



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM MEETING
Access Code #TBD
June 23rd, 2021
3:00 p.m.**

- 1.0 **CALL TO ORDER**
- 2.0 **PUBLIC HEARING - NONE**
- 3.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 **ADOPTION OF MINUTES**
 - 4.1 June 9th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS - NONE**
- 6.0 **REPORTS**
 - 6.1 Monthly Bank Reconciliation – Month Ending April 30th, 2021
- 7.0 **BYLAWS - NONE**
- 8.0 **AGREEMENTS - NONE**
- 9.0 **CORRESPONDENCE - NONE**
- 10.0 **NEW BUSINESS**
 - 10.1 Request for Decision - Deputy Director of Emergency Management
 - 10.2 Letter of Support – Wetaskiwin and District Victim Services
 - 10.3 Request for Decision – Millet Minor Hockey Association Ball Tournament
 - 10.4 Request for Decision – Grand Opening of Millet Pharmacy
 - 10.5 Request for Decision – Policy #3 Enforcement Services Policy
 - 10.6 Invitation – AUMA’s Summer 2021 Municipal Leaders’ Caucus

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- 10.7 Request for Decision – Subdivision Application TM/21/01
 - 10.8 Request for Decision – Stump Grinder
 - 10.9 Request for Decision – Old School Waterline Tender Results

11.0 CLARIFICATION OF AGENDA

12.0 CLOSED SESSION - CONFIDENTIAL

Council will also be discussing privileged and other information regarding Land matters therefore the meeting should be closed pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26, Part 5, Division 9, and amendments thereto, and the applicable Sections noted from S.16 - S.29 of the Freedom of Information and Protection of Privacy Act, 2000, Chapter F-25, Division 2, Part 1 and amendments thereto.

- 12.1 Land – Museum
- 12.2 Personnel – Council Code of Conduct

13.0 ADJOURNMENT



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 4.0 – Adoption of Minutes

BACKGROUND/PROPOSAL

Adoption of Minutes

4.1 Minutes of Regular Meeting – June 9th, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the minutes are hereby approved, as presented.



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
VIA ZOOM
ACCESS CODE #938 1635 2474
June 9th, 2021
3:00 p.m.

PRESENT:

Present at the online meeting with visual and audio connections were:

MAYOR	Tony Wadsworth
COUNCILLORS	Robin Brooks Carol Sadoroszney Mike Storey Pat Garrett Doug Peel Vicki Pyle
C.A.O.	Lisa Schoening
LEGISLATIVE ASSISTANT	Heather Hughes
DIRECTOR OF INFRASTRUCURE	Lisa Novotny
DIRECTOR OF FINANCE	Annette Gordon
MANAGER OF ENFORCEMENT SERVICES	Mitch Newton
PRESS	Christina Max (audio only)
GALLERY	NONE

1.0 CALL TO ORDER:

The meeting was called to order by Mayor Wadsworth at 3:00 p.m.

2.0 PUBLIC HEARINGS: - NONE

COUNCIL MEETING

JUN 23 2021

ITEM # 4.1

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Res #190/21 Agenda	<p>Moved by Councillor Sadoroszney that the following items are hereby added to the agenda and further that the agenda is hereby adopted, as amended;</p> <p>Add 10.12 MiB WCB 12.6 Personnel</p> <p>Reformat Closed Session to read; 12.1 West Dried Meat Lake Authority Agreement 12.2 Office Move 12.3 Millet & District Lions Club 12.4 Personnel Update 12.5 Expression of Interest 12.6 Personnel</p>
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CARRIED

4.0 ADOPTION OF MINUTES:

Res #191/21 Minutes Regular Meeting	<p>Moved by Councillor Peel that the May 26th, 2021 Regular Meeting of Council Minutes are hereby approved, as presented.</p>
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CARRIED

5.0 DELEGATIONS: NONE6.0 REPORTS:

- 6.1 *Enforcement Services – Deadfall Permit Update*
- 6.2 *Councillor Storey Report – May 2021*

Res #192/21 Reports	<p>Moved by Councillor Pyle that the Reports are hereby accepted as information.</p>
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CARRIED

7.0 BYLAWS: NONE8.0 AGREEMENTS:

- 8.1 *The Millet Curling Club*

Res #193/21 The Millet Curling Club	<p>Moved by Councillor Storey that Council approve the Millet Curling Club Agreement as presented for a five-year term.</p>
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CARRIED

9.0 CORRESPONDENCE:9.1 *Town of Millet Library Board Minutes – March 23, 2021*

Res #194/21 Correspondence	Moved by Councillor Peel that the Correspondence is hereby accepted as information.
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*CARRIED*10.0 NEW BUSINESS:10.1 *Returning Officer and Substitute Returning Officer*

Res #195/21 Returning Officer	Moved by Councillor Garrett that Council appoint Karen Churchill as the Town of Millet's Returning Officer for the 2021 Municipal Election.
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CARRIED

Res #196/21 Substitute Returning Officer	Moved by Councillor Garrett that Council appoint Grant Churchill as the Town of Millet's Substitute Returning Officer for the 2021 Municipal Election.
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CARRIED

Res #197/21 Returning Officer and Deputy Returning Officer	Moved by Councillor Sadoroszney that the above motions shall negate any previous motions related to the appointments of the Returning Officer and Deputy Returning Officer made by Council on February 10 th , 2021.
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*CARRIED*10.2 *Proclamation - MiB Week*

Res #198/21 Proclamation MiB Week	Moved by Councillor Storey that Council proclaims the week of July 12 th – 18 th , 2021 as Millet in Bloom Week in the Town of Millet.
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*CARRIED*10.3 *FCSS Grant Funding*

Res #199/21 FCSS Grant Funding	Moved by Councillor Storey that Council approves all FCSS funding requests as presented where they qualify under the terms of the program in the amount of \$26,212.10 except for a reduction of \$7,000 in the grant for the Millet & District Agricultural & Recreation Society pending confirmation that the 2021 Harvest Fair event will go ahead as planned.
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CARRIED

10.4 Invitation – The Chamber – State of the Leduc County

Res #200/21 Invitation – State of the Leduc County	Moved by Councillor Sadoroszney that Mayor Wadsworth and Councillors Sadoroszney and Garrett attend the virtual event to be held on June 24 th , 2021 at 12:00 p.m. for the Update from the Leduc County Mayor.
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*CARRIED**10.5 Policy #3 – Town of Millet Enforcement Policy*

Res #201/21 Policy #3 – Town of Millet Enforcement Policy	Moved by Councillor Storey that this item be tabled and be brought back to the next Regular Council Meeting scheduled for June 23 rd 2021.
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*CARRIED**10.6 Policy #48 – Vandalism Reward Policy - Rescind*

Res #202/21 Policy #48 – Vandalism Reward Policy	Moved by Councillor Brooks that Council rescind Policy #48 – Vandalism Reward Policy.
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CARRIED

Res #203/21 Policy #48 – Vandalism Reward Policy	Moved by Councillor Pyle that Council re-allocate the \$2,000 funds currently held in the Vandalism Reward Reserve to the Provincial Policing Reserve Fund.
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*CARRIED**10.7 Policy #72 – Lead Hand Responsibility Policy*

Res #204/21 Policy #72 – Lead Hand Responsibility Policy	Moved by Councillor Garrett that Council rescind Policy #72 – Lead Hand Responsibility Policy.
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*CARRIED**10.8 Request for Decision – MiB Parking*

Res #205/21 MiB Parking	Moved by Councillor Brooks that Millet in Bloom is hereby granted permission to park on Town park lands, if necessary, to carry out duties for Millet in Bloom projects and further that any registered gardener with Millet in Bloom who holds a valid handicap parking permit may park on the park land in Leonard Grey Park.
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CARRIED

10.9 Reserve Bid Correction

Res #206/21 Reserve Bid Correction	Moved by Councillor Garrett that Pursuant to the Municipal Government Act, Part 10, Section 8, that Council set the reserve bid for the property located on 4;24;047;32;NE for the August 26 th , 2021 Auction at the assessed value of \$318,400 and that the original Resolution #160/21 is hereby amended to reflect this change.
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*CARRIED**10.10 School Tree Project*

Res #207/21 School Tree Project	Moved by Councillor Sadoroszney that Council receives this update as information.
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*CARRIED**10.11 Millet & District Museum Archives*

Res #208/21 Portable Toilet	Moved by Councillor Garrett that Council approves the relocation of the portable toilet to the Town office building in the vicinity of the Administration parking lot and further that it remain there for the remainder of the summer.
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CARRIED

Res #209/21 Signage	Moved by Councillor Sadoroszney that the Museum work with the Development department to place a permanent sign on the back door of the Museum on the Administration building.
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*CARRIED**10.12 MiB - WCB*

Res #210/21 MiB - WCB	Moved by Councillor Storey that WCB costs associated with the approved Contractor for Millet in Bloom be covered by the Town of Millet.
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*CARRIED***11.0 CLARIFICATION OF AGENDA:***Christina Max left the meeting at 4:40 p.m.**Director of Finance and Manager of Enforcement Services left the meeting at 4:40 p.m.*

Res #211/21 Closed Session	Moved by Councillor Sadoroszney that Council moves into Closed Session to discuss Items 12.1 – 12.6 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 4:40 p.m.
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CARRIED

12.0 CLOSED SESSION:

12.1 Land – West Dried Meat Lake Authority Agreement

12.2 Land – Office Move

12.3 Land – Millet & District Lions Club

12.4 Personnel – Update

12.5 Land – Expression of Interest

12.6 Personnel

Res #212/21 Reconvene	Moved by Councillor Garrett that the Regular Council Meeting reconvene from Closed Session at 7:15 p.m.
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CARRIED

Res #213/21 Office Move	Moved by Councillor Storey that the Town of Millet Administration Office be closed July 5 th – 12 th , 2021 to accommodate the office move into the new location.
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CARRIED

Res #214/21 Millet & District Lions	Moved by Councillor Garrett that the Town provide up to \$34,000 by way of a Letter of Support for the Millet & District Lions Club for the sewer project grant.
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*CARRIED***13.0 ADJOURNMENT:**

The meeting was adjourned at 7:35 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 23rd DAY OF JUNE 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Heather Hughes, Legislative Assistant
Agenda Item: 6.0 - Reports

BACKGROUND/PROPOSAL

The following Report has been submitted for Council's information.

6.1 Monthly Bank Reconciliation – Month Ending April 30th, 2021

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Not applicable.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That the Reports are hereby accepted as information.

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending 30, April 2021

	General Account	General Term Deposit	Cemetary Term Deposit	Total
Net Balance at End of Previous Month	\$307,476.09	\$4,089,232.13	\$11,371.38	\$4,408,079.60
Receipts for the Month (Less Loans)	\$175,239.59	\$2,689.33	\$1.68	\$177,930.60
Terms Cashed in	\$500,000.00	\$0.00	\$0.00	\$500,000.00
Sub-Total	\$982,715.68	\$4,091,921.46	\$11,373.06	\$5,086,010.20
LESS:				
Terms Taken out	\$725,570.10	\$500,000.00	\$0.00	\$1,225,570.10
Disbursements for the Month			\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
Net Balance at End of Month	\$257,145.58	\$3,591,921.46	\$11,373.06	\$3,860,440.10
Balance at End of Month -- Treasury Branch	\$348,694.22	\$3,591,921.46	\$11,373.06	\$3,951,988.74
*Cash on Hand at End of Month			\$0.00	\$0.00
Sub-Total	\$348,694.22	\$3,591,921.46	\$11,373.06	\$3,951,988.74
LESS:				
Feb deposits recorded in March	-\$860.57	\$0.00	\$0.00	-\$860.57
Outstanding Cheques See List	\$92,409.21	\$0.00	\$0.00	\$92,409.21
BALANCE	\$257,145.58	\$3,591,921.46	\$11,373.06	\$3,860,440.10

OUTSTANDING CHEQUES

No.	Amount	No.	Amount	No.	Amount	No.	Amount
20677	\$70.00	22778	\$1,305.30	0	\$-00	0	\$-00
21268	\$129.40	22779	\$414.72	0	\$-00	0	\$-00
21430	\$235.76	22780	\$1,578.84	0	\$-00	0	\$-00
21610	\$13.00			0	\$-00	0	\$-00
21981	34.37			0	\$-00	0	\$-00
22013	\$196.42			0	\$-00	0	\$-00
22557	\$63.00			0	\$-00	0	\$-00
22720	\$504.00			0	\$-00	0	\$-00
22737	\$26,609.00			0	\$-00	0	\$-00
22743	\$216.50			0	\$-00	0	\$-00
22744	\$2,379.95			0	\$-00	0	\$-00
22746	\$400.10			0	\$-00	0	\$-00
22754	\$147.00			0	\$-00	0	\$-00
22759	\$257.00			0	\$-00	0	\$-00
22760	\$859.69			0	\$-00	0	\$-00
22765	\$33,316.00			0	\$-00	0	\$-00
22766	\$5,160.00			0	\$-00	0	\$-00
22768	\$18,418.03			0	\$-00	0	\$-00
22777	\$101.13			0	\$-00	0	\$-00
							\$92,409.21

This statement submitted to Council this _____ 23rd day of Jun 2021

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

COUNCIL MEETING

JUN 23 2021

ITEM # 6.1



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Heather Hughes, Director of Emergency Management
Agenda Item: 10.1 Deputy Director of Emergency Management

BACKGROUND/PROPOSAL

On June 3, 2021, I received a Letter of Resignation from our Deputy Director of Emergency Management, Doug Dinner.

Unfortunately, with the ever-expanding directives of the provincial government, with their growing mandates for Emergency Management and the ongoing course requirements, credentialing, (web) meetings, seminars and emails, Doug felt it was way above the scope of a volunteer position and may be better served through a regular part or full-time paid position. Simply put, he was not looking for full-time work and in Doug's words, 'to be effective in this position, a significant amount of time and professional commitment is required'.

On June 7th, I met with the Emergency Advisory Committee to discuss this in great detail and determine if in fact, the Town of Millet required a Deputy Director of Emergency Management.

I reached out to our Field Officers at AEMA and fellow DEM colleagues to assess their position with regards to fulfilling this role. Although there is no legislation that dictates we need to have a Deputy DEM, AEMA did indicate that they are not aware of ANY community that does not have one (and some actually have two or three). In the case of Emergency Management, the Deputy serves an important role, as the DEM is not going to be able to serve the Town at a heightened alert state during an emergency for an extended period of time without the relief of a Deputy.

AEMA realizes it is difficult for smaller municipalities to maintain an Emergency Management Program, however it is mandatory. The province has been advocating for a regional approach for this reason in particular, as resources are always a struggle. AEMA has seen a number of smaller municipalities reach out to neighbouring counties to form regional agencies. Others have gone by way of MOU's with the understanding of a pay for service model.

At one time this role could be filled by a 'volunteer', but this is no longer the case based on the training and knowledge required in this ever changing and growing field and I've been told the training and requirements are only going to get more rigid.

RECOMMENDATION

I strongly feel that Council should appoint a Deputy Director of Emergency Management, however, perhaps explore the idea of an honorarium or pay for service model as there is a lot of requirements, training and time required to fulfill this role and I do not believe should be considered a 'volunteer' position.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.2 Letter of Support – Wetaskiwin and District Victim Services

BACKGROUND/PROPOSAL

Please see the attached letter from Wetaskiwin and District Victim Services

RECOMMENDATION

That Council provide a Letter of Support to the Wetaskiwin and District Victim Services

RECEIVED

JUN 08 2021



5005 – 48 Avenue, Wetaskiwin T9A 0N1

PH 780-312-7287

FAX 780-352-3363

May 11, 2021

Lisa SCHOENING
CAO Town of Millet
5120 50 Street
Millet, AB, T0C 1Z0

Dear Lisa,

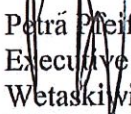
We are writing you with regards to the current review of Victim Services in Alberta. I have attached a letter to the Honorable Kaycee MADU for your review and consideration.

We would like to ask for your support to maintain and strengthen the current service delivery model and encourage you to reflect on the potential impact the proposed changes could have if implemented.

All Albertan's are in need of support and stability during this unprecedented and critical time we currently live in including victims of crime.

Thank you in advance.

Sincerely


Petra Pfeiffer
Executive Director
Wetaskiwin and District Victim Services
780 312-7287

COUNCIL MEETING

JUN 23 2021

ITEM # 10.2

funding for victim servicing programs. With the introduction of the Victims of Crime and Public Safety Act, this pool of funds now no longer secures the initially intended use, but, is now also funding policing (ALERT), 50 new Crown Prosecutors and Drug Treatment Courts.

Many Victim Service Units saw a decrease in funding since the implementation of the Victims of Crime and Public Safety Act, a funding cap for training of volunteers and staff of \$1,000.00 per Unit per year was implemented and a wage freeze for paid staff members was put in place. Victim Service Units in Alberta remain underfunded.

Every part of the criminal justice system receives sustainable, on-going funding with the exception of victims programs. Instead, victim programs remain dependent on government grants and community fundraising.

While we are thankful for all the funding we do receive, the cap of \$150,000.00 per Unit for the Justice and Solicitor General grant is not sufficient to cover our operational expenses leaving us no choice but to fundraise and apply for additional grants. In 2020 we had to eliminate one full-time position due to lack of funding opportunities.

Fundraising opportunities have also dwindled in the past years due to the economic downfall in Alberta while service requests have increased.

In addition, having to fundraise in our communities is not helpful in raising public perception of Victim Services as a professional entity working as part of the justice system and takes time away from our most important work, that of assisting victims.

Volunteers have long been an integral part of our Unit and often respond to situations that can have a significant impact on people's lives. We are concerned about the cuts to the training budget for volunteers and staff. Wetaskiwin Victim Services is located in a high crime area where safety and on-going training are top priorities. Victims of crime need qualified, professional support to increase their likelihood of recovery and decrease the likelihood of future victimization. Once volunteers feel disparaged and are not provided with opportunities for ongoing training to increase their skills, these volunteers might be lost.

Financial Benefits

Alberta is now the only province in Canada that no longer provides adequate financial benefits to victims of crime. Victims now receive the absolute bare minimum and the Financial Benefits plan that used to be a resource is significantly diminished, leaving victims to fend for themselves. The Victims of Crime and Public Safety Act has essentially and effectively ended most financial benefits to Albertans victimized by serious and violent crime.

While we appreciate the speed the new Emergency Crime Victim Assistance Program and the new Victims of Crime Counselling Program are administered, those benefits are simply not enough.

The Serious Injury benefits are reserved only for those victims who suffered life altering and severe injury as a direct result of a violent crime AND, can no longer function on their own performing daily duties themselves.

Victims need to be treated with dignity and with respect to increase their confidence in the Criminal Justice System.

While funding continues to be poured into offender's rehabilitation programs and offenders continue to receive professional services, victims are once again left with the short end of the stick.

Victim Services Delivery Model

We believe that the existing model of service delivery in Alberta works well and Units are providing high quality of services to victims. The current model was not presented during the 2020 MLA consultation. This model needs to remain an option and must be maintained and strengthened.

We do NOT support the introduction of the new service delivery models suggested by the Alberta Government as they would negatively impact and harm services that victims of crime currently receive.

One model suggested would remove victim service programs from police services. This model would end a partnership that has proven to be very successful and has the full support of the Alberta Chiefs of Police Association.

The second model suggested would result in the introduction of super-boards and replace the local community governance boards. This would likely result in smaller Units and communities not being adequately addressed and serviced.

The third service delivery model discussed was that victim support workers become provincial government employees. This would result in a massive reduction of services to victims as hundreds of community-based workers and thousands of volunteers would be replaced by a handful of government employees.

The final service delivery model proposed is that victim services workers become municipally based employees, essentially downloading services and cost onto municipalities. While some affluent municipalities might be able to support this model, other municipalities cannot. This would result in further service delivery inequalities between urban and rural municipalities in Alberta.

