENT STATUS

- Contract policing most common
- Police Services provided through Municipal Police Services Agreement

OVERSIGHT OPTIONS

- RCMP Advisory Committee

OVERSIGHT OPTIONS

- Police Committee
 - Objectives
 - Arm's length oversight
 - Localizing the complaint process
 - Increasing the accountability to the public
 - Responsibilities
 - Oversee MPSA
 - Develop a yearly plan with input with OIC
 - Issue instructions on implementation yearly plan to OIC
 - Represent the interest of the council to the OIC.
 - Represent the interests/concerns of the public to OIC
 - Assist in selection of the OIC
 - Designate a person as a public complaint director

CONSIDERATIONS

- Current concerns?
- Other forums?
- Other potential implications
 - Detachment serves other communities
 - Service level change
 - Financial impacts

Questions?

Council Boards / Committees / Commission Reports

Board / Committee / Commission	2023/24 Appointee
Agricultural Pests Act Appeal Committee	All members of Council Mayor as Chair
Alberta Municipalities	All members of Council
Alexander First Nation / Town of Morinville Joint Partnership Task Force	Councillor Richardson Councillor St. Denis Ms. Sarah Hall <small>(Member at Large)</small>
Arrow Utilities Board of Directors	Councillor Dafoe
Assessment Review Board	Councillor Anheliger Councillor Balanko
Chief Administrative Officer Recruitment and Evaluation Committee	Mayor Boersma Councillor St. Denis Councillor Richardson
Community Services Advisory Committee	Councillor Anheliger Councillor Dafoe
Edmonton Global Shareholder Group	Mayor Boersma
Edmonton Metropolitan Region Board	Mayor Boersma
Edmonton Region Waste Advisory Committee	Councillor Richardson
Edmonton Salutes Committee	Councillor Balanko
Emergency Management Committee	All Members of Council Mayor as Chair
EMRB Audit and Finance Committee	Mayor Boersma
EMRB Committee of the Whole	Mayor Boersma
EMRB Governance and Human Resources Committee	Mayor Boersma
EMRB Growth Plan Five-Year Interim Review Task Force	Mayor Boersma
Homeland Housing	Councillor St. Denis
Morinville & District Chamber of Commerce	Councillor White
Morinville Historical & Cultural Society	Councillor White
Morinville Library Board	Councillor Anheliger Councillor St. Denis
Morinville – St. Albert Constituency, Transportation & Infrastructure Committee	Mayor Boersma
Morinville / Sturgeon County Intermunicipal Affairs Committee (IAC)	All members of Council Mayor as Co-Chair

Board / Committee / Commission	2023/24 Appointee
Northern Lights Library System	Councillor Anheliger
Rosieridge Waste Management Services Commission	Councillor Dafoe
Sturgeon Regional Emergency Management Partnership	Councillor St. Denis
Sturgeon Regional Partnership Committee	Mayor Boersma
Sturgeon River Watershed Alliance	Councillor Balanko
Subdivision and Development Appeal Board	Councillor Anheliger Councillor St. Denis
Weed Control Act Appeal Committee	All Members of Council Mayor as Chair

Council Tracking List - Governance (Motions - Action Driven) Related Items

Note: Does not include Procedural Motions related to the passing of bylaws, approvals, receiving reports for information, etc.
Focus on tracking motions where action is required.

<i>Green Shading: Information Requests</i>						
Date	Item	Raised By (Councillor)	Assigned to	Comments	Due Date (For Council Meeting)	Status
November 21/2023	Special Meeting - Business Arising from Closed Session	S. Dafoe		That Council directs Administration to bring back to the December 12, 2023, Regular Meeting of Council, a report outlining the cost range of a third-party service level review.	Dec. 12	Scheduled
November 14/2023	2024 - 2026 Operating Budget, overall Budget	S. Dafoe	Finance/JLT	That Council directs Administration to bring forward a report outlining a general reduction of \$200,000 in the 2024 – 2026 Operating Budget at a future meeting.	Dec. 12	Scheduled
November 14/2023	2024 - 2026 Operating Budget, overall Budget	St. Denis & S. Richardson	Finance/CS	That Council directs Administration to amend the 2024 – 2026 Operating Budget to reflect a change to the hours of operation at the Morinville Leisure Centre (MLC) as follows: March 31 – August 2024 (19 weeks), 6am – 9pm Mon – Sat., Closed Sundays. Open Statutory Holidays, 8am – 8pm, with exception closed Christmas Day	Dec. 12	Scheduled
November 14/2023	Fees & Charges Bylaw	S. Dafoe	Finance	That Council defer 3rd Reading of Fees and Charges Bylaw No. 20/2023 to the December 12, 2023, Regular Meeting of Council.	Dec. 12	Scheduled
October 24/2023	Community Grant Policy and Morinville Sponsorship Policy	R. Balanko	CS	That Council directs Administration to bring back the Community Grant and Support Policy to a future Regular Meeting of Council with the amendments requested by Council.	Dec. 12	Scheduled
August 22/2023	RCMP 2023 Q1 Report	S. Boersma	CIS	That Council directs Administration conduct a thorough study focusing on the political intricacies and financial implications that arise from the creation of a police commission within the town of Morinville.	Nov. 28, 2023	Scheduled
January 11/23	MLC Allocation Policy	S. Dafoe	CS	That Council directs Administration to bring forward with the tri-annual report an update on the implementation of the administrative Morinville Leisure Centre Allocation Policy.	with tri-annual report(s)	Scheduled

<i>Green Shading: Information Requests</i>						
Date	Item	Raised By (Councillor)	Assigned to	Comments	Due Date (For Council Meeting)	Status
November 14/22	Municipal Open Space Standards	S. Dafoe 268/2022	PED	That Council directs Administration to review the landscaping regulations in the Land Use Bylaw and bring forward any amendments required to fulfill the intent of Bylaw 3/2017 Municipal Open Space Standards	T1 2024	Pending
June 12/22	Strategic Priority Sponsorship Policy	S. Richardson 166/2022	AS	That Council refer the Strategic Priority Sponsor Policy CA168/2020 to the October 18, 2022, Committee of the Whole meeting for discussion	referred to future RMoC for decision	Pending
November 23/2021	Resident Concerns	S. Dafoe 314/2021	Leg. Svcs	That Council directs the Agenda Review Committee to add resident concerns update to the standing list of items for Committee of the Whole meetings.	Jan. 9, 2024	To be scheduled
July 13/2021	Truth & Reconciliation	S. Hall 239/2021	Administration	That Council direct Administration to undertake the engagement as outlined in the Truth and Reconciliation Community Consultation Plan report.		Pending email from CAO to confirm motion satisfied.
April 13/21	Verbal Reports	S. Dafoe 115/2021	Leg. Svcs	that a summary of any verbal report to Council be added to the meeting minutes.		Ongoing