Services to Victims of Trauma and Tragedy

We would like to request the reinstatement of services pertaining to assisting victims in non-criminal matters and victims of tragedy and trauma.

These services ensured that there are no gaps in community service provision to victims of crime and trauma. Justice and Solicitor General has advised us that police-based victim servicing programs should no longer provide these much needed services. Our community and police agency expect that Wetaskiwin and District Victim Services provides services in cases of fires, traffic accident fatalities, sudden death and suicides. By Victim Services providing critical incident response in the immediate aftermath, police services and other emergency services are freed up to deal with matters in hand or respond to other priorities.

Simply providing a distraught victim or witness with a 211 phone number for resources is not sufficient in these situations. While 211 might work for the general public, individuals who are in crisis mode require a more human touch.

We respectfully ask for your support to ensure recommendations made by the Alberta Government are foremost to the benefits to those affected by crime and trauma and in need of services. We further ask for your commitment to provide sustainable and sufficient funding to all Victim Service Units in Alberta.

Wetaskiwin and District Victim Services strives to provide the best services we can during these challenging time and takes great care to ensure that victims continue to receive consistent and professional services unique to this area. We would be very happy to discuss or provide additional information to you on any of the issues raised above.

Sincerely



Jeannie BLAKELY

Board President

Wetaskiwin and District Victim Services



Petra PFEIFFER

Executive Director

Wetaskiwin and District Victim Services

CC: Honorable Jason KENNEY, Premier of Alberta
Keith DURANCE, Inspector OIC Wetaskiwin/Camrose RCMP Detachments
Rick WILSON, MLA Maskwacis-Wetaskiwin, Minister of Indigenous Relations
Tyler GANDAM, Mayor, City of Wetaskiwin
Josh BISHOP, Reeve, County of Wetaskiwin
Lisa SCHOENING, CAO Town of Millet
Geoff LYNCH, County of Wetaskiwin
Brian TURPIN, President Alberta Police Based Victim Services Association



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.3 Millet Minor Hockey Association Ball Tournament

BACKGROUND/PROPOSAL

The following email was received from Administration.

We had another meeting as we were informed there is a baseball tournament on July 17th which would overlap with our event. So we discussed the possible option as a board to hold the MMHA Ball Tournament alongside the Harvest Fair at the end of August. We'd like to use the tennis court area beside the old millet school to hold our 3 on 3 ball games. Hoping this is something that can be approved by the town as we really need to get our numbers up for Millet Minor Hockey registration.

RECOMMENDATION

Does Council wish to allow Millet Minor Hockey Association the use of the tennis court area to hold their Ball Tournament during Harvest Fair?



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Lisa Schoening, CAO
Agenda Item: 10.4 Grand Opening of Millet Pharmacy

BACKGROUND/PROPOSAL

Administration received a request from the new Millet Pharmacy requesting their Grand Opening date be held on Friday June 25th, 2021, however have stipulated in their letter that if the Mayor was unavailable that date, their second preferred date would be Monday, June 28th, 2021.

RECOMMENDATION

When would Council like to hold the Grand Opening for the new Millet Pharmacy?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting,
Meeting Date: June 23, 2021
Originated By: Mitch Newton, Manager of Enforcement Services
Agenda Item: 10.5 Policy #3 – Enforcement Services Policy

BACKGROUND/PROPOSAL

On June 9, 2021, Policy #3 was provided to Council as a change for the Enforcement Services Department. Council requested that the entire document for the New “Enforcement Services Policy and Procedures Manual” be presented as part of the ongoing review for Council. In recommendation from other communities, changing to one working document that would be reviewed every 3 years by the Policy Review Committee, Council and Administration, and allow the Chief Administrative Officer to pass policy and procedures if required by the province.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Compliant with the Municipal, Provincial, and Federal Legislation.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDATION

1. That Policy # 3 is amended as attached.
2. That the following policies be rescinded;
 - 5 – Use of Extendable Baton
 - 7 – Community Peace Officer Conduct
 - 12 – Impound Policy
 - 14 – Cat Trap Policy
 - 15 – Enforcement Officer Callout
 - 33 – Bylaw Complaint Policy
 - 64 – Community Peace Officer Conduct (duplicate)
 - 81 – C.P.O. General Exhibit
 - 82 – C.P.O. Notebook Policy

ATTACHMENTS

Enforcement Services Policy and Procedures Manual

Millet

Proud to be

TOWN OF MILLET **Enforcement Services Policy**

Policy Number: 3

Date of Issue: June 23rd, 2021

Motion Number:

Number of Pages: 2

Supersedes: NEW (replaces Policy #3 – Use of Oleoresin Capsicum Spray)

Signature of Approval: _____
Tony Wadsworth, Mayor

POLICY STATEMENT:

The Town of Millet recognizes the need to provide a safe public environment for its residents, and to protect Town of Millet's infrastructure, including but not limited to roadways, parks, and other municipal controlled property or structures from undue liability.

SCOPE:

Town of Millet Enforcement Officers will provide professional and effective service by ensuring proper flow of information to the public, educating the public, and when necessary enforce Town bylaws, and Provincial Laws and Regulations.

Town of Millet shall follow the directives as stated within the Peace Officer Act, the Peace Officer Regulation, Alberta Solicitor General's Public Security Peace Officer Program Policy and Procedures Manual as amended from time to time, the Municipal Government Act and the Town of Millet Bylaw Enforcement Officer Bylaw.

The Enforcement Officers shall follow "Town of Millet's Enforcement Services Policy and Procedures Manual" as amended by the Chief Administrative Officer of Town of Millet or his/her designates.

Enforcement Officers shall work with all other Town departments to ensure the Bylaws and Policies as sanctioned by Town of Millet are abided by.

Town of Millet is committed to using innovative and equitable approaches to accomplish the goals of this Policy and will consider the incorporation of new information and practices as they become available through research and monitoring efforts undertaken locally, regionally, provincially, and/or nationally.

Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

A full review of the "Town of Millet's Enforcement Policy and Procedures Manual" shall be conducted every three years by Administration, The Town of Millet Policy Review Committee, and shall be approved by council.

Town of Millet Council recognizes that the Alberta Solicitor General's requirements are amended from time to time and shall establish the Chief Administrative Officer is responsible to amend the "Town of Millet's Enforcement Policy and Procedures Manual" when applicable prior to review.

Town of Millet

Policy # 5

Use of Extendible Defensive Baton

POLICY:

Community Peace Officers, upon successful certification, may be issued an extendible defensive baton (baton) and will be responsible for its care, use and storage.

STANDARDS:

1. All Community Peace Officers certified in the use of the baton will be required to wear a baton while on duty.
2. All Community Peace Officers certified in the use of the baton (including the department sanctioned Incident Management Intervention Model) will be re-certified within 36 months (or sooner if desired by Authorized employer) by a qualified instructor.
3. The baton will be worn in the issue scabbard.
4. The baton will be deployed only in the prescribed manner, according to an Incident Management Intervention Model or approved Use of Force Model.
5. All Community Peace Officers will immediately report any incident in which the baton was used as a means of force to their Supervisor on an Incident Report Form and ensure the Public Security Division is notified.
6. Community Peace Officers who are carrying authorized batons:
 - A. Must check their baton on a weekly basis for the following:
 - i) Wear and tear on the foam grip,
 - ii) Bent shaft and stress fractures,
 - iii) Abrasions on the tip or a loose tip,
 - iv) Secure butt cap;

Town of Millet

Policy # 7

Policy Name/Title/Subject: Community Peace Officer (CPO) Conduct and Complaint/
Disciplinary Procedure
Department/Section: Enforcement Services
Relevant Legislation: Municipal Government Act, Peace Officer Act 312/2006, Part 2.
Relevant Bylaw/Resolution: Town of Millet Policy # 41 a & 42 a, and Town of Millet
Resolution # 267/08.

Policy Objective:

To establish procedures for the carrying out of the authority, responsibility and duty of Community Peace Officer (CPO), the standard of conduct to be met, the administration of discipline to be applied and the handling of any complaints that may be made in respect to a CPO of the Town of Millet.

Policy:

- A. Definitions:**
1. Peace Officer - means a member of the Royal Canadian Mounted Police, a Bylaw Enforcement Officer, or a Community Peace Officer.
 2. Supervisor - means the Chief Administrative Officer for the Town of Millet.
 3. Director - means Director of Law Enforcement, Province of Alberta, 10th Floor, 10365 - 97 Street, Edmonton, Alberta. T5J 3W7
- B. Responsibilities:**
1. Authority, Responsibilities and Duties:
 - a) Patrol the Town of Millet for the purpose of preventing and detecting violators and issue warning or prosecution ticket where applicable.
 - b) Respond to and investigate inquiries and complaints from the public regarding Provincial Statutes enforced.
 - c) Maintain liaison with RCMP, Provincial Agencies, neighbouring municipalities and Town departments.
 - d) Prepare all necessary documentation required for attendance at court proceedings.
 - e) Maintain records as necessary for all work.
 - f) Perform such duties as authorized under the Town of Millet Policy # 41 a & 42 a.
 - g) Be accountable to the Supervisor.
 - h) The attitudes towards to the Town of Millet Bylaw Enforcement Officers and Community Peace Officers are modeled and built by the actions of the Officers; therefore, the Officers must be fair, honest, courteous and impartial.

- i) Create and maintain a good liaison with other enforcement agencies, City Departments and the community.

C Standard of Conduct:

1. A Community Peace Officer shall do the following:

- a. Comply with the terms and conditions of the Employer's Authorization.
- b. Comply with the terms of the Peace Officer's Appointment.
- c. Comply with the Employer's Code of Conduct for Peace Officers.
- d. Peace Officers will not:
 - 1. engage in disorderly or inappropriate conduct, or
 - 2. act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of a Peace Officer.
- e. Will not withhold or suppress information, complaints or reports about any other Peace Officer.
- f. Promptly and diligently perform the Peace Officers duties and responsibilities.
- g. Will not make or sign false, misleading or inaccurate statements.
- h. Not without lawful excuse:
 - 1. Destroy, mutilate, or conceal records or property, or alter or erase an entry in a record.
 - 2. Alter or erase an entry in a record
- i. Respect when confidentiality to be maintained.
- j. Properly account for or return money or property that the Peace Officer receives in the Peace Officer's capacity as a Peace Officer.
- k. Prohibit activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of Peace Officer.
- l. Not use the Peace Officer's position for the Peace Officers own advantage or another person's advantage.
- m. Not exercising the Peace Officer's authority as a Peace Officer when it is unnecessary to do so.
- n. Not consuming alcohol while on duty, except in the performance of the Peace Officer's duties.
- o. Not consuming controlled drugs and controlled substances under the Controlled Drugs and Substances Act (Canada).
- p. Except in the performance of the Peace Officer's duties, prohibiting Peace Officer's from possessing controlled drugs and controlled substances, the possession of which is prohibited by law.

2. Complaints and Disciplinary Procedure:

- a. Complaints Process
 - 1. A written complaint signed by the person making the complaint is received by the authorized employer.
 - 2. The authorized employer must, within 30 days and in writing, acknowledge receipt of the complaint to the complainant.
 - 3. Notify the CPO involved of the complaint.

4. On a monthly basis the authorized employer must submit details of the complaints made to the Public Security Division.
5. Investigate the allegations of the complainant by interviewing the complainant, any witnesses, the CPO (s) involved if they so consent, and any other person who may have knowledge relevant to the occurrence.
6. Review any relevant documents in existence pertaining to the occurrence including, but not limited to:
 - a. Occurrence reports, electronic or paper format
 - b. Dispatch logs
 - c. CPO notebooks
 - d. Court reports
 - e. Legal documents
 - f. In car video recordings
7. Notify the complainant, CPO involved if appropriate, and Director as the status of the investigation at least once every 45 days.
8. Upon conclusion of the investigation the authorized employer must notify the complainant, CPO involved and the Director, of the Disposition of the complaint using wording found in Section 22 of the Peace Officer Ministerial Regulation which reads as follows:
9. "the complaint is unfounded". This means that on the basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.
10. "the complaint is unsubstantiated." This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.
11. "the complaint is found to have merit in whole or in part." This means that on the basis of a thorough investigation that:
 - a. "in whole" a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to the entirety of the complaint, or
 - b. "in part", a reasonable belief exists that the Peace Officer has engaged in misconduct in regards to a portion(s) of the complaint, but not its entirety.
12. "the complaint is frivolous, vexatious or made in bad faith. This disposition will be used when an authorized employer chooses not to investigate a complaint as per section 15(2) of the Act which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious or made in bad faith.
13. In the event a complaint is found to have merit in whole or in part, the authorized employer must state what disciplinary action has been taken, and it must be in accordance with agency's disciplinary policy that has been filed with the Director.

14. The conclusion letter issued to the complainant must contain the following closing paragraph which communicates to the complainant that appeals of the decision reached by the authorized employer must be addressed to the Director as required in Section 15 of the Act.

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

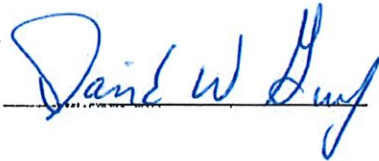
Correspondence to the Director must be sent to:

Director of Law Enforcement
10th Floor, 10365 - 97 Street,
Edmonton, Alberta - T5J 3W7

D. Investigation, Disciplinary Action and CPO Procedure:

1. All public complaints will be accepted and dealt with according to the Town of Millet Policy # 42 a.
2. If determined necessary, any disciplinary action will be dealt with in accordance to with Town of Millet Policy # 42 a.
3. A CPO may appeal a disciplinary action decision in accordance with Town of Millet Policy #42 a.

This Policy adopted by Council resolution this 19th day of August, 2008.



Mayor, C.O.



Chief Administrative officer

Town of Millet Impoundment Policy
Policy # 12



**TOWN OF MILLET
IMPOUNDMENT POLICY**

Policy Number: 12

Date of Issue: August 4, 2015

Motion Number: 182/15

Supersedes: OLD

Signature of Approval:


Tony Wadsworth, Deputy Mayor

POLICY STATEMENT:

To establish the regulations and fee schedule for the impoundment of animals in accordance with the animal bylaw.

Town of Millet Impoundment Policy
Policy # 12

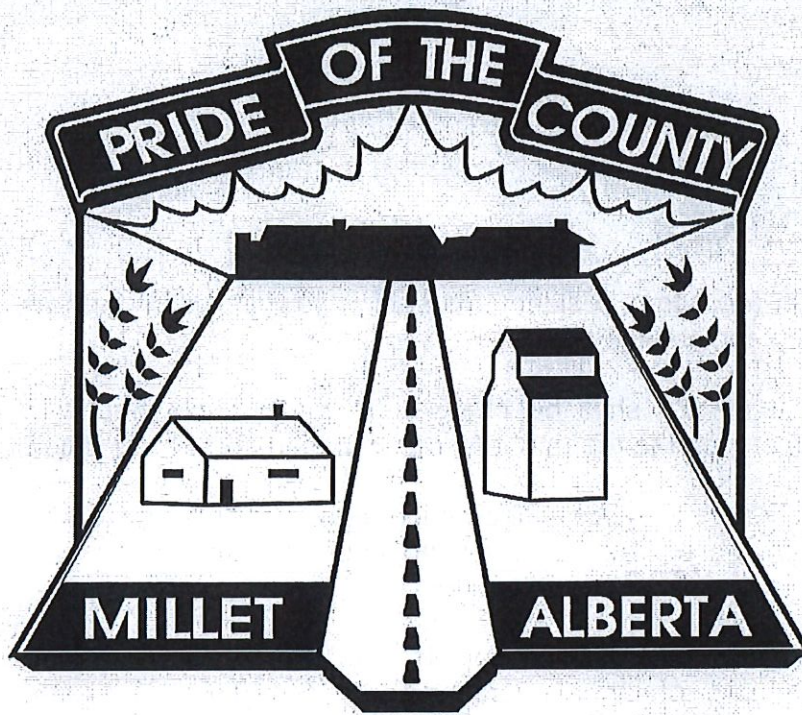
PROCEDURES:

1. Animals may be impounded by the Enforcement Officer under the provisions of Bylaw 2012/08, commonly known as the Animal Bylaw.
2. Cats may be picked up and impounded by the Enforcement Officer in accordance with the Cat Trap Policy.
3. The Enforcement Officer shall have the right to refuse impound of any animal if they believe the animal to be from outside the Town of Millet town limits or the owner is attempting to abandon the animal at the Town's expense.
4. Upon an animal entering the shelter, attempts to contact the owner, if ascertainable, shall be made to inform them of the location of their animal.
5. As per Section 18 of the Animal Bylaw, impounded animals may be claimed by paying all applicable fines and fees at the Town of Millet Town Office during regular operating hours prior to release of the impounded animal.
6. The Town of Millet is not obligated to release any impounded animal outside of regular operating hours.

FEES:

1. Impound Fee - \$35
2. Boarding Fees - \$25 per day
3. Veterinary Fees – as incurred
4. Any previously unregistered dog that is impounded must also be registered prior to release.

Town of Millet Cat Trap Policy
Policy # 14



**TOWN OF MILLET
CAT TRAP POLICY**

Policy Number: 14

Date of Issue: August 21, 2012

Motion Number: 87/09

Supersedes: Old

Signature of Approval: _____


Rob Lorenson, Mayor

POLICY STATEMENT:

To establish the procedures for the acquisition and use of cat traps within the Town of Millet.

CAT TRAP AGREEMENT
Between
The Town of Millet
And

Name	File Number #
Street Address	Telephone #

I agree to accept full responsibility for the Town of Millet Cat Trap, Number _____ and other equipment, which may be supplied. I am also responsible for the safety and well being of any animal caught in this trap.

I further agree:

- To pay a deposit of \$25.00 for the above cat trap. If I return the cat trap by the allotted date undamaged, \$20.00 will be refunded. If I fail to return the cat trap on the date stated, the deposit of \$25.00 will be forfeited to the Town of Millet. If the trap becomes damaged, I will be assessed cost of repairs.
- To place the cat trap only on the property described above.
- To set the trap in a shaded and/or sheltered area.
- To check the cat trap hourly and to not leave the trap unattended if absent from the property.
- To feed, water and care for the trapped animal in a humane manner.
- An Enforcement Officer may enter my property to ensure that this agreement is being complied with and to retrieve the trap and/or cat.
- The cat trap will only be set to trap cats during the working week, Sunday (after 11:00 pm.) up to 3:00 p.m. daily, including Friday. THEREFORE, NO CAT TRAPS ARE TO SET BETWEEN FRIDAY 3:00 P.M. TO SUNDAY 11:00 P.M.
- No cat traps are to be set when the temperature is expected to be lower than 0°C or higher than 30°C.
- To notify the Enforcement Officer at the first opportunity during regular operating hours (8:00 a.m. to 3:00 p.m. Monday to Friday) of any cat that is trapped. 780-216-1073
- To return the cat trap to the Town of Millet Public Works Shop on or before the date specified in this agreement, or as arranged by the Enforcement Officer and resident.

THE CAT TRAP IS TO BE RETURNED NO LATER THAN _____, 20____.
In signing this agreement, I promise to abide by all the above terms and conditions.

Signature here: _____ Date: M ___ D ___ Y _____

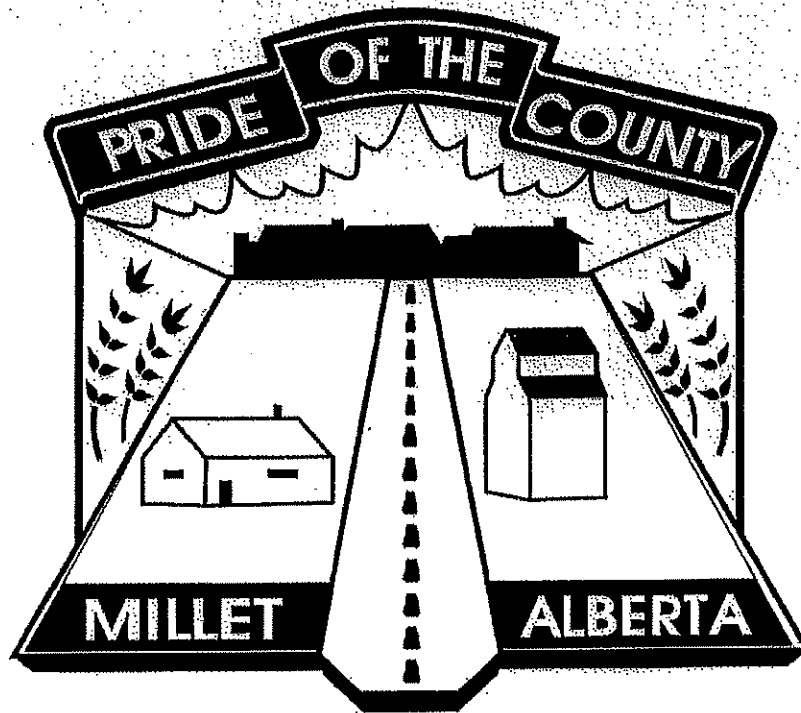
Witness here: _____ Date: M ___ D ___ Y _____

Deposit Made By: Cash Cheque Debit

TRAP RETURNED

Date: M ___ D ___ Y _____ Condition:	Comments	Deposit Returned Amount: _____ Date: _____ Check #: _____
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Town of Millet Enforcement Officer Call-out Policy
Policy # 15



**TOWN OF MILLET
ENFORCEMENT OFFICER CALL-OUT POLICY**

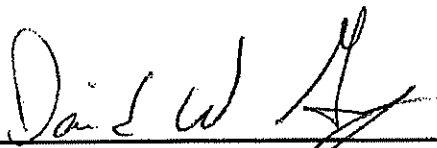
Policy Number: 15

Date of Issue: March 25, 2009

Motion Number: 88/09

Supersedes: New

Signature of Approval:


David Gursky, Mayor

POLICY STATEMENT:

To establish the regulations by which an Enforcement Officer is to be called out after regular working hours.

Town of Millet Enforcement Officer Call-out Policy
Policy #

PROCEDURES:

1. It is recognized that call out is an agreed part of the Enforcement Officer's duties. Call out is defined as being called into work outside of regular hours of work. Call out would not include short notice change of work hours or shift.
2. Call out will take place only in urgent circumstances and will not be considered for minor occurrences that can be dealt with when the Officer is back at work on a regular shift. Urgent circumstances would include a situation where imminent danger, injuries and/or substantial property damage is likely to occur. It also includes any time the Chief Administrative Officer deems necessary.
3. If the Enforcement Officer receives a request from a member of the public, the details of the call will be recorded. The Officer will evaluate the need to respond to the call and its urgency based on Article 2 of this policy. If the Officer believes the situation could result in injuries and/or property damage, he/she will notify the RCMP. If the RCMP are able to respond without the assistance of the Officer, the Officer will not respond. If the RCMP are unable to respond, the Officer will be expected to respond to the call.
4. It is recognized that the Enforcement Officer may not be available 24 hours a day, 7 days a week. Callers may leave a voice message outlining the complaint, with a reasonable expectation that the call will be returned no later than the next regularly scheduled shift of the Enforcement Officer. The message will also advise the caller to notify the RCMP if the call requires immediate response.
5. Every effort will be made with the RCMP to cooperate and form an open lane of communication in the execution of this policy.
6. Remuneration will be paid to the Officer as outlined in the employment letter of agreement.
7. The Chief Administrative Officer will have final authority in regards to any call out issue. The Enforcement Officer will ensure that the Chief Administrative Officer has a current list of all phone numbers for the Enforcement Officer.
8. The Enforcement Officer may use the Town vehicle outside the corporate limits of the Town of Millet outside regular business hours at the discretion of the Chief Administrative Officer. This clause supersedes Article 3 of Town of Millet Policy #1.

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**Town of Millet
Enforcement Complaint Process Policy**

Policy Number: 33

Date of Issue: February 13, 2019

Motion Number: 20/19

Number of Pages: 5

Supersedes: New

Signature of Approval:



Tony Wadsworth, Mayor

Town of Millet ENFORCEMENT COMPLAINT PROCESS POLICY

3.5. The Enforcement Officer may not investigate an issue if, through the preliminary review it is determined by the Officer that:

3.5.1. no violation exists;

3.5.2. the matter is a civil matter;

3.5.3. the matter falls outside the jurisdiction and authority of the Enforcement Officer or their designate;

3.5.4. the municipality cannot take enforcement action; and/or

3.5.5. the complaint is a frivolous or vexatious complaint.

3.6. Upon receipt of a valid complaint, the Enforcement Officer or their designate will investigate. An investigation may require the Officer to attend private lands or outside the Town of Millet's Limits.

3.7. If the Officer finds evidence of a Bylaw contravention, the Officer will determine the best method to use to gain compliance, the following steps may be taken:

3.7.1. If in contravention, a fine may be served.

3.7.2. Verbal warning to adhere to the Bylaw. This may be accompanied by a grace period to allow for the person(s) make arrangements to comply with the Bylaw.

3.7.3. A written Warning Letter may be sent by hand delivery, posting on the property and or registered mail to the Owner or Occupier providing an explanation of the relevant bylaw and how the person is alleged to have contravened it, time limits for voluntary compliance, and notification of fines and other potential enforcement measures associated with the offence.

3.8. If compliance is not achieved, the following steps may be taken:

3.8.1. The Enforcement Officer may carry out additional inspections to verify when compliance is achieved.

3.8.2. If non-compliance remains a fine may be served, and the Designated Officer will send a Stop Order.

3.8.3. Another inspection will be performed after the date specified in the Stop Order which will be followed up by any other enforcement action required to remedy the non-compliance.

3.9. When exercising discretion or determining a course of action, the Enforcement Officer or their designate can consider factors including, but not limited to, the following:

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TOWN OF MILLET COMMUNITY PEACE OFFICER CODE OF CONDUCT POLICY

Policy Number: ~~41~~ 64

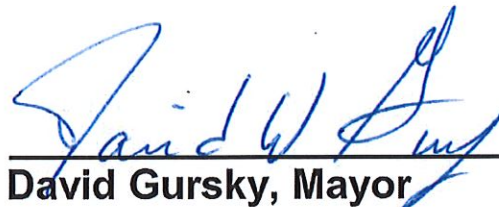
Date of Issue: February 24, 2010

Motion Number: 68/10

Number of Pages: 4

Supersedes: 41 & 41A

Signature of Approval:


David Gursky, Mayor

POLICY STATEMENT:

It is the duty and the responsibilities of all Community Peace Officers employed by the Town of Millet to ensure that there is at all times observance of the law, compliance with the rules of discipline and the proper discharge of duties by all Community Peace Officers.

**Town of Millet Community Peace Officer Code of Conduct
Policy # 41**

A Community Peace Officer is an employee of the Town of Millet who has been designated as a Peace Officer by the Alberta Solicitor General and Public Security Division.

A Community Peace Officer is bound by the policy and procedures set out by the Alberta Solicitor General.

A Community Peace Officer will swear or affirm to an Official Oath prior to executing any duties as a Peace Officer.

A community Peace Officer's designation and all authority will end when his / her employment with the Town of Millet is terminated or when notified of suspension of the designation by the Solicitor General and Public Security Division.

A Community Peace Officer's authority and powers are in force while he/she is working in that capacity for the Town of Millet and does not extend to off duty time.

Jurisdiction does not extend outside the Town of Millet unless otherwise specified by the Alberta Solicitor General and Public Security Division.

The Peace Officer's immediate supervisor is the Chief Administrative Officer of the Town of Millet. In his/her absence, the Assistant Chief Administrative Officer or their designate will act as the Peace Officer's supervisor.

GUIDELINES

Community Peace Officers shall:

1. Comply with the terms and conditions of the employer's authorization.
2. Comply with the terms of their appointment.
3. Comply with the employer's code of conduct.
4. Promptly and diligently perform their duties and responsibilities.
5. Respect confidentiality when in possession of personal data or sensitive information.
6. Properly account for or return money or property that they receive in their capacity as a Community Peace Officer.
7. Wear the appropriate uniform and follow generally expected grooming habits while acting as a Community Peace Officer.

Town of Millet Community Peace Officer Code of Conduct
Policy # 41

8. Keep vehicles and equipment clean and in good working order.
9. Follow all reasonable direction of the Senior Community Peace Officer or Supervisor or Manager responsible for the Community Peace Officer Agency.

Community Peace Officers shall not:

1. Engage in disorderly or inappropriate conduct.
2. Act in a way that would be harmful to the discipline of Peace Officers or that is likely to discredit the office of Community Peace Officer.
3. Withhold or suppress information, complaints, or reports about any other Community Peace Officer.
4. Make or sign false, misleading, or inaccurate statements.
5. Destroy, mutilate, or conceal records or property, or alter or erase an entry in a record.
6. Engage in activities that may or will result in a conflict of interest or an apprehension of or a lack of integrity in the office of Community Peace Officer.
7. Use their position for their own advantage or another person's advantage.
8. Directly or indirectly solicit receive a gratuity, present, pass, subscription or testimonial without consent of the employer.
9. Exercise their authority as a Community Peace Officer when it is unnecessary to do so.
10. Consume alcohol while on duty, except in the performance of the Community Peace Officer duties.
11. Consume controlled drugs and controlled substances under the Controlled Drugs and Substance Act (Canada).
12. Possess controlled drugs and controlled substances which are prohibited by law, except in performance of the Community Peace Officer's duties.
13. Wear any part of their uniform while off duty.
14. Use rude, abusive, belittling, sexist or racist behavior when dealing with the public or co-workers.

Town of Millet Community Peace Officer Code of Conduct
Policy # 41

15. Associate with any person when that association could bring the office of Community Peace Officer in disrepute.
16. Use force unnecessarily.
17. Not neglect any duty imposed upon them.

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Millet C.P.O. General Exhibit Policy

Policy Number: 81

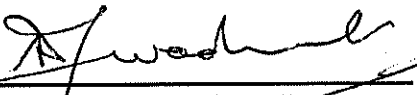
Date of Issue: May 23, 2018

Motion Number: 160/18

Number of Pages: 3

Supersedes: New

Signature of Approval:


Tony Wadsworth, Mayor

POLICY STATEMENT:

The Millet Enforcement Services Exhibit Policy is to keep up to date polices and procedures to keep evidence and or exhibits untampered or altered in anyway while in the care and control of Millet Enforcement Services.

Town of Millet CPO General Exhibit Policy
POLICY # 81

General Exhibits

When any type of exhibit comes into the possession of an Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Officer's responsibility to ensure the exhibit is safeguarded.

The Officer shall properly label the exhibit by:

- a. the seizure date,
- b. the file number,
- c. what the exhibit is, and
- d. officer's name.

Officers will complete an occurrence report for all events leading to seized property. All items, whether seized by an officer or handed in to the office will be recorded in an occurrence report.

Exhibits will be secured in the CPO's office in the exhibit cabinet.

A copy of the Report to Justice form and the Officer's occurrence report will be kept with the exhibit in the exhibit locker.

All exhibits placed into the exhibit locker or removed from the exhibit cabinet will have the movement recorded in the exhibit locker spreadsheet which is kept in the exhibit cabinet with all exhibits located in the CPO office.

Exhibits shall be released by the Enforcement Officer.

Once the trial is concluded for the seized item, the item must be returned or destroyed pending the decision of the trial.

Liquor Exhibits

For any liquor offence the liquor exhibits may be disposed of onsite and pictures/video with audio shall be obtained by the officer.

Town of Millet CPO General Exhibit Policy
POLICY # 81

Record the following in your notebook and on your occurrence report:

- a. type(s) and amount of liquor,
- b. containers, and
- c. action taken.

Should the liquor be seized, bring containers back to the office and destroy locally with a witness. Photographs/video with audio of the liquor seized from the vehicle shall be recorded.

Bicycle Exhibits

Millet Enforcement Services will accept found bicycles if they are not reported as stolen. If the bicycle in question is reported stolen the Millet Enforcement Officer will contact the RCMP and relinquish the bicycle to the RCMP.

An occurrence report shall be created when a bicycle is turned in to the Town.

The bicycle's description and serial number will be entered into the file and the bicycle will be stored in the back compound at the Protective Services Building. A Bike Tag will also be placed on the bike with all the information.

After 30 days bicycles will be turned over to Public Services for storage, disposal or auction.

Found Property and other Exhibits

Millet Enforcement Services will not accept found property. All found property should be directed to the RCMP.

Exhibits related to criminal offences must be turned over to the RCMP.

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Millet CPO Notebook Policy

Policy Number: 82

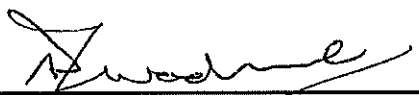
Date of Issue: May 23, 2018

Motion Number: 161/18

Number of Pages: 2

Supersedes: NEW

Signature of Approval:


Tony Wadsworth, Mayor

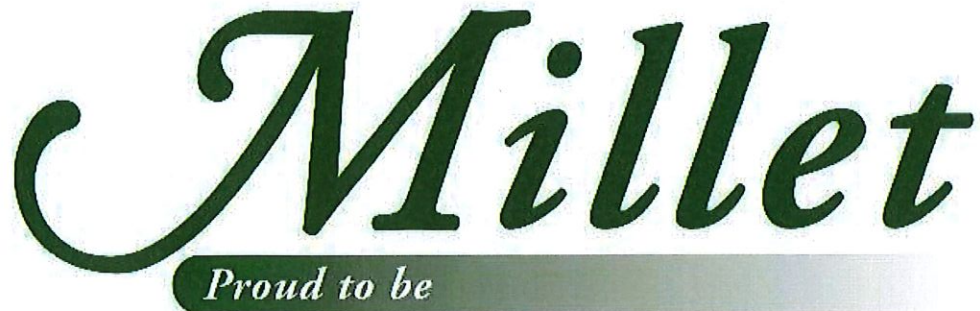
POLICY STATEMENT:

The Millet Enforcement Services Notebook Policy is to keep up to date policies and procedures for the handling and storage of Officer Notebooks. During the period of employment of that officer and after the officer no longer works with the Town of Millet.

Town of Millet Notebook Policy
POLICY # 82

Procedures:

- a) CPO Notebooks will be started at the beginning of each shift by writing the time and date, operational equipment checks such as radar units, Vehicle and Weather.
- b) CPO Notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated;
- c) CPO Notebooks shall be included in court briefs as required;
- d) CPO Notebooks shall be provided with a number, include page numbers and be filed in numerical order by date and month when the notebook is filled. No spaces shall be left at the bottom of any pages which would allow additional information to be added at a later date;
- e) CPO Notebooks shall not be kept in vehicles, or unprotected and shall be locked up and secured after every shift.
- f) Notebooks will be retained by Millet Enforcement Services.
- g) Notebooks remain the property of the Town of Millet not the Peace Officer and will be retained as per the Town of Millet Record Retention Schedule.



ENFORCEMENT SERVICES
POLICY AND PROCEDURES MANUAL

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Statement

Town of Millet provides quality municipal services to its citizens. Town of Millet Enforcement Officers are committed to serving the residents, businesses, and visitors of the Town of Millet by providing effective municipal and provincial enforcement. They are committed to the protection of Town of Millet interests and the safe transportation of people and goods.

Principles

The purpose of this procedure is to fulfill the provincial requirements as an authorized employer of community peace officers, as set in the *Alberta Peace Officer Act* (Statutes of Alberta 2006, Chapter P-3.5), Peace Officer (Ministerial) Regulation (AR 312/2006) and Peace Officer Regulation (AR 291/2006).

The Alberta Solicitor General and Public Security Department has enacted the *Peace Officer Policy and Procedures Manual*, as amended from time to time, which applies to both employers of peace officers and to peace officers and further makes compliance to this policy a requirement in law.

Pursuant to Section 556 of the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, the council of Town of Millet must pass a bylaw to specify the powers and duties of bylaw enforcement officers and to establish disciplinary procedures for misuse of power, including specifying penalties and outlining an appeal process.

Town of Millet has enacted this procedure that applies to all Town of Millet enforcement officer employees.

Enforcement officers of Town of Millet are bound by provincial and municipal laws, provincial and Town of Millet policies, as amended from time-to-time, and as such, they requires a set of operating procedures in order to ensure full compliance and understanding of all of the above.

Disclaimer/Severability

This procedure is neither capable of, nor intending to, account for every possible situation a peace officer may encounter during the normal course of their duties. Aggravating or mitigating circumstances may require a departure from established procedures.

If any components of this document, in whole or in part, come into conflict with either federal or provincial law, or Justice and Solicitor General policy and procedures, the law or policy shall take precedence, without exception.

Should any provision of this document become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the rest of the document and the remainder shall remain in force and be binding as though such provision had not been included.

Health and safety

Town of Millet and its employees will provide and maintain a safe and healthy work environment. Town of Millet shall ensure, as far as reasonably practicable, the health and safety of each employee, contractor, visitor and facility.

Monitoring and updating

This procedure will be reviewed every five years, or as required by the *Alberta Peace Officer Act* (Statutes of Alberta 2006, Chapter P-3.5), *Peace Officer (Ministerial) Regulation* (AR 312/2006) and *Peace Officer Regulation* (AR 291/2006).

Authority

1. *Alberta Peace Officer Act* (Statutes of Alberta 2006, Chapter P-3.5); *Peace Officer (Ministerial) Regulation* (AR 312/2006) and *Peace Officer Regulation* (AR291/2006)
2. Section 556 of the *Municipal Government Act*, being Chapter M-26, Revised Statutes of Alberta, 2000, and amendments thereto, the council of Town of Millet must pass a bylaw to specify the powers and duties of bylaw enforcement officers and to establish disciplinary procedures for misuse of power, including specifying penalties and outlining an appeal process.

REPORTING GUIDELINES

Guideline Application

This procedure provides guidelines and clarification on the roles and responsibilities of peace officers employed by Town of Millet, in the province of Alberta, as it relates to authority, discretion, and policy.

In cases of any discrepancies between this guideline and other policies adopted for Town of Millet, the order of precedence shall be:

- a) Town of Millet Human Resources Management policies
- b) Town of Millet Health and Safety policies
- c) Town of Millet Enforcement Services Policies and Procedures
- d) Other applicable Town of Millet policies

A full review of these procedures will be conducted every Five (5) years.

Definitions

Alternate dispute resolution – any method of resolving a dispute through formal, informal, professional or amateur means.

Bylaw – any bylaw approved by Town of Millet council.

Criminal code – the Criminal Code of Canada.

CTSS/TPR – Control Tactics Survival Skills or Threat Pattern Recognition

CVSA – Commercial Vehicle Safety Alliance.

Enforcement Officer – any person employed in any capacity working in and dedicating in whole or in part to the administration or enforcement of Town bylaws and a person employed or engaged by Town of Millet, which is an authorized employer, in the capacity of a community peace officer under the Peace Officer Act of Alberta and complies with any other conditions provided for in the Peace Officer Regulations, Policy and Manual.

OC spray – Oleoresin Capsicum spray; a personal defense aid.

PARE test – Physical Abilities Requirement Evaluation test; the RCMP test designed to determine physical fitness for employment by the RCMP.

RCMP – Royal Canadian Mounted Police.

Town Council – the duly elected mayor and councilors of the Town of Millet.

Town Department – any department that is recognized as belonging to the corporation of the Town of Millet, regardless of its nomenclature.

Town Manager – the Chief Administrative Officer for the Town of Millet.

PORTABLE RADIO EMERGENCY BUTTON TESTING REPORT

Frequency: Officers shall test the portable radio issued to them on a monthly basis.

Procedure: Officers shall contact dispatch to request a test of the emergency button on the portable radio. Once given clearance by dispatch, depress the orange button located on the top of the portable radio and follow the prompts given by dispatch.

Follow up: If the emergency button is working appropriately, complete form and submit to the Manager of Enforcement Services. Should a problem be identified in the functionality of the emergency button or the repeater/channel being utilized, report the matter to the Manager of Enforcement Services immediately.

Reporting: Complete the form below and submit to the Manager of Enforcement Services for monthly review/tracking.

Officer: _____

Portable #: _____

Date/time of test: _____

AFRRCS channel(s): _

KIT AND CLOTHING

Kit and equipment

The following items may be issued to officers, dependent upon job function and duties assigned:

- Long sleeve uniform shirts
- Short sleeve uniform shirts
- Uniform pants
- Tactical pants (optional)
- Uniform tie
- Duty boots
- Duty forage hat and/or Stetson
- Toque
- Ball cap
- Gloves (winter, stab-resistant “Hatch,” work)
- Winter storm pants (optional)
- Reflective traffic jacket
- Reflective fleece/Gore-Tex type jacket
- Reflective mesh safety jacket
- Velcro type belt for pants
- Duty belt, with keepers and scabbards/holders for all required tools, weapons and equipment
- Body armor
- Duty bag, clipboard
- Dress uniform and Stetson (optional)
- Hat trap (2) (optional)
- Wallet badge
- Hat badge (2)
- Shoulder titles

Other items not included in this list may be issued to officers, dependent upon job function, duties assigned and changes/improvements to kit and clothing items.

Maintenance and upkeep of kit and clothing

Officers are responsible for the proper maintenance and upkeep of all kit and clothing items issued to them. Officers who require additional or replacement kit or clothing items shall advise the Manager of Enforcement Services or the Chief Administrative Officer. Kit and clothing items shall be replaced on an as needed basis, as approved by the Manager of Enforcement Services or the Chief Administrative Officer.

REQUISITION FORM – KIT AND CLOTHING

Officer: _____

Date: _____

Item	Quantity Issued
Ball cap	
Belt – Duty belt with scabbards/holders	
Belt – Velcro under belt	
Body armor	
Boots	
Cargo pants/grey stripe	
Clipboard	
Dress uniform – pants	
Dress uniform – shoes/boots	
Dress uniform – skirt	
Dress uniform – Stetson	
Dress uniform – tunic	
Duty bag	
Gloves – stab-resistant/hatch	
Gloves – winter	
Gloves – work	
Gore-Tex/fleece jacket – reflective	
Hat badge	
Hat trap	
Reflective mesh safety jacket	
Shirt – long sleeve grey	
Shirt – short sleeve grey	
Shoulder titles	
Socks	
Stetson and/or forage hat	
Tactical pants	
Tie	
Toque	
Traffic jacket – reflective	
Wallet badge	
Winter storm pants	
Other (specify):	

COMMUNICATION SYSTEMS

Purpose

Enforcement Officers perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each day. Town of Millet Municipal Enforcement is committed to working collaboratively with dispatch to provide reliable and consistent communications and dispatch services in an effort to ensure viable communications for officers working throughout the municipality.

COMMUNICAITONS EQUIPMENT

Officers shall be issued the following:

- Portable radio and accessories
- 'Smart phone' technology
- Laptop with ROADS programs installed Municipal Enforcement.

Patrol Vehicles shall be equipped with the following:

- Mobile radio
- Modems/other equipment that allows GPS tracking and access to the Town server, Report Exec, etc.
- Laptop mounts
- Hands-free system for cellular phones, including cell phone stand/holder in vehicle.

Officers are required to have a method of communication on their person at all times.

Officers are responsible for ensuring that portable radios and cell phones are charged and turned on throughout their shifts. A vehicle charger for cell phones must be carried in patrol vehicles.

ROADS is a provincial database program and shall be made available to officers based on terms of use and availability provided by the Province of Alberta.

Dispatch/monitoring services

Dispatch shall be utilized by all officers as dispatch/monitoring service for Town of Millet Enforcement Services. A contact information list for each officer, patrol vehicle and all portable radios utilized by Town of Millet Enforcement Services shall be forwarded to dispatch. This information is to be reviewed and updated annually, or when staffing or equipment changes occur within the department and will be the responsibility of the Manager of Enforcement Services or the Chief Administrative Officer.

Primary means of communication

It is important to remember that communications between all officers and dispatch should be conducted via **radio** whenever possible. This will assist in communicating the officer's location and incident type to other enforcement officers working in the area.

Booking on shift (10-36)

All officers shall book on shift (10-36) with dispatch at the start of every shift. Officers may be exempted from going 10-36 when not performing their regular duties (i.e., on training course, attending conferences, etc.).

All officers shall utilize the applicable radio frequency for their area when going 10-36. In the event of a failure of this repeater, officers shall go 10-36 using their cellular telephone.

When going 10-36, officers shall provide:

- their officer ID.
- their vehicle call sign
- their portable radio ID #
- an end of shift time
- their current location

Vehicle/traffic stops (10-11)

When conducting traffic stops, officers shall contact dispatch via radio and advise they are going 10-11. When dispatch responds and clears the officer to go ahead, the officer shall provide:

- his/her exact location, including street/avenue, highway/crossroad, and direction of travel.
- the vehicle license plate number, province/state (if other than Alberta).
- a make, model, and color description of the vehicle.
- any other identifying information (i.e., trailers, other equipment, damage, etc.).
- the number of occupants/description (if available).

Dispatch will record all information provided and will put the officer on a ten (10) minute timer.

At the end of the timer, dispatch will do a 10-70 check on the officer. The officer may cancel the timer if they have completed the 10-11 by advising dispatch, they are now 10-8 (back in service). If the officer is not finished with the 10-11, they shall request a re-set of their 10-minute timer.

Residential visit/site Inspections (10-77)

When attending a residential or commercial property, officers shall contact dispatch via radio and advise they are going 10-77. When dispatch responds and clears the officer to go ahead, the officer shall provide:

- his/her exact location, including municipal/9-1-1 address (if applicable), street/avenue, and any

- other common name information.
- any special/identifying marks or description of the property.
- name(s) of property owner or name of business
- advise dispatch that the officer will be on portable (10-76)
- advise dispatch with the length of time they require (i.e., five minutes, 10 minutes, etc.)

Dispatch will record all information provided and will put the officer on a timer for the specified time requested.

At the end of the timer, dispatch will do a 10-70 check on the officer. The officer may cancel the timer if they have completed the Site Inspection (10-77) by advising dispatch they are now 10-8 (back in service). If the officer is not finished with the Site Inspection (10-77), they shall request a re-set of their timer.

Unable to contact – vehicle/traffic stop (10-11) or residential visit/site inspection (10-77)

If dispatch is unable to make contact with an officer during a vehicle/traffic stop (10-11) or residential visit/site inspection (10-77), dispatch will:

- repeat attempts to contact via radio, cellular telephone, or land line (leaving messages as required). This process shall be repeated for two minutes.
- attempt to contact any other Town of Millet Municipal Enforcement officers who are also 10-36.
- if dispatch is unable to contact the non-responding officer after two minutes, dispatch will then contact the RCMP with an “Unable to locate during 10-11 or 10-77” complaint and provide the location of the traffic stop or residential visit/site inspection.
- use vehicle GPS/Gemini Patrol Monitoring if equipped software to determine vehicle location and provide this information to RCMP.
- continue to attempt to contact the non-responding officer continually until contact is established or the RCMP report they have located the non-responding officer.

AT NO TIME SHALL AN OFFICER ALLOW ANOTHER OFFICER TO ANSWER A 10-70 CHECK FOR THEM, WITHOUT THE SECONDARY OFFICER PROVIDING THEIR OWN IDENTIFICATION/CALL SIGN TO DISPATCH**

Out of vehicle (10-76)

If an officer is going to be out of the patrol vehicle, and only has access to a portable radio, other than during a vehicle/traffic stop (10-11), the officer shall notify dispatch by going 10-76.

Out of service (10-7) / back in service (10-8)

If the officer is going to be out of service for an extended period of time (i.e., meetings, training, court, paperwork in the office, etc.), they shall contact dispatch to advise of their location and reason for 10-7 status. While an officer is out of service (10-7), dispatch will suspend hourly 10-70 welfare checks. When the officer is ready to return to service, they shall contact dispatch to advise that they are now back in service (10-8).

Change in patrol vehicle or portable radio.

All officers shall notify dispatch should they change patrol vehicles or portable radios during the course of their shift.

Additional officers/other occupants in patrol vehicle

Should an additional officer or other occupant (i.e., ride-a-long, practicum student, etc.), be riding in the patrol vehicle during a shift, the officer driving the vehicle shall advise dispatch of the following:

- Regimental number and portable radio ID of additional officer (if applicable)
- Name of another occupant

Booking off shift/10-35

All officers shall book off (10-35) with dispatch at the end of each shift.

Officers entering areas of known intermittent radio availability.

If an officer is about to enter an area of known intermittent radio availability, the officer shall:

- Contact dispatch and advise of the area that they are entering.
- Advise dispatch of the destination of the officer (if attending a property) or the roads that will be utilized enroute or on patrol.
- Advise dispatch of the estimated time that the officer anticipates being in the area.
- Contact dispatch and indicate when they have vacated the area of intermittent radio availability.

Emergency button activated

Each portable radio issued to officers shall have an emergency button function programmed that will be monitored/acknowledged by dispatch. If at any time an emergency alarm from an officer's portable radio is activated, dispatch will:

- Immediately acknowledge the alarm by stating the officer's regimental or employee number and then the phrase "zulu one copies."
- If there is no response from the officer, dispatch will contact RCMP immediately with the last known location or GPS location of the vehicle (if applicable).
- Dispatch will also advise other Town of Millet Municipal Enforcement officers of the emergency button activation, along with the last known location or GPS for the vehicle (if applicable).

Testing of equipment

It is important to test communications equipment on a regular basis to ensure that they are capable of working properly. Communications equipment shall be tested as follows:

Portable radio emergency button

Officers shall test the emergency button on the portable radio issued to them on a monthly basis. Officers shall notify the Manager of Enforcement Services after testing equipment at the end of each

month.

Prior to activating the emergency button, the officer shall contact dispatch to request a test of the emergency button. Once given clearance by dispatch, the officer shall activate the emergency button and follow the prompts provided by dispatch.

Should the officer/dispatch identify a problem with the operability of the emergency button itself or a problem with a repeater/particular channel not transmitting the alarm properly, the officer shall immediately report these findings to the Manager of Enforcement Services.

Portable radios that have been identified as having a non-functioning emergency button shall be placed out of service and not utilized until the necessary repairs and/or programming is completed.

The Manager of Enforcement Services shall make all necessary arrangements to have the portable radio repaired, reprogrammed or replaced as necessary and shall remove this portable radio from service until such time as it is fully operational.

Any repeater/channel that is not properly transmitting emergency button activations shall not be utilized as a first or primary choice by officers while out on patrol or conducting daily enforcement activities.

Repeaters/channels such as this may only be used when:

- No other repeater or channel will transmit/receive in a particular location.
- During events such as traffic control at emergency scenes, where other first responders are utilizing that particular channel to communicate.

The Manager of Enforcement Services shall rectify these issues as soon as possible, within the limitations of the infrastructure being utilized.

Portable/Mobile Radios

Officers shall monitor, through regular use, the effectiveness of both portable and mobile radios while in the field. If any concerns arise that either a portable or mobile radio is not operating properly (i.e.: requires re- programming, overall poor reception, etc.), the officer shall immediately report these concerns to the Manager of Enforcement Services.

The Manager of Enforcement Services shall make all necessary arrangements to have the portable or mobile radio repaired, reprogrammed, or replaced as required. If the portable or mobile radio has lost functionality that would negatively impact the safety of the officer in the field, the portable or mobile radio shall be placed out of service and shall not be utilized until such time as the appropriate repairs, reprogramming or replacements have been completed.

EMERGENCY SCENES / MOTOR VEHICLE COLLISIONS

Purpose

Peace officers are often the first on scene or requested to assist with a wide variety of emergency scenes and motor vehicle collisions. The organized placement of emergency vehicles and traffic control devices on a roadway can create safer working conditions for emergency responders. It is imperative for peace officers to respond to these situations proficiently, professionally, and above all else, safely.

Disclaimer

The guidelines in this procedure have been established in an effort to provide an increased level of emergency scene safety for peace officers and other first responders. This procedure is not a substitute for technical knowledge, experience or effective judgment. The guidelines in this procedure are general, since they cannot cover all incidents or unique site-specific conditions. While these guidelines—particularly with respect to the placement of patrol vehicles and other warning devices—attempt to warn, guide or direct approaching motorists, there is no guarantee that the driver will take the correct action in every instance.

Arrival and visual scan of emergency scene

Whether responding to an incident, approaching the scene, securing the scene, or assisting a victim, safety must always be a major consideration for peace officers. In addition to responding to motor vehicle collisions and hazardous materials incidents, peace officers assist police, fire, and EMS, and may also provide assistance with emergency traffic management.

Upon arrival at any emergency scene, ensure that a visual scan of the scene is completed, looking for potential safety risks to the peace officer, other emergency responders, bystanders, and victims.

Things to scan for may include, but are not limited to downed power lines, hazardous materials placards, wreckage or debris from vehicles/buildings, broken glass, fires, etc.

Communicate safety risks observed to other emergency responders, including (but not limited to) the incident commander, police, EMS, fire, utility company, etc. so that appropriate steps are taken to eliminate or control this risk.

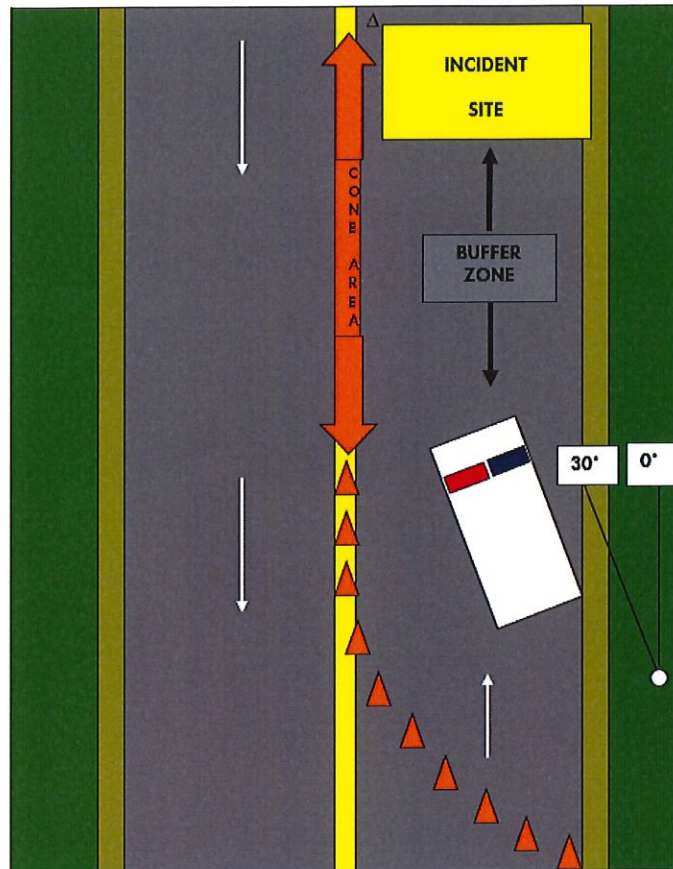
Securing the Emergency Scene

As you approach the incident, the peace officer should evaluate whether or not it is necessary to close lanes of traffic, should the emergency scene be located on a highway. If lane closures are required, it is recommended that a “buffer zone” be maintained between the emergency scene and the patrol vehicle. The suggested distance is four meters for every 10 km/h of posted roadway speed. Reasons for this suggested formula include:

- If the patrol vehicle is hit from behind, it may not be pushed into the original emergency scene.
- Scene preservation – patrol vehicles are not driving inside the collision scene, destroying evidence.

Using Your Patrol Vehicle as a Barricade to Block a Lane of Traffic

- Park the patrol vehicle at a minimum 30-degree angle to obtain maximum effect from reflective markings on the side of the car and emergency lighting on the vehicle.
- To get the patrol vehicle into this position, pull as far to the right or left as possible, then turn sharply back, to position your vehicle at approximately a 30-degree angle across the roadway.



- Taper the cones in the same direction as the angle of the patrol vehicle.
- Always start coming from the shoulder or center median, dependent on which lane(s) you are closing and work back to your patrol vehicle.
- Whenever possible, do not turn your back to oncoming traffic when working at an emergency scene.
- Cone taper should be 100 meters per closed lane, with one emergency vehicle protecting each closed lane, when possible.
- Always cone a complete lane, never part of a lane.
- Use directional arrows (if so equipped), high visibility power flare safety lights, or other lighting available during nighttime or times of low visibility.
- Never make an island with the cones (i.e., do not isolate yourself between two lanes of 'live' traffic).

- Emergency lighting on patrol vehicles must remain in continuous operation until the conclusion of the emergency.
- Be aware of the posted speed limit in the area of the emergency scene and any view obstructions (such as curves, hills, glare, reduced visibility etc.). These factors may require the lane closure with cones to be moved further back from the emergency scene in order for them to be effective and provide adequate visibility of the impending lane closure to approaching drivers.
- Communications at Emergency Scene
- Upon arrival at an emergency scene, a peace officer shall:
 - Advise dispatch that you are 10-23 (arrived on scene).
 - Advise dispatch of the exact location so that they can forward this information to other emergency units responding.
 - If you are first on scene, after completing a scan of the scene for hazards, assess if there are any injuries/provide appropriate assistance.
 - Provide updated information as necessary to dispatch, police, fire, and EMS as to the situation at the scene.

Dangerous Goods/Hazardous Materials

Be aware of dangerous goods and/or hazardous materials that may be present at an emergency scene. If dangerous goods or hazardous materials are observed, or placards indicating dangerous goods are seen, advise dispatch and other emergency response units that are enroute or on scene. An Emergency Response Guidebook shall be kept in each patrol vehicle for your reference.

ENCOUNTERING CRIMINAL ACTIVITY

Purpose

It is recognized that officers will likely encounter criminal activity during the normal course of their duties working within the municipality. Ensuring that officers are properly equipped to respond in such situations is paramount to ensuring optimum officer safety. Additionally, these procedures will ensure officers are working collectively with the RCMP, by providing important information that will assist the police in their response to crimes found to be in progress or sites where criminal activity has or continues to occur.

Authority

Criminal activity/crimes in progress are matters that fall within the jurisdiction of the police agency of local jurisdiction (RCMP). Peace officers do not have the legislated authority to conduct criminal investigations at any time.

Community peace officers only have peace officer authority when:

- They are on duty.
- Working for their authorized employer
- Within the scope of their peace officer appointment

Criminal Acts/Activity

When an officer encounters a crime in progress or evidence of criminal activity, he/she shall contact the local police service of jurisdiction (RCMP) to report the occurrence that has been discovered and to request their assistance.

Whenever possible and safe to do so, officers are encouraged to maintain visual contact on the crime in progress while awaiting arrival of RCMP. Forward information, on an urgent basis, to RCMP regarding things such as make, model, color of vehicles, license plates, number of persons involved, descriptions of persons involved, etc. If an officer collects information that may be of assistance to police (i.e.: VIN numbers, license plate numbers) while conducting a site inspection, the officer shall forward this information to police for further investigation.

If possible, utilize in-car camera systems to record evidence that can be turned over to RCMP. Should the persons involved leave the area, forward the last known direction of travel and any time delays to the RCMP.

CITIZEN'S ARREST PROVISIONS

Section 494 of the *Criminal Code of Canada* provides authorities for any person to make arrests, under certain circumstances, and *may* be an option for peace officers who encounter criminal offences that are outside of the authorities granted through their peace officer appointment.

Section 494 Criminal Code of Canada

S. 494.

1. Anyone may arrest without warrant.
 - a) a person whom he finds committing an indictable offence; or
 - b) a person who, on reasonable grounds, he believes.
 - (i) has committed a criminal offence, AND
 - (ii) is escaping from and freshly pursued by persons who have lawful authority to arrest that person.
2. The owner or a person in lawful possession of property, or a person authorized by the owner or by a person in lawful possession of property, may arrest a person without a warrant if they find them committing a criminal offence on or in relation to that property and
 - a) they make the arrest at that time; or
 - b) they make the arrest within a reasonable time after the offence is committed and they believe on reasonable grounds that it is not feasible in the circumstances for a peace officer to make the arrest.
3. Anyone other than a peace officer who arrests a person without warrant shall forthwith deliver the person to a peace officer.
4. For greater certainty, a person who is authorized to make an arrest under this section is a person who is authorized by law to do so for the purposes of Section 25.

Caution

The above noted points are made in an effort for all officers to make INFORMED decisions with respect to the possible use of Section 494 of the Criminal Code of Canada. Ultimately, the decision will be up to each individual officer to make. It is recognized that in certain circumstances, the use of Section 494 may be necessary, appropriate and effective.

FIRST AID AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Purpose

To ensure that all officers have the training, supplies, and personal protective equipment (PPE) necessary to be able to provide first aid effectively and safely to persons who are injured or ill.

First Aid Training and Recertification

All officers shall complete the following training:

- Standard First Aid
- Cardiopulmonary Resuscitation (CPR) – Level ‘C’
- Automated External Defibrillation (AED)

All officers shall recertify their first aid, CPR, and AED training as frequently as prescribed by the Town of Millet Health and Safety Policy.

First Aid Kits

Each patrol vehicle shall be equipped with an Alberta #2 First Aid Kit, as well as tactical medical supplies (listed in each kit). When stock is depleted, out of date, or otherwise in need of replacement, the officer shall advise the Manager of Enforcement Services, indicating which items need to be replenished or replaced.

All first aid kits shall be inspected as frequently as described in the Town of Millet Health and Safety Policy.

The Manager of Enforcement Services shall ensure that the supplies requested are provided to the officer in a timely manner.

Personal Protective Equipment (PPE)

Officers are required to utilize issued PPE (i.e., latex or other similar gloves, one-way CPR masks, etc.) whenever providing first aid/assistance in the field.

The Town of Millet Municipal Enforcement office shall have a stock of latex (or other similar) gloves, in sizes appropriate to individual officers, at all times. Officers are to ensure that they stock their first aid kits/patrol vehicles with latex (or other similar) gloves for use at emergency scenes etc.

Officers shall wash their hands or utilize hand sanitizer after any contact with a patient, even when latex (or other) gloves are worn.

Exposure to Blood-borne/Air-borne Pathogens

If an officer has been exposed to any blood-borne or air-borne pathogens during the course of their duties, the officer shall seek appropriate medical attention immediately. As soon as possible after being exposed and seeking medical attention, the officer shall advise the Chief Administrative Officer

and or designate or if applicable the Manager of Enforcement Services of the exposure and outcome of medical attention.

Confidentiality of both the employee and the source patient is extremely important. Any medical assessment done for the officer must remain confidential.

The Manager of Enforcement Services shall advise the Town of Millet health and safety coordinator of the details of the incident without disclosing any information which would identify the officer involved.

Any advice given to the officer by a medical practitioner must respect the confidential nature of such information. To this end, the medical practitioner may provide a medical note/letter as to what measures need to be undertaken to ensure the officer's health care needs are addressed without releasing the exact diagnosis of the patient.

All medical documentation required for the officer to utilize sick time or make application to Workers Compensation Board (WCB), shall be kept on file within the Municipal Enforcement department and not be made part of the officer's main personnel file, in an effort to protect the confidentiality of the officer's medical status.

BODY-WORN CAMERA SYSTEMS (BWC)

Body Worn Video (BWV)

Body Worn Video, also known as Body Worn Cameras are electronic devices that are mounted onto a Peace Officers uniform. The BWV is intended to be an overt personal video system that will capture an audio/video record of events as they occur within the viewing area of the camera.

Roles and Responsibilities

BWV is a tool to be used overtly as part of overall equipment and procedures in obtaining evidence and recording information at the scenes of an incident or routine contact with subjects during an investigation.

BWV equipment may only be used by Peace Officers who are on duty within the meaning of the Peace Officer Act and are dealing with a subject that is subsequent to an investigation or significant contact.

It is the responsibility of the Peace Officer to ensure that the:

- equipment is functioning properly.
- previous recordings have been deleted, if not deleted then reported to the Manager of Enforcement Services (or department head).
- that the date and time stamp is accurate by comparing it to the Report Exec.
- that the camera recording function is working.
- that the battery is fully charged, along with a means to re-charge or replace the battery when needed.
- all recordings are uploaded in accordance with the training instructions provided.
- equipment components, recording mechanism and data cards are not tampered with, willfully damaged or lost.
- accidentally damaged, loss or other equipment failure is fully reported to a supervisor as soon as possible, and
- equipment in their charge is not used by any other individual.
- BWV's are NOT used in a covert manner.

It is the responsibility of the Supervisor to ensure that the:

- equipment used and stored in accordance with this policy.
- that Peace Officers are trained in the use, deployment and storage of data and equipment.
- accountability processes are established to ensure the integrity of the use, deployment and storage of data and equipment.

Operational Procedure

BWV's will be made available to all Peace Officers who wish to use them with consideration to the limited number of BWV's that may be available. Therefore, use of BWV's is not mandatory and Peace Officers may voluntarily use them at their own discretion.

When to Activate BWV recording

Activating a BWV to record is at the Peace Offices discretion however when activation is made the following guidelines should be adhered to:

- Upon activating the recording, providing it is safe to do so and within reasonable discretion, Peace Officers can verbally state the date, time, location, nature of the incident, and those present at the incident is now being recorded.
- While the recording is activated, Peace Officers should, whenever possible, continue to state for the recording elements of the situation that may not be readily visible (such as activity on the peripheral of the incident, smells
- such as alcohol or drugs, actions by the Peace Officer that may not be captured such as returning a driver's license.
- As a general guideline, providing it is safe to do so, officers should activate BWV recording in the following contexts:
 - When arriving at the scene of a serious or critical incident if the camera is not already activated.
 - When coming upon an incident, or potential incident, during at the course of a proactive and routine patrols.
 - When the decision is made to conduct a traffic stop.
 - Immediately when responding to a call for assistance from another Peace Officer or member of the RCMP.
 - During an initially non-investigative incident if circumstances suggest that the incident may become investigative or the subject of a complaint against other persons, another Peace Officer or a member of the RCMP, and/or
 - At the time of accepting a call from dispatch if the Peace Officer believes recording the response to be of potential importance.

When to De-activate BWV recording

As a general guideline, the BWV recording should be deactivated any of the following circumstances:

- A specific investigative incident or charge is completed.
- A specific call, or any other incident initially thought to be investigative is determined not to be a matter of further record.
- Continuing to record could endanger the safety of any person.
- The subject is taken into the RCMP Detachment (such as the guardroom) which is recorded by Closed Circuit Television (CCTV) systems, and.
- Legal privilege is involved.

Prior to deactivating the recordings, Peace Officers can, providing it is safe to do so, state the time, place and reason for the deactivation.

If incident details are not recorded at activation and deactivation, or if the Peace Officer thinks there may have been technical problems with the recording, as soon as it is practicable, these details can be entered in the Peace Officers notebook as would be the case if no BWV was present.

The decision to deactivate BWV recording must necessarily retain an element of discretion related to each context and all such decisions are to be justifiable. This can be done by stating the reason for deactivation prior to ending the recording and/or by entering the reason into the Peace Officer's notebook. Reasons for deactivation should also be included in any related reports.

If the camera is reactivated during the same incident, the reason for reactivation should be stated on the recording and/or in the Peace Officer's notebook and in any related reports.

Justification is also needed for any accidental deactivation of the camera, by recorded statement upon reactivation, and/or by making a record of this reason in the Peace Officer's notebook and any subsequent related reports.

Special Contexts and Considerations for Recording or Not Recording:

Citizen Objection to Recording: In some circumstances, Peace Officers may find that one party objects to the recording taking place, for example when there are allegations of criminal activity by another party. It is recommended that Peace Officers continue to record when incidents are occurring or allegations of a criminal or investigative nature have been made. In such circumstances, the Peace Officer should continue to record while explaining the reasons for doing so. These reasons might include:

- that an incident has occurred requiring police to attend.
- that the Peace Officer's continued presence might be required to prevent a breach of the peace or injury to any person.
- the requirement to secure best evidence of any offences that have occurred, whether this is in writing or on video, and that the video evidence will be more accurate and of a higher quality and therefore in the interests of all parties.
- that continuing to record would safeguard all parties, with a true and accurate recording of any significant statement made by either party and of the scene.
- that the incident may reoccur in the immediate future, and/or.
- that continuing to record will safeguard the Peace Officer against any potential allegations from either party.

Private Dwellings: If a Peace Officer attends a private dwelling for an incident that would normally be recorded in the Peace Office's notebook, the BWV should be activated, and the explanations outlined in s. 21 offered if necessary. However, Peace Officers must be cognizant of the right to privacy and if possible, avoid recording anything inside a private dwelling that is not related to an incident.

Young Offenders: Must ensure that young persons are treated fairly and that their rights, including their right to privacy, are protected, in particular the following additional obligations and procedures:

- Right to Counsel.
- Caution.
- Statements; and,
- Notice to Parents.

BWV is to be used accordingly.

Witness Victim and Informant Accounts: A Peace Officer using BWV may interact with victims or witnesses who are giving their first account of an incident. Any initial disclosure from victims and witnesses recorded by BWV must be treated as an evidential recording. Recording such encounters with the BWV has advantages in terms of accuracy and capturing exact words. However, this must be considered against the needs of the individual, with due sensitivity to the nature of the offence being reported, and any potential threat to the safety of the individual that might arise through disclosure.

Such recordings do not replace the need for formal written statements from victims or witnesses, but they can be used as supporting evidence for the statements.

When possible, if multiple witnesses wish to give their accounts to a Peace Officer with BWV, separate recordings will be made so that individual accounts can easily be separated.

Witnesses may be permitted to review their recorded account prior to the making and signing of any written statement. Care must be taken to ensure that witnesses are not permitted to review any aspect of the recording other than their own initial account. Their statement should also refer to the viewing of the recording of their first account.

BWV Use during Special Duties a Peace Officer on special events duty is conducting that duty according to Town of Millet policies and standards regardless of the location of the duty. Peace Officers using BWV should, therefore, wear the device during special event duties.

Peace Officers must not record:

- entire duties or patrols, including their own duty activities or the activities of other members that are not incident or charge related,
- activities in cells, as these are recorded by CCTV, and/or
- activities of citizens who are not involved in an incident or charges (excepting when such individuals are unavoidably captured due to their proximity to an incident).

Storage, Tracking and Disclosure of Data:

Storage of Data: The storage of data that is generated by the BWV will be conducted in accordance with the procedures outlined in this policy. The direction location on the Town of Millet file external storage will be secured under the Peace Officers respective file folder, with each respective date, month and year providing obvious placement of files.

e.g., Bodycam\PO Smith\year\month\day

Uploading BWV Recordings from the Camera: At the end of each shift, cameras are to be returned for uploading/deletion of video, and battery recharging. This process will be location specific according to training materials provided. The one exception is the case of a serious incident as described below:

- When a BWV is present at an incident involving the discharge of a firearm, use of Tazer, and/or force causing serious injury or death the following protocol will be followed:
- the camera(s) at the incident, will be seized by the Police Commander of jurisdiction.

Tracking of Data: Peace Officers who are relying on BWV data to support an investigation or file should select a notation on the Report Exec file that indicates use of a BWV. The previously mentioned reporting requirements should also be stated in the narrative of the report.

It is recommended that where BWV is being relied upon to establish the identity of a driver or subject during a traffic stop, that notation be made in the notes section of the violation.

Retention of Data: Section 16 of the Peace Officer (Ministerial) Regulations provides the following schedule for retention:

- Records pertaining to Public Complaints – At least 5 years.
- All other records with respect to the administration, management and operations of a Peace Officer – at least 3 years.
- Records that do not fall under the above stated categories can be deleted forthwith.

Reviewing and Using Video as Part of Incident and Investigation Reporting: BWV can provide compelling evidence for investigations but must be considered as one part of the overall supporting evidence. Inevitably, certain aspects of incidents will occur out of camera view, or when BWV recording is deactivated. Some relevant audio may be obscured by other sound at the scene, technical or operator failure may occur, a camera may become misaligned or dislodged during an incident. All such occurrences shall be part of the incident report and any related reports.

For the purposes of completing a report, officers who made the BWV recording and supervisors they require to review reports, can review video that they have personally recorded by: using the review function of their BWV unit before the video is uploaded, and/or

- using computers for which review functionality is provided.
- It is recommended that officers review relevant video prior to completing the report to ensure:
 - the BWV has captured the entire incident and the recording is clear,
 - the video is adequately supported and if necessary supplemented by the officer's notebook, and/or.
- Inconsistencies between notes and videos are addressed. Video generally will provide the most reliable objective account but may lack certain important details.

BWV recordings may be reviewed (when available) by the following people for the stated reasons:

The individual authorized to use that specific BWV unit, to:

- make sure the BWV unit is working,
- to assist in the writing of notes or any formal report,
- to replay the incident to a subject involved in that incident, and/or
- to assist with further investigation.

A supervising officer who is required or requested to:

- provide an opinion to the investigating officer concerning the reviewed incident or charge, and/or
- to assist with further investigation.

An authorized member of the RCMP for the purpose of assessing:

- the technical quality of recordings,
- the efficiency and/or appropriateness of the use of BWV to meet Town of Millet objectives and/or the policing goals of the RCMP and Municipal Enforcement, and/or
- value or contribution to the project as a whole.

BWV recordings may only be used for RCMP and Municipal Enforcement purpose and **may not** be reviewed, replayed, or copied, for any other purpose.

Disclosure of Data

Freedom of Information and Privacy Act (FOIPA) requests by:

- Citizens seeking to make FOIPA requests must be directed to the Town of Millet Chief Administrative Officer where an application can be made under FOIPA.
- Law Enforcement Disclosures must be directed to the Town of Millet Legislative and Legal Services where an application can be made under FOIPA.

Misuse of BWV equipment and/or recordings may be regarded as misconduct and may be subject to disciplinary action in accordance with the Town of Millet Policy and Procedures Manual, up to and including dismissal. If appropriate, criminal proceedings may also be undertaken. Employees must immediately notify their supervisor of any violations or suspected violations of this policy on the part of themselves.

Storage

All recordings shall be downloaded onto external hard drive at the end of each shift.

OFFICER SAFETY AND KNOWN-RISKS

Purpose

Peace officers perform work functions that carry a wide variety of specific and non-specific risks to their personal safety each day. In order to ensure the personal safety of the peace officers, Town of Millet Municipal Enforcement is committed to mitigating these risks to the highest extent possible by procuring/providing a high level of officer safety training and ensuring that the tools, equipment and weapons required to perform specific job functions are provided to officers who have completed the appropriate training and recertification.

Training Principles

The scope of training and the degree of certification provided to individual officers may vary, dependent upon their duties and responsibilities. As many officer safety skills and techniques are perishable in nature, the need for ongoing training and recertification is of utmost importance. Town of Millet Municipal Enforcement is committed to providing ongoing training, skill development, and recertification to all officers commensurate with the duties and responsibilities associated with the officer's job functions.

Communications/Monitoring by Dispatch

All officers shall utilize all dispatch services as outlined in the communications systems and procedures found in this document.

Officer Safety Bulletins/Notices

Internal and shared inter-agency officer safety bulletins are a necessary tool for law enforcement agencies. It is recognized that a need exists to better manage and disseminate this information to officers.

Officer safety bulletins, circulars and BOLOs contain sensitive law enforcement-specific information. All correspondence of this nature, printed or electronic, shall be deemed to be for the officer's eyes only and must remain confidential in nature.

The Manager of Enforcement Services shall distribute, via email, all newly acquired officer safety bulletins, circulars, and BOLOs to all Municipal Enforcement officers. An officer safety bulletin communications board has been created and shall be kept in the Town of Millet Municipal Enforcement office for easy reference by officers. Each officer shall be responsible to review, as soon as possible, all bulletins, circulars, and BOLOs that have been placed in the officer safety bulletin.

Caution Properties and Persons (known risks)

Before attending any properties within the Town, officers shall check the Town of Millet Report Exec database system to ascertain if the property they plan to attend has a caution for any reason (property or persons). If the property or occupants have been flagged for caution, the officer shall review the reason for the caution(s). Based on the degree of caution/hazard, officers shall discuss the caution with the Manager of Enforcement Services (or department head) before proceeding.

Duty Belts

While working in uniform in the field, peace officers shall wear their issued duty belts and carry the following items within the appropriate scabbards/cases on the duty belt: baton, OC spray, handcuffs, portable radio, flashlight and cell phone. During traffic stops, cell phones may be carried on the duty belt or left within the patrol vehicle at the peace officer's discretion. Peace officers conducting CVSA safety inspections may remove their duty belt while conducting this job function.

Body Armor

While working in uniform in the field, peace officers shall wear their issued body armor. Body armor can either be carried in an internal carrier and worn beneath the uniform shirt or external load bearing carrier. Peace officers conducting CVSA safety inspections may remove body armor while conducting this job function.

Battery Powered Equipment

All officers are required to ensure that all equipment that runs on battery power (i.e., portable radios, cell phones, microphones) is properly charged so that this equipment will remain operational throughout their shift or that additional batteries are carried with the officer for those pieces of equipment that do not utilize rechargeable batteries (i.e., flashlights).

Transporting Prisoners

Peace officers who are transporting prisoners in the rear seat of a patrol vehicle shall:

- At the discretion of the peace officer, utilize handcuffs on prisoners in accordance with officer safety CTSS/TPR training standards.
- Ensure that when handcuffs are being utilized, that the handcuffs are applied with the hands behind the back.
- Search all prisoners who will be placed in the rear seat area of the patrol vehicle in accordance with officer safety CTSS/TPR training standards.
- Ensure that the window located in the silent patrolman/partition is closed and secured at all times while the patrol vehicle is in motion.
- Search the back-seat area of the patrol vehicle after the prisoner has been turned over to police, to ensure no evidence, contraband, or weapons have been left in the back seat of the patrol vehicle.

General Officer Safety Principles

Stance

Officers typically stand with legs wide, one foot back, chest out, arms out and hands free. Stand with legs shoulder width apart, and one slightly in front of the other. Put about 70 per cent of your weight on the front leg with 30 per cent on your rear leg, this will enable you to react quickly and move forward and back effectively if required to do so.

A wide stance provides infinitely better balance and stability, which will increase an officer's reactionary time.

Hand Placement

Your hands should always be kept above your waist with elbows close to your sides. This will enable you to block any strikes to your head faster.

Visual Focus

Officers must focus on what can disable them. Eyes can't stick a knife into you, but hands can and often do. Officers need to constantly focus on the hands and center of the body when addressing a potential threat. An officer should never stare intently at someone as this can create an adversarial climate. Instead, keep scanning your surroundings – never allow yourself to be too complacent. Learn to anticipate areas of possible threat.

This lack of eye contact is often interpreted as apathy or attributed to the officer not paying attention. It is important then to balance the time you spend scanning one's environment with making eye contact. Rule of thumb: make eye contact at least 70 per cent of the time so that you are perceived as being attentive and utilizing active listening skills. This is a vital skill for every officer.

Approaching a Building

When knocking on doors, always stand to the side of the door rather than in front of it – one never knows what might be on the other side. If two officers are responding, position one adjacent to the door, and the other back on the opposite side to get a clear view inside when the door opens.

While walking around or inside buildings, officers should avoid blindly turning a corner. Rather, stop just short of the corner, peek around quickly, and proceed only if clear. If it's dark, use your flashlights in quick spurts so as to keep your position hidden.

Never approach a corner while directly beside a wall. When approaching a corner, maintain about a 6' distance from the wall so you can spot a suspect who may be waiting to ambush you. This distance will also keep you safely out of reach.

Speaking from the Car

When speaking to a person or group of people while seated in the patrol vehicle, it is recommended that the patrol vehicle be left in drive with your foot on the brake pedal. Should the situation escalate into a confrontation or become dangerous in any way, you will be well prepared to drive away quickly and efficiently.

Dealing with Emotionally Disturbed Persons (EDP)

Handling a call involving an EDP is one of the most dangerous and unpredictable duties of a law enforcement officer. No two are alike, and they can range from the quiet and calm to the loud and violent.

A couple of thoughts for dealing with EDPs:

- Their perception is their reality.
- Distract them through dialogue to change their behavior rather than ordering them to stop their

behavior.

- Maintain distance.
- Plan your retreat routes and don't block theirs
- Use a normal to low voice when speaking to them.

Proxemics

When dealing with persons who may pose a threat to officer's safety, maintaining the right distance to this threat is crucial. An officer's best weapon is their own situational awareness of the situation that they are involved with. By learning to observe your environment, constantly evaluate it, and react appropriately to what you see. Officers can achieve a greater degree of control over most interactions, which is an essential skill for law enforcement officers.

It takes 0.75 of a second, on average, to recognize a threat and then do something about it. The key in this situation is that the person who controls the reactionary gap has the advantage.

Intimate zone:

- 0-to-1.5 feet distance
- Only people you know extremely well should enter here.

Personal zone:

- 1.5-to-4 feet distance
- Good friends and colleagues may enter here.

Social zone:

- 4-to-10 feet distance
- Friendly interactions may enter here.

Public zone:

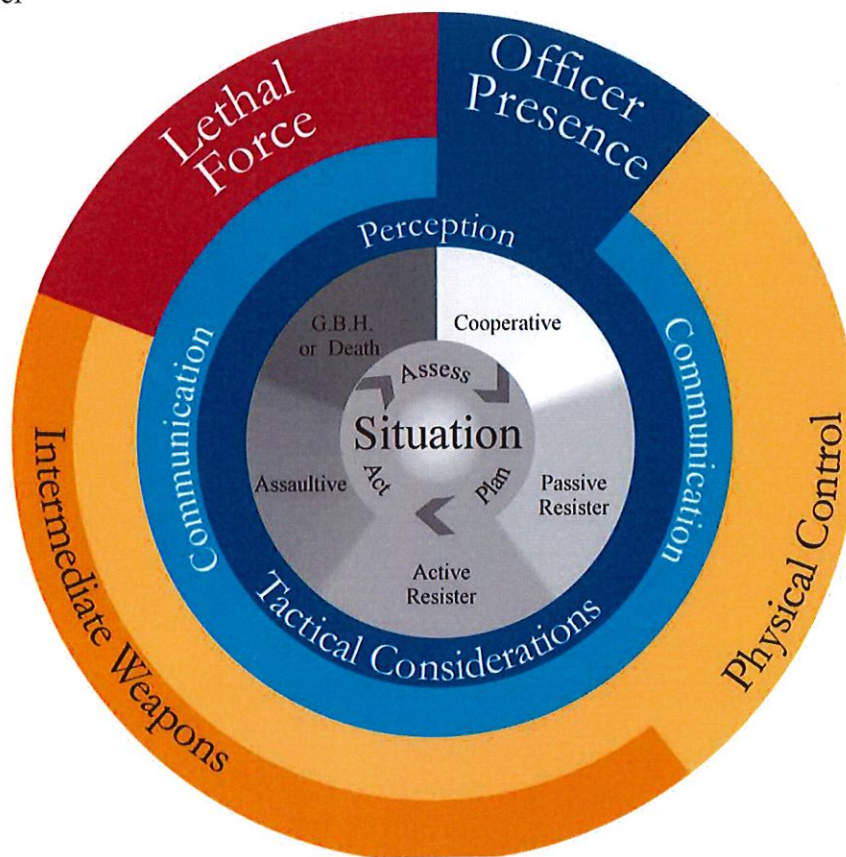
- 10+ feet
- Ideal zone when dealing with aggressive behaviors.

INCIDENT RESPONSE OPTIONS

Principles in the use of force

1. Public safety
2. Officer safety
3. Continuous risk assessment
4. Likelihood of loss of life, injury, or damage
5. Best strategy is the least intervention and causes the least injury/damage.

Use of Force Model



Subject behavior categories: five levels of resistance

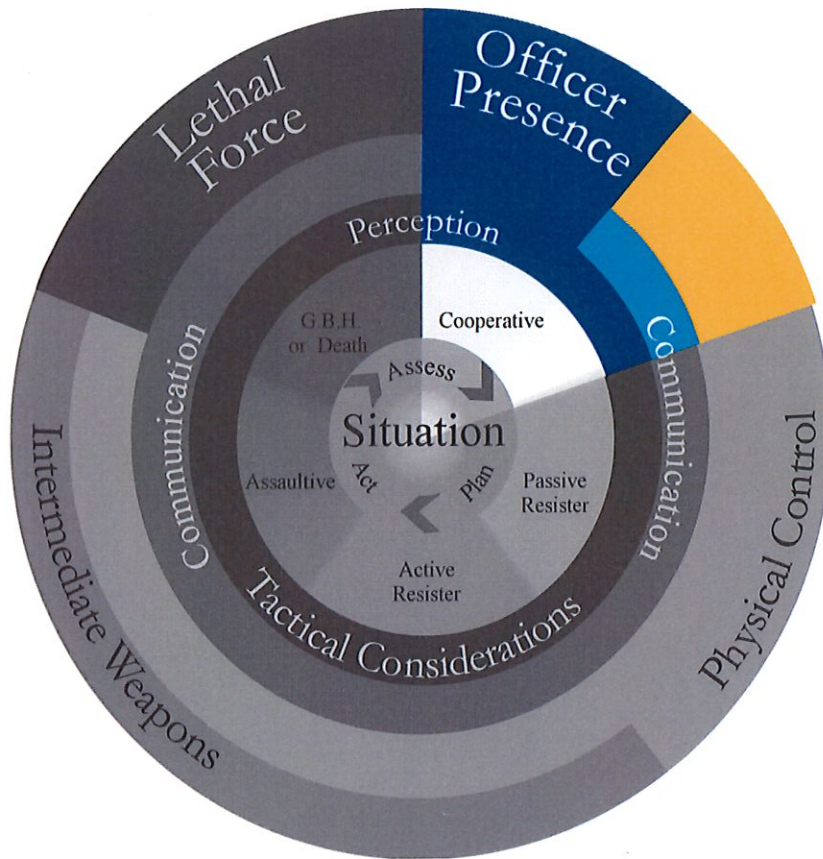
1. Cooperative
 - Majority of people officer's encounter
 - Often accomplished by officer's professional presence and/or communication skills
 - Responsive to verbal direction and commands
2. Passive resister
 - Does not comply with lawful requests or directions from officer.
 - Does not attempt to interfere with officer's attempts to control but does not assist.
 - May offer verbal resistance, but no physical resistance.
3. Active resister
 - Actively resists efforts to control; there is a physical element to the resistance.
 - Does not attempt to assault officer.
 - Pulls away, runs away, or grabs fixed object.
 - Often accompanied by increased verbal defiance.
4. Assaultive
 - Threats: verbal or implied through pre-attack posture
 - Attempts or physically assaults officer or citizen, punches, kicks, etc.
5. Grievous bodily harm or death
 - Any actions by the subject(s) that are likely to cause death or grievous bodily harm to an officer or citizen.
 - Multiple assailant confrontations
 - Whenever a weapon is perceived to be involved, the subject **must** be placed in this category.

Incident response options: force model

1. Officer presence
2. Communication
3. Physical control
4. Intermediate weapons
5. Lethal force

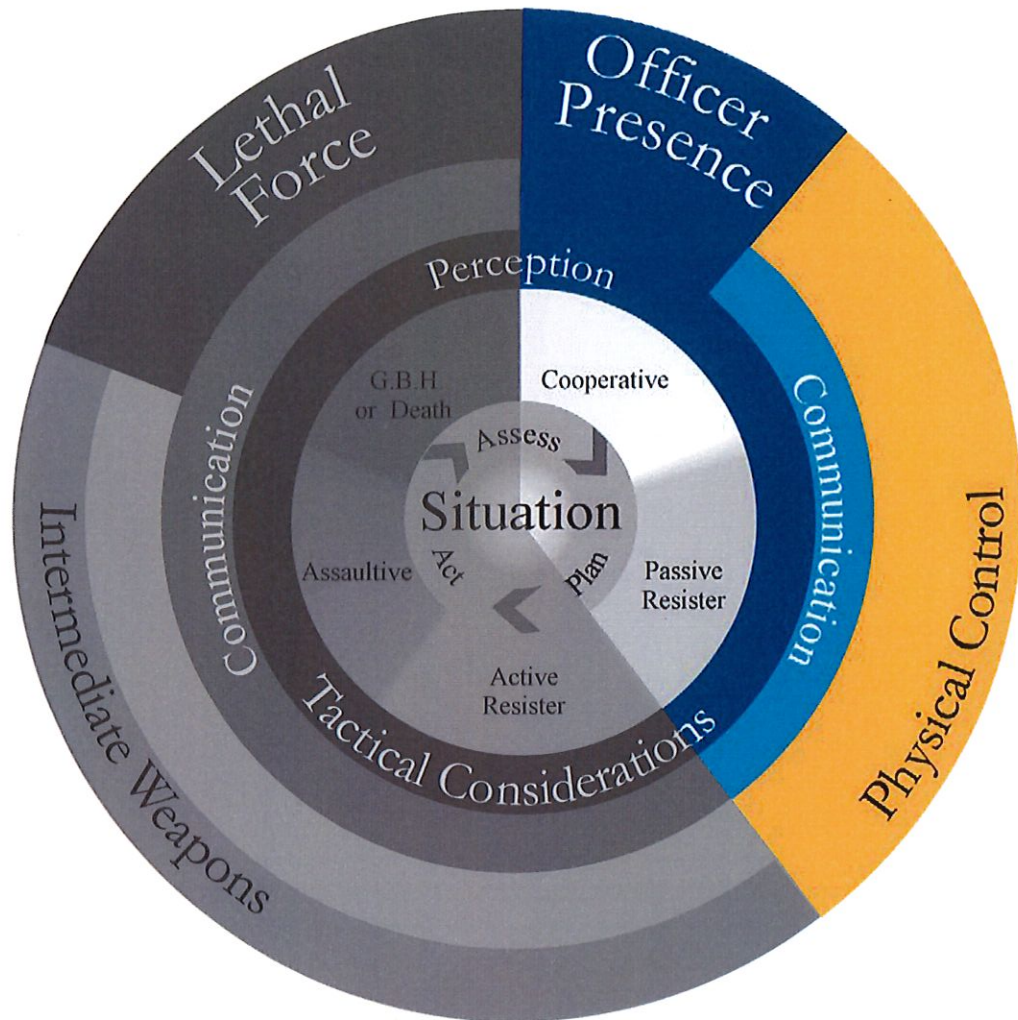
Cooperative subject - officer response options

- Officer presence (social control)
- Communication
- Low level physical control (i.e., handcuffing)



Passive resister - officer response options

- Includes all previously mentioned options.
- Higher level of physical control (escort positions, pain compliance techniques)



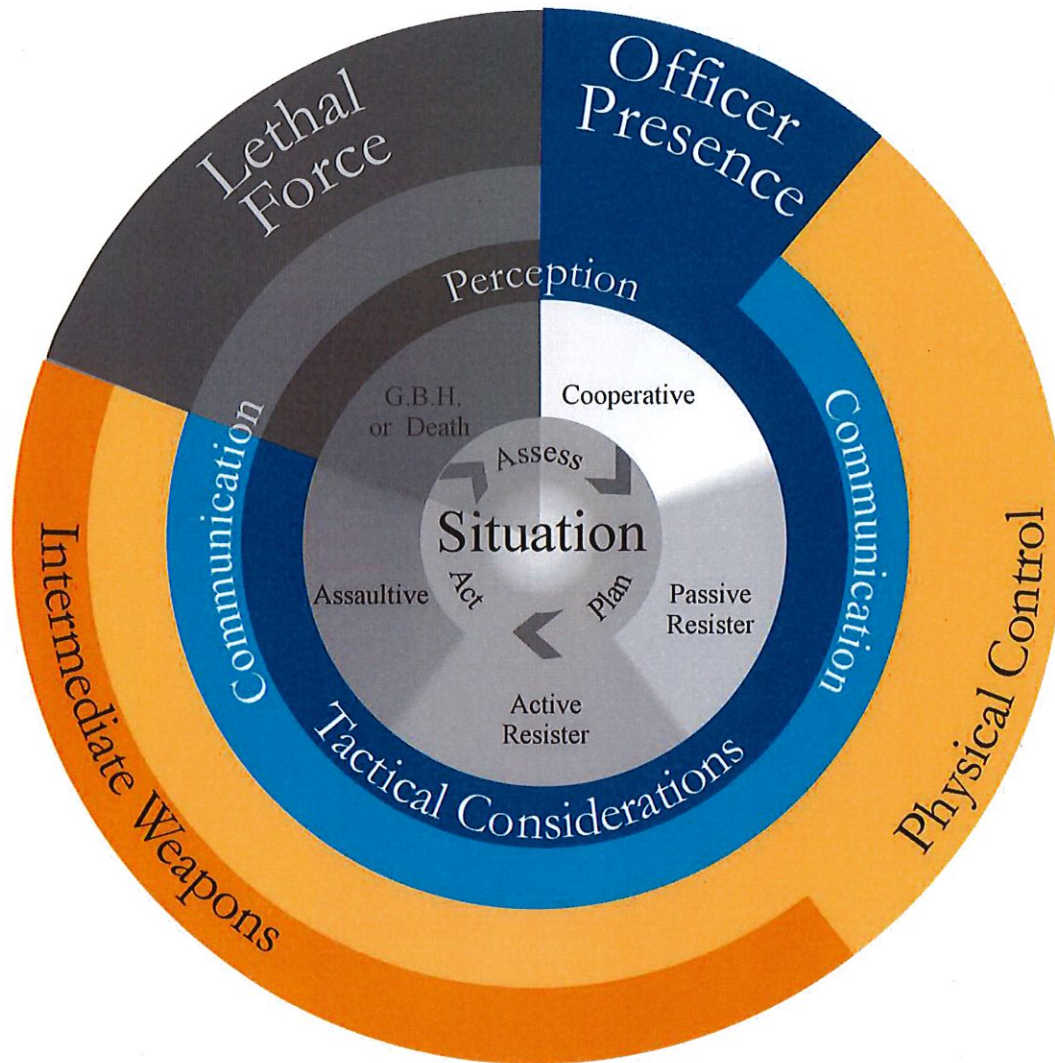
Active resister - officer response options

- Includes all previous options.
- Stunning techniques
- Take-downs techniques.
- Intermediate weapons (**OC only**)



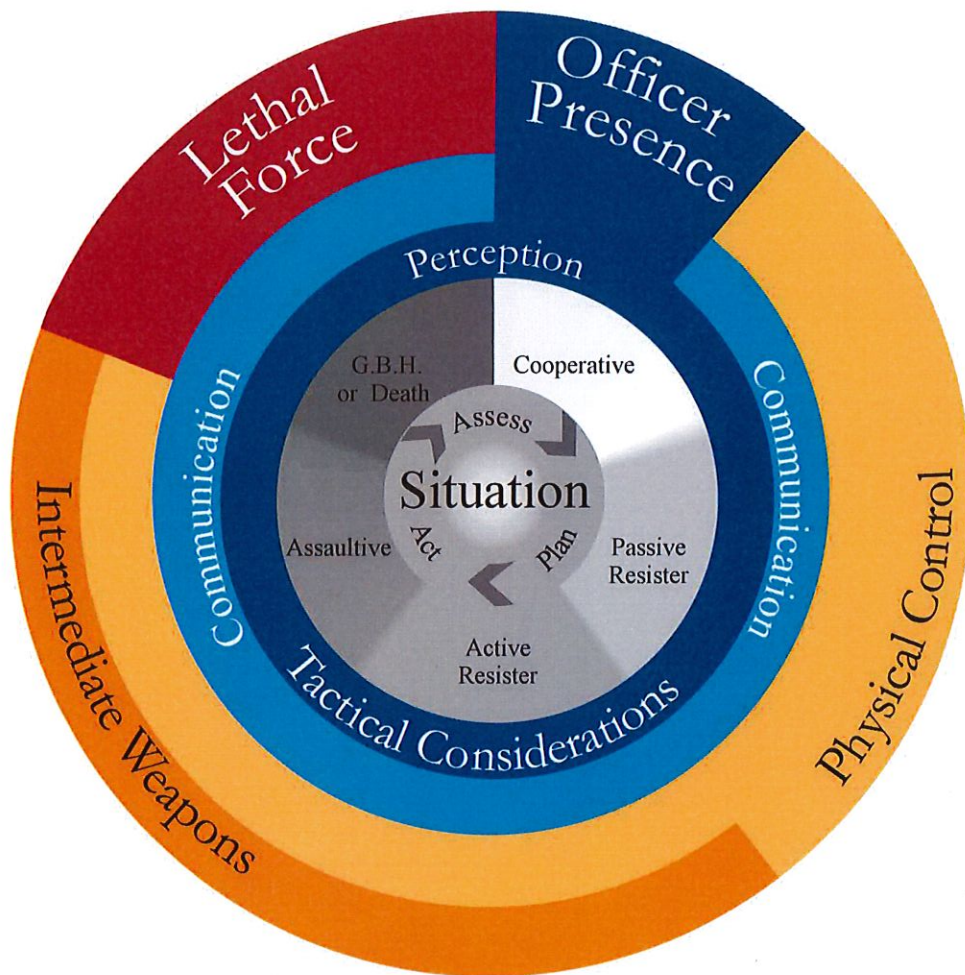
Assaultive - officer response options

- Includes all previously mentioned options.
- All levels of physical control (i.e., punches, kicks, shoulder pin restraint)
- Intermediate weapons (baton now available)



Lethal force - officer response options

- Includes all previous options.
- Any other **necessary force**



IMPORTANT TO ARTICULATE:

The intent of using lethal force on a subject is not to kill him/her, but to gain control of him/her.

Incident response options - impact factors

These can be broken into three categories:

- environmental (inside/outside, day/night, neighborhood/area, etc.)
- officer (size, gender, experience, available response options, etc.)
- subject (size, gender, previous knowledge/encounters, etc.)

Incident response options – perception

REMEMBER – How an officer perceives a situation will dictate how he/she will react; one officer’s perception may be significantly different than his/her colleagues. It can/may/will be affected by the aforementioned impact factors. *Is his/her perception objectively reasonable?*

Articulation and justification – AIM

An officer must be able to articulate his/her actions to be able to justify them; if you cannot properly explain your actions they cannot be deemed necessary. For this process we use the acronym **AIM**. It is important to recognize that if AIM is met the officer should employ the response that he/she has selected.

Ability

Whether or not an individual possesses the ability is based upon several factors:

- Does the person appear able-bodied?
- Is he/she in control of his/her actions?
- Is there something that may impede his/her ability to carry out the behavior?

□

Intent

An individual’s intent will be displayed through two different methods:

- **Verbally** – *What is the person saying?*
- **Physically** – *What is the person doing?*

Remember, it may be a combination of both. Means

The means should be thought of as the “delivery system.” Does the individual have the means, medium, or mechanism (weapon) to carry out the behavior? **Remember, the ability and the means are two separate entities.**

Conclusion

Remember to factor in all the necessary aspects when making a decision in regard to use of force.

Think of the concept of the “totality of circumstances” in these situations.

No two situations will ever be the same!

PATROL VEHICLES

Vehicle Maintenance and Repairs

Patrol vehicles shall be maintained to ensure sound mechanical conditions at all times. Maintenance scheduling shall be in accordance with the guidelines of Town's vehicle servicing requirements. Officer(s) assigned to particular patrol vehicle are responsible for ensuring the good working order of the patrol vehicle and the equipment on/in the vehicle.

Town of Millet Municipal Enforcement personnel are required to visually inspect the patrol vehicle they will be using to check for damage or problems that can be readily observed (i.e., tires with low air pressure) before operating the patrol vehicle.

All mechanical problems or concerns identified by Municipal Enforcement officers must be reported to the Manager of Enforcement Services.

The Manager of Enforcement Services shall make all necessary arrangements to have the patrol vehicle's mechanical problems corrected. Should the mechanical problem or concern have the potential to compromise the safety of officers utilizing the patrol vehicle, the patrol vehicle shall be placed out of service until such time as the repairs are completed.

Equipment Maintenance and Repairs

Equipment installed upon or utilized within patrol vehicles shall be maintained to ensure that such equipment is functioning properly at all times.

If a Municipal Enforcement officer identifies that a piece of equipment is not working properly, the officer is to report the problem or concern to the Manager of Enforcement Services.

The Manager of Enforcement Services shall make all necessary arrangements to have the non-functioning equipment repaired or replaced. Should the non-functioning equipment have the potential to compromise the safety of officers, the non-functioning piece of equipment shall be placed out of service until such time as the repairs are completed or the equipment is replaced.

IN-CAR VIDEO SYSTEMS

1. Municipal Enforcement patrol vehicles, which will be utilized for traffic enforcement duties, shall be equipped with a digital in-car video system. The in-car video system shall include a combination type camera, capable of recording a front zoom camera and a wide-angle cabin (backseat) camera in addition to dual microphones that can be worn by the officer and installed within the patrol vehicle.
2. At the start of each shift, the peace officer shall conduct the necessary steps to ensure that the in-car video system is operational, displaying the proper dates, name, regimental number, and patrol unit number. All traffic stops shall be recorded in their entirety, unless a malfunction of the in-car video system prevents this from occurring.
3. Peace officers are required to carry the remote microphone and use this microphone to record all traffic stops. Peace officers may utilize the microphone to record interactions with the public when dealing with situations other than traffic stops if they so choose.
4. At any time during their shift, should the peace officer believe the in-car video system is not functioning correctly; the peace officer shall immediately make notes to this effect in their notebook and report the non-functioning in-car video system to the Manager of Enforcement Services.
5. The Manager of Enforcement Services shall make all necessary arrangements to have the in-car video system repaired or replaced as required.
6. Unless unusual circumstances exist, every traffic stop will be recorded. Peace officers are encouraged to use in-car video system as an investigative tool.
7. If evidence is contained on the media storage device for an outstanding investigation, the device will remain active until the conclusion of the file.
8. Once the media storage device is no longer being actively used or the card is full, the card will be returned to the Municipal Enforcement office where the server will automatically download and retain the recordings.
9. The recorded data from In-car video systems shall be retained in accordance with the Peace Officer Ministerial Regulation as follows:
 - a. Video/audio records retained on the server for at least 400 days.
 - b. Video/audio records pertaining to public complaints for at least five years.
 - c. All other records with respect to administration, management, and operations for at least three years.
10. Recordings which have been retained as specified above, and are no longer required for court purposes, will be destroyed and/written over electronically.

PATROL VEHICLE OPERATIONS

General Operation

When operating patrol vehicles, officers shall obey all speed limits and other rules of the road, unless engaged in the lawful execution of their duties as a peace officer.

Operation Contrary to Traffic Safety Act & Regulations or Municipal Bylaws

During the lawful execution of their duty, peace officers may operate patrol vehicles in a manner that contravenes provisions of the *Traffic Safety Act*, Associated Regulations and/or municipal bylaws. Such operation of a patrol vehicle must be consistent with the provisions of Sections 62, 63, and 64 of the *Use of the Highway and Rules of the Road Regulation*.

References:

- *Traffic Safety Act*, RSA 2000, Chapter T-6, and as amended from time to time.
- *Use of the Highway and Rules of the Road Regulation*, AR 304/2002, and as amended from time to time.

Patrol Vehicle Motor Vehicle Collisions

If you are involved in a motor vehicle collision, immediately report the matter to the local police agency of jurisdiction and provide all information that is required by law.

Notify the Manager of Enforcement Services (or department head) as soon as possible, after notifying the appropriate police agency. The Manager of Enforcement Services (or department head) will be responsible for notifying the health and safety coordinator of the incident.

Emergency Response

Definition: The ability for a peace officer to respond to certain situations utilizing emergency lights and siren.

As a part of its continued commitment to public safety, emergency, and disaster services, Town of Millet desires that all Level 1 community peace officers have the ability, training, and authority to provide an emergency response in specific, approved situations.

Training and appointment requirements:

- Successful completion of a 40- hour emergency vehicles operations course based on a police curriculum.
- The peace officer appointment must be amended to include the authority to exercise the duties specified in Section 24.13 of the *Public Security Peace Officer Program Policy Manual*, January 2007 (amended February 2012), and as may be further amended from time to time.

Situations in which an emergency response is allowed are restricted to:

- Injury collisions
- Providing backup to police or peace officers where there is a reasonable belief that the officer is in serious danger and the peace officer may be the closest assistance available.
- Attending a fire or medical situation at the request of the Fire or EMS department. (It must not become standard practice to provide a co-response to all fire or medical situations).
- Any emergency situation, if requested by a police service to attend in an emergency response capacity.

All situations will be evaluated by the peace officer to assess if the services they can provide on- scene outweigh the risk created to the public and peace officer by travelling in an emergency response capacity.

Public safety is the primary consideration in all emergency response situations.

Emergency vehicle response will NOT be conducted for:

- Non-injury motor vehicle collisions
- Providing backup to police or peace officers where there is a police officer closer and already responding to the situation, unless requested by that police service to attend.
- Any other non-urgent situations.

Collisions arising from emergency response:

- **ALL** motor vehicle collisions (emergency vehicle vs. pedestrian, emergency vehicle vs. other vehicle, other vehicle vs. other vehicle) resulting from emergency vehicle responses are to be reported to the Manager of Enforcement Services (or department head).

The Manager of Enforcement Services (or department head) shall submit a report to the Director of law enforcement as a sensitive/serious occurrence on the approved form, pursuant to the *Public Security Peace Officer Program Policy and Procedures Manual*, January 2007 (amended February 2012), and as amended from time to time.

PRIVATE PROPERTY SITE INSPECTIONS/VISITS

Purpose

Site inspections to private property are an integral part of the assistance provided by Municipal Enforcement officers, as required for the enforcement of municipal bylaws and provincial statutes. All officers will be required to follow the procedures set out below, in an effort to mitigate the risks associated with attending properties throughout the Town. Officer safety is the number one priority for Municipal Enforcement staff.

Reasonable Notice

- Officer is to provide the landowner or occupant “reasonable notice” (S. 542 *Municipal Government Act*) that a site inspection will be occurring.
- Consent is considered to be a waiver by the owner or occupier of the right to reasonable notice. For the purposes of an inspection, if an owner or occupier gives consent to the inspection then the officer can proceed without providing further notice.
- Officers do not need to meet the requirements for notice of entry to enter a business with “implied public access.” This includes businesses such as bars, restaurants, retail outlets, and home-based businesses with approved business hours.
- Officers are not required to provide reasonable notice to a landowner or occupant if right of entry is authorized by legislation (municipal, provincial, or federal) that the officer is authorized to enforce.

Pre-inspection/Visit Tasks

Before an officer proceeds to a property that requires a site inspection, the officer shall:

- Check the mapping program to identify the subject parcel. Provide a hard copy of this search for the file or make notes in report/file relating to this matter that the flagging system has been checked.
- If the subject property is “flagged,” take the appropriate steps as outlined in the Municipal Enforcement directive on flagged properties.
- Check on Report Exec database to ascertain if there is an animal, property, or person hazard. Take appropriate steps as listed on that spreadsheet.
- Review photos for access and egress on the subject property and other structures located on the parcel. Be aware that other structures or development may have occurred on the property since the date of the information.

Site Inspections

Site inspections shall only be conducted in circumstances where lawful authority exists in legislation (municipal, provincial or federal), which confers upon the officer the right of entry onto such premises. Site inspections may be required when investigating files/complaints that are self-generated or made by an officer of the public, when assisting another department, or when providing assistance to outside agencies. The delivery and posting of stop orders, orders to remedy, and remedial orders are included in the category of site inspections. A minimum of two officers are required to attend all site inspections. These two officers may be either all or a combination of: a) Community peace officers, b) Bylaw Officers, or c) RCMP members.

Site Visits

Site visits may include attending to the property of a complainant or other ratepayer during the course of an officer's duties. The property does not require inspection; however, an officer must attend this property to conduct enforcement activities other than a full site inspection. Examples of a site visit include but are not limited to delivering a subpoena to a witness or picking up a dog that needs transporting to a shelter.

A single officer may be permitted to conduct a site visit.

In cases where an officer is aware of any officer safety related concern with the property in question, or the people located on this property, the officer must request a second officer to also attend the site visit.

Arrival at Inspection/Visit Site

- Check cell phone and radio reception at the location.
- Upon arrival at property, advise dispatch that you have arrived and that you are conducting a site visit/inspection (10-77) at this location. Follow procedures as found in the Communications procedure found in this document.

Entering onto Property/Patrol Vehicle Positioning

- Enter onto the property, scanning the vicinity for people and vehicles present, and attempt to make contact with the owner or occupier of the property.
- Always try to position the patrol vehicle in a manner that leaves the officer "an out." In other words, leave sufficient space to turn the vehicle around, or preferably, park the patrol vehicle with it facing your point of exit from the property whenever possible.

Requests for Identification

- If requested by the property owner, or person in control of the property, to produce identification, the officer shall produce identification issued by the Town or the province, indicating that the officer has the authority to make entry onto the property in question.

Completion/Termination of Site Inspection

Once the officer has completed the site inspection/visit, exit the property promptly. Advise dispatch that you are back in service (10-8), as per the Communications procedure found in this document.

Complete any related paperwork at a location away from the property just inspected. Create some distance between you and the property just visited to complete notes, etc.

TRAFFIC ENFORCEMENT

Purpose

Traffic enforcement is an integral part of the services provided by Town of Millet Municipal Enforcement peace officers. In order to provide safe and healthy communities by protecting the motoring public and local infrastructure, proactive traffic enforcement has been and will continue to be a high priority for Town of Millet.

Traffic Stops

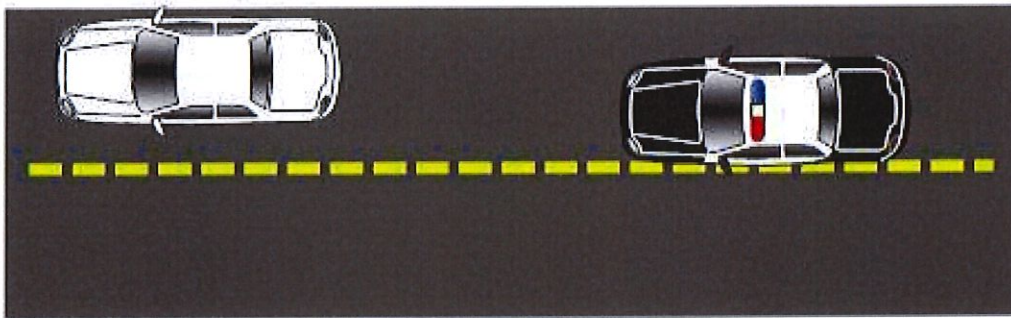
Critical considerations to be aware of when conducting traffic stops:

1. Closing the distance or ‘catch up’ phase.
 - a. Begins when you identify a motorist whom you elect to stop for a violation.
2. Information phase
 - a. This is the observation phase, and you should be alert to:
 - i. Number of occupants
 - ii. Nature of offense
 - iii. Reaction to your presence
 - iv. Type of vehicle
 - v. Geographical location
 - vi. Time of day and weather conditions
 - vii. ROADS Motor Vehicle Registry Checks
 - viii. Potential back up in the area?
3. Location of stop
 - a. In every traffic stop, it is imperative that you plan for a safe and appropriate location in which to pull over the motorist. Their safety and yours must be protected as much as possible. Inevitably, a motorist will pull over where they think they should, rather than planning for a safe corridor. You may have to encourage them to relocate verbally or through non-verbal hand gestures.
 - i. Stay away from congested intersections whenever possible.
 - ii. On highways, select defined turn outs which create more space between you and the high-speed traffic, when possible
 - iii. Be mindful of crests of a hill, curves and other blind spots where other motorists may not be able to see you before it is too late to take evasive action.
4. Vehicle placement
 - a. Proper positioning of your vehicle during a traffic stop should offer:
 - i. Protection – a walking lane and advanced warning to other motorists
 - ii. Safety buffer – 15-to-20 feet from the offender’s vehicle
 - iii. Illumination – flood light, take down lights, high beams, pillar lights – you need to see into the vehicle clearly as you approach in order to monitor any suspicious activities.
 - iv. Cover/disengagement options
 - b. Generally, there are Four distinct options for vehicle placement:
 - i. Offset left.

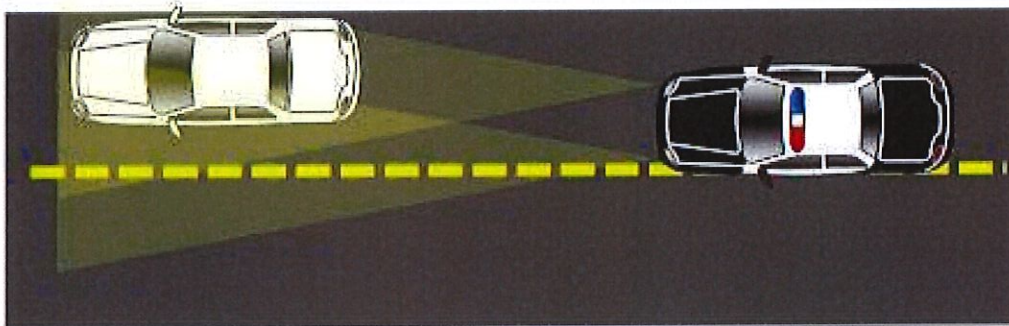
- ii. Offset right.
- iii. Parallel
- iv. You may also angle in, angle out.

Offset Left with a parallel angle is often considered one of the safest tactical options as it provides both a safety corridor for walking, good lighting, and advanced warning to oncoming traffic. However, this placement is only ideal when the flow of traffic has ample warning and can pass safely and easily by your patrol vehicle. Therefore, you should be cautious when using this placement on narrow, single lane roadways with poor sight visibility.

Daylight hours



Dusk to Dark



5. Approach and officer positioning

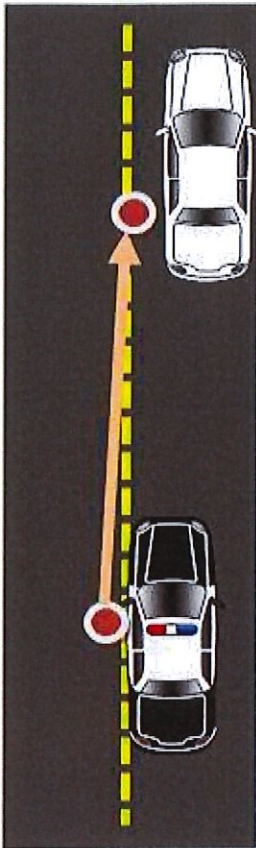
Single officer, working alone:

- a) When walking towards the offender's vehicle, keep your eyes up and alert for any movements that may require you to adjust your approach. Most officers approach the driver's side door, but in fast moving lanes of traffic, a passenger side approach may be more appropriate.

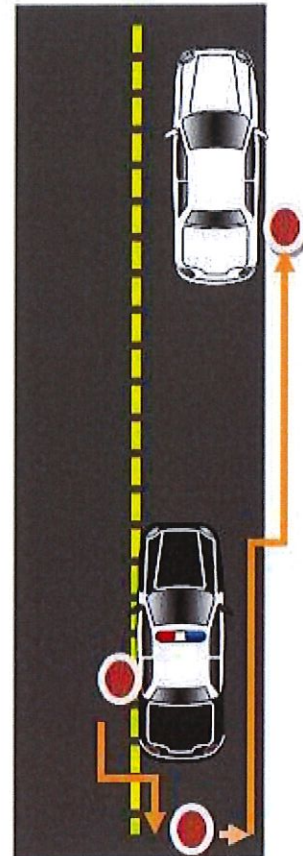
Regardless of which side you choose to approach the vehicle from:

- a) Watch the suspects in the vehicle at all times.
- b) Sweep the backseat on approach.

- c) Never proceed beyond the B pillar
- d) Accept documents with your non-dominant hand.
- e) If holding a flashlight, keep it positioned under your dominant arm.
- f) Avoid reaching into the vehicle – force the driver to reach to you.
- g) Keep the motorist in their vehicle – this is for everyone’s safety!



Standard single officer approach
from patrol car to driver side using
the protected walk corridor

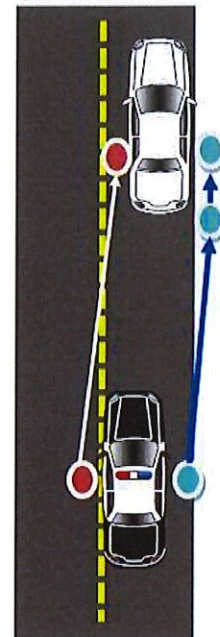
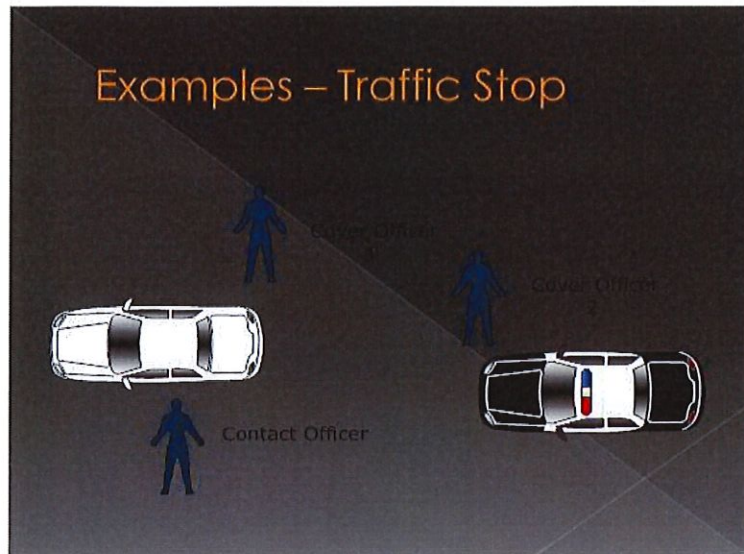


Single officer
approach on
passenger side

Two officers, working together:

- i. Let the passenger officer exit first and proceed up the right side of the offender’s vehicle.
- ii. As above, never approach closer than the B pillar.
- iii. Once this officer is in position, the driver can exit and approach on the left side of

- the offender's vehicle to the B pillar.
- iv. Upon obtaining documents, the officer who is driving should return to the vehicle first and it is optional whether or not the second officer remains on location or returns as well.
- v. Upon Service of the documents, both officers should remain to the initial approach positions.



6. Contact/disengagement considerations
 - a) If you remove the suspect from their vehicle to search, you must then create a safety corridor for all of you. Avoid any contact between the suspect's vehicle and your patrol car.
7. Ticket writing, paperwork and note taking.
 - a) Regardless of the activity, keep your eyes up at regular intervals. You need to be alert and focused on the accused for any change in behavior.
 - b) Motorists should never be allowed inside your patrol car unless you have arrested them.
 - c) Motorists should never be allowed to stand beside your patrol car while you issue a violation ticket.
8. Re-approach
 - a) A re-approach should be done using the same tactics as during the initial approach.
 - i. Remember that the stakes could be higher on re-approach.
9. Conclusion
 - a) After successfully serving any documents, use proper communication techniques to let the motorist know that the stop has been concluded and that they are free to go.
 - b) Keep emergency equipment activated and remain in position until the motorist has safely exited the stop zone. You are still responsible for their safe departure.
 - c) Once the motorist has exited the zone, you may merge into traffic and de-activate your

emergency equipment.

- d) Locate a safe place to complete your notes – not at the side of a busy roadway. Notes should always be completed as soon after the stop as practical.

Summary

In all encounters, there are moments of vulnerability that every officer faces. This becomes more dangerous when an officer is involved in a situation that requires all of their attention. When this occurs, it is easier to miss potential non-verbal threat cues, which multiple subjects can use to their advantage. Be aware, be focused, and be safe.

To prevent escalation, remember your training in contact and cover:

- Contact and cover allows for a safer method of dealing with subjects using multiple officers.
- Allows for a psychological presence to be added to any encounter.
- Poor tactics can lead to disaster and remove any tactical advantage.
- Trust your senses; trust that little voice inside, it usually means we have subconsciously picked up on a non-verbal threat cue.
- Don't be afraid to call for additional units if you have a bad feeling; call a surrounding agency, call RCMP, sheriff, whoever is available.
- Anyone knowing these tactics can arrive at any scene and immediately fall into their assigned role.
- If you're using back up, wait for them.
 - i) Stall the subject.
 - ii) Keep control of the situation.
 - iii) Don't let the subject(s) rush or hurry you.
 - iv) Maintain your role.
 - v) Maintain good positioning.
 - vi) Use proper officer safety tactics on every encounter.

Pursuits

A motor vehicle pursuit occurs when a peace officer follows a vehicle with the intent to stop or identify the vehicle or driver, and the driver, being aware of the peace officer's actions, fails to stop, and the driver initiates evasive action or ignores directions to stop/avoid apprehension.

Enforcement Officers shall NOT engage in pursuits under any circumstances. Pursuits may involve high or low speeds and vehicles other than automobiles.

Upon encountering an individual who has chosen not to stop their vehicle when directed to do so, a peace officer will immediately cease all efforts to stop the vehicle. This will include turning off all emergency equipment and stop the patrol vehicle at the side of the road until vehicle is out of site. Contact, on an urgent basis, shall be made with the police service of jurisdiction to advise them of the circumstances, providing a description of the vehicle and direction of travel.

Spike Belts/Roadblocks

Peace officers shall not participate in or assist in the deployment of a spike belt or other similar device. Peace officers shall not participate or assist in the implementation of a roadblock technique. Both of these activities are strictly prohibited by the *Public Security Peace Officer Program Policy and Procedures Manual*, January 2007 (amended February 2012), and as amended from time to time.

Impaired drivers/24-hour suspensions

Impaired driving is a *Criminal Code* offence and is the responsibility of the police. Impaired driving offences should not be actively sought by a peace officer. It is recognized, however, that there are occasions where peace officers will encounter suspected impaired drivers during the normal course of their duties.

If, during the normal course of their authorized duties, a peace officer encounters an individual they suspect may be impaired by SPRAY or a drug, they shall immediately contact and advise the police service of jurisdiction (RCMP) and request their attendance/assistance. If the RCMP are unable to attend and sufficient grounds exist, the peace officer shall administer a 24-hour suspension, in accordance with their peace officer appointment under the *Traffic Safety Act*.

Transporting prisoners

Dispatch shall be advised when a peace officer is transporting a prisoner, giving the current location, destination (which RCMP detachment) and the time of departure with the prisoner.

If the prisoner is of the opposite sex or is under the age of 18, the peace officer shall advise dispatch of the following:

- Current location
- Destination (which RCMP detachment)
- Time departing scene.
- Mileage as shown on the odometer of the patrol vehicle.

The peace officer shall record this information in their notebooks. While enroute to the RCMP detachment, contact RCMP members via radio to advise that you are 10-17 with a prisoner in custody, providing estimated time of arrival to ensure members are at the detachment to meet you.

Upon arrival at the RCMP detachment, contact RCMP members via radio to request the secure bay doors be opened for your patrol vehicle. Contact dispatch and advise of the following:

- 10-23 (arrived) at RCMP detachment.
- Time of arrival
- Mileage as shown on the odometer of the patrol vehicle.

The peace officer shall record this information in their notebooks. If, at any time during the transport of a prisoner the peace officer has concerns about the prisoner's behavior, the peace officer is encouraged to activate the in-car video system and record the prisoner's activities in the back seat of

the patrol vehicle.

ENFORCEMENT COMPLAINT PROCESS

POLICY STATEMENT

The Town of Millet has various Bylaws for the purpose of creating a safe and enjoyable community. The Town responds to bylaw violations on a complaint basis and through proactive patrols. The Town strives to follow through on all complaints in a timely manner working with all affected departments and members of the public. In order to aid in the enforcement of these bylaws the Town of Millet has outlined a complaint process to be followed. This policy is not designed to supersede the enforcement process outlined in any of the Town's bylaws. This Policy applies to Town Bylaws, as amended from time to time.

DEFINITIONS

Designate means a Designated Officer as defined in the Municipal Government Act

Discretion means the freedom to decide what should be done in a situation given all the available information.

Enforcement Officer; means a person appointed under Section 555 and 556 of the Municipal Government Act , to enforce the Town Bylaws, and includes, but is not limited to, a member of the Royal Canadian Mounted Police (RCMP), Community Peace Officer as appointed under the Peace Officers Act , Bylaw Enforcement Officer who is authorized to enforces Bylaws of the Town, Town Chief Administrative Officer or the Town Development Officer if the complaint relates to the Land Use Bylaw.

Frivolous Complaint means a complaint not having any serious purpose or value.

Valid Complaint a complaint that describes the location and general nature of a potential bylaw contravention, which includes the complainant's name, address and telephone number, and which is not a vexatious complaint.

Vexatious Complaint means a complaint that is made for retaliatory or bad faith purposes, or otherwise forms part of a pattern of conduct by the requestor that amounts to an abuse of the complaint process.

PROCEDURES

- Enforcement complaints shall be referred to the Enforcement Officers or the Designated Officer.
- Complaints are responded to on a priority basis. Response time will depend on availability of personnel at the time of the call, and the priority of the complaint compared with other calls received by the unit.
- The complainant must provide their first and last name, their legal land description, and their contact number in order to have a file started. The Freedom of Information and Protection of Privacy Act (FOIP) protects the identity of the Complainant.
- Anonymous complaints will not be investigated unless potential safety, health, or liability issues are identified.
- The Enforcement Officer may not investigate an issue if, through the preliminary review it is determined by the Officer that:
 - no violation exists.
 - the matter is a civil matter.
 - the matter falls outside the jurisdiction and authority of the Bylaw Officer or their designate.
 - the municipality cannot take enforcement action; and/or
 - the complaint is a frivolous or vexatious complaint.
- Upon receipt of a valid complaint, the Bylaw Officer or their designate will investigate. An investigation may require the Officer to attend private lands or outside the Town of Millet's Limits.

If the Officer finds evidence of a Bylaw contravention, the Officer will determine the best method to use to gain compliance, the following steps may be taken:

- If in contravention, a fine may be served.
- Verbal warning to adhere to the Bylaw. This may be accompanied by a grace period to allow for the person(s) make arrangements to comply with the Bylaw.
- A written Warning Letter may be sent by hand delivering, posting on the property and or registered mail to the Owner or Occupier providing an explanation of the relevant bylaw and how the person is alleged to have contravened it, time limits for voluntary compliance, and notification of fines and other potential enforcement measures associated with the offence.

If compliance is not achieved, the following steps may be taken:

The Designated Officer may carry out additional inspections to verify when compliance is achieved.

- If non-compliance remains a fine may be served, and the Designated Officer will send a Stop Order.
- Another inspection will be performed after the date specified in the Stop Order which will be followed up by any other enforcement action required to remedy the non-compliance.
- When exercising discretion or determining a course of action, the Enforcement Officer or their designate can consider factors including, but not limited to, the following:
 - the scale, number and duration of the violation(s).
 - the current-, short- and long-term impacts caused by the violation.
 - frivolous, repeat and/or multiple complaints of an alleged infraction.
 - the potential for precedent; and,
 - the resources available to resolve the matter.

Correspondence with landowners and complainants will be documented by the Enforcement Officer or Designate. Any persons involved may be notified by phone or in writing.

WEAPONS/TOOLS/EQUIPMENT

Principles

In order for a peace officer to effectively, efficiently, and safely perform their job functions, specific weapons, tools, and equipment will be required. Town of Millet Municipal Enforcement shall issue the appropriate weapons, tools, and equipment required, specific to the job functions, skills, training, and level of authority of each officer.

Prior to any weapon, tool, or piece of equipment being issued to an officer, all required training, certification, and approvals (on peace officer appointments), shall be completed and/or in place.

Weapons

All Town of Millet Municipal Enforcement peace officers shall be issued the following weapons:

- Baton
- OC Spray

Peace officers shall carry batons and OC spray under the following conditions:

- When fully trained and qualified
- When fully authorized via peace officer appointment, and
- When in uniform and on duty

Baton and OC spray are to be carried at all times while in uniform and on duty and must be securely held within the issued scabbard or holder only.

Peace officers conducting CVSA safety inspections may choose to remove their duty belts while performing this task. The peace officer must ensure that the duty belt is left in the locked patrol vehicle or in the trunk of the vehicle so as not to be accessible by any other person while conducting CVSA inspections.

Weapons Inspections

It is important to inspect weapons on a regular basis to ensure that they are capable of working properly. Weapons shall be inspected as follows:

Baton

Peace officers shall periodically inspect batons for:

- Wear and tear on the foam grip
- Bent shaft, stress fractures, problems deploying baton.
- Abrasions on the tip or loose tip
- Loose end cap

Should the peace officer find that the baton is not functioning properly or has defects relating to the items named above, the peace officer shall immediately report these findings to the Manager of Enforcement Services (or department head).

The Manager of Enforcement Services (or department head) shall make all necessary arrangements to have the baton repaired or replaced and shall remove this baton from service until such time as it has been successfully repaired or replaced.

OC spray

Peace officers shall periodically inspect OC spray canisters for:

- Dents or obvious damage to canister
- Expiration date on canister

Peace officers are responsible to ensure that their OC spray canister is not empty and capable of being deployed. Should the peace officer determine that the OC spray canister is damaged or in need of replacement, the peace officer shall immediately report these findings to the Manager of Enforcement Services (or department head).

The Manager of Enforcement Services (or department head) shall ensure that there is on hand, at all times, a replacement supply of OC spray canisters. All defective OC spray canisters shall be removed from service and disposed of by the Manager of Enforcement Services (or department head).

Weapon Storage

Baton and OC Spray

While off-duty, the Baton and OC Spray shall be secured in a locked cabinet within the office. If a Enforcement Officer goes off shift at their residence, the Baton and OC Spray must be secured within a locked cabinet at their residence. When attending out of jurisdiction training, the Baton and OC Spray must be secured within a locked cabinet within their hotel room.

Weapons Certification/Recertification

Baton and OC spray

Peace officers shall recertify annually on the use of baton and OC spray. Initial training and annual recertification will be supported, and costs covered by Town of Millet. Training certificates shall be kept in the peace officer's file.

Tools/Equipment

The following is not meant to be a comprehensive listing of all tools and equipment that may be utilized by officers during the normal course of their duties. It is meant to represent the most commonly utilized items that officers require to perform their job functions. Dependent upon the officer's job function, responsibilities, and training, the following tools/equipment may be issued:

- Binoculars
- Smart phone
- Body armor
- Duty belt with all appropriate scabbards/holders
- Ear buds for portable radio
- Flashlights
- Handcuffs (two sets)
- Hearing protection
- Heavy duty gloves

- Portable radio
- Computer (laptop or tablet)
- Safety glasses
- Stab/slash resistant gloves

Officers are to ensure that all equipment issued to them is kept in good working condition. Should a piece of equipment require repairs or replacement, the officer shall advise the Manager of Enforcement Services (or department head) of the deficiency.

Body armor shall be replaced, regardless of condition, every five years.

The Manager of Enforcement Services (or department head) shall make all necessary arrangements to have defective/damaged equipment repaired or replaced as necessary. If the defective/damaged piece of equipment would have negative implications to the safety of the officer, such piece of equipment shall be placed out of service and will not be utilized until either repaired or replaced.

Canadian Police Information Center (CPIC) ACCESS AND INFORMATION PROCEDURE

Procedure statement

Town of Millet Municipal Enforcement employs community peace officers to enforce traffic laws and other statutes within Town boundaries. In order for the peace officers to conduct their enforcement duties in a safe, professional manner, access to information contained within the Canadian Police Information Centre (CPIC) is an operational requirement.

Alberta Justice and Solicitor General, Public Security Peace Officer Program, has developed a CPIC Policy that must be followed by all community peace officers who wish to access information on CPIC.

The Public Security Peace Officer Program CPIC Policy (December 2012), and as amended from time to time, shall be adopted as the Town of Millet Municipal Enforcement CPIC Access and Information Policy, and as such, is attached to form the body of this statement.

EXHIBIT HANDLING AND DISPOSAL OF CANNABIS

During the course of routine duties, a peace officer may have the opportunity to seize illegal amounts of cannabis. The following procedure will be followed in those circumstances.

Illegal Quantities of Cannabis

If during the course of an investigation the officer believed on reasonable and probable grounds that the quantity of cannabis exceeds the legal 30 grams, the officer will contact the local RCMP detachment and do the following:

1. Keep the subject under observation until police arrive.
2. Maintain accurate notes shall be kept on times and observations up to the point the police arrive.
3. Any notes or observations shall be forwarded to the police, if required.

Storage of Exhibits

Exhibits which must be stored or maintained for the purposes of court will be kept in an airtight container, inside a locked safe with access limited to the officers of Town of Millet Municipal Enforcement and their supervisor.

Seized Articles During the Course of an Investigation

1. Retain all cannabis seized which is required as evidence.
2. All seized articles shall be entered into the file system as required.
3. If the cannabis is no longer required or necessary to be retained and it cannot be returned to the original owner, the property will be disposed of as outlined by Alberta Environment and Parks as outlined below.

Exhibit Ledger

1. An exhibit ledger shall be kept and maintained.
2. All exhibit records shall be made and filed subject to the file system.
3. A notation of the exhibit control number shall be made on the file.
4. Record of when the cannabis is disposed of and by which officer will be kept on file.

Destruction and Disposal of Cannabis

When the cannabis is no longer required or necessary an officer will see that the cannabis is disposed of as set out by Alberta Environment and Parks to ensure that the cannabis is rendered unusable by:

1. The officer will ensure that the cannabis is grounded up into small amounts.
2. The officer will mix the grounded cannabis into an airtight container that holds equal or greater amounts of cat litter.
3. The officer will then pour water over top of the mixture.
4. The officer will transport the mixture for final disposal to the local Class II landfill.

If the officer believes there is not enough mixture to justify transport to the local Class II landfill the officer will place the airtight container inside a secure and locked cabinet and will dispose of at which time the officer deems necessary.

NOTEBOOK POLICY

Procedure Statement

The Town of Millet must create a procedure for the handling and storage of notebooks utilized by the Enforcement Officers

Procedure:

1. Notebooks will be utilized each shift as necessary.
2. Notebooks shall, as necessary, indicate all times, dates, interactions with the public, observations, and shall be compatible with reports generated.
3. Notebooks shall be included in court briefs as required.
4. Notebooks shall be provided with a number, include page numbers and be filed in numerical order by date and month when the notebook was filled. No spaces shall be left at the bottom of any pages which would allow additional information to be added at a later date.
5. Notebooks shall not be kept in vehicles, or unprotected and shall be locked up and secured after every shift.
6. Notebooks will be retained in a locked cabinet by the Manager of Enforcement Services.
7. Notebooks remain the property of the Town of Millet, not the enforcement Officer and will be retained as per the Town of Millet record retention schedule.

HANDLING OF COMPLAINTS AGAINST OFFICER

1. Receipt of Complaint

Complaints concerning the conduct of a Community Peace Officer shall be in writing and directed to:

Chief Administration Officer

Town of Millet

Box 270,

Millet, Alberta T0C 2P0

Within 30 days the CAO shall acknowledge receipt of the complaint in writing to the person making the complaint and the Community Peace Officer against whom the complaint was made.

The CAO is designated as the authority to investigate complaints in accordance with the investigative process outlined in 3.2, however the CAO may delegate the complaint investigation to any designated employee if the CAO desires.

2. Investigation

1. The CAO shall investigate the complaint or have it investigated. The investigation should include an interview of the complainant, any witnesses, the Community Peace Officer(s) involved, and any other person who may have knowledge of the occurrence.
2. The investigation should also include reviewing relevant documents pertaining to the occurrence including occurrence files, dispatch logs, court reports, legal documents and in-car video recordings.
3. On a monthly basis the CAO must submit details of complaints made to the Alberta Justice and Solicitor General's Public Security Division.
4. The CAO shall notify the complainant, Community Peace Officer(s) involved and the Alberta Justice and Solicitor General's Director of Law Enforcement as to the status of the investigation at least once every 45 days.

3. Informal Resolution

1. Notwithstanding Section 3(4), the CAO may resolve minor complaints informally, arriving at a solution that is satisfactory to all parties in accordance with this section.
2. Section 15(2)(b) of the Peace Officer Act allows for an authorized employer to refuse to investigate or may discontinue the investigation of a complaint if, in the authorized employer's opinion and having regard to all of the circumstances, no investigation is necessary.
3. The Chief Administrative Officer or designate supervisor of the Community Peace Officer against which a complaint has been made has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a

mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.

4. All complaints resolved in this manner, pursuant to the Peace Officer Act, will be reported to the Provincial Director of Law Enforcement on a monthly basis.

4. **Disciplinary Action**

1. The CAO will present the allegations made and the findings of the investigation to the Community Peace Officer.
2. The Community Peace Officer will be given the opportunity to make full response to the allegations and supporting evidence.
3. The Community Peace Officer will be given the opportunity to have an attorney represent him in responding to the allegations.
4. Upon hearing the response and explanation of the Community Peace Officer, of his attorney, and any other information the CAO believes appropriate to determine the facts, the CAO will determine the following disposition of the complaint in accordance with Section 22 of the Peace Officer (Ministerial) Regulation:

The complaint is unfounded – This means that on a basis of a thorough investigation no reasonable belief exists that the complaint has merit or basis.

The complaint is unsubstantiated – This means that on the basis of a thorough investigation there is insufficient evidence to determine the facts of the complaint and that it may or may not have occurred.

The complaint is found to have merit in whole or in part – This means that on the basis of thorough investigation that:

In Whole – A reasonable belief exists that the Community Peace Officer has engaged in misconduct in regard to the entirety of the complaint.

In Part – A reasonable belief exists that the Community Peace Officer has engaged in misconduct in regard to a portion(s) of the complaint, but not in its entirety.

The complaint is frivolous, vexatious or made in bad faith – This disposition will be used when the CAO chooses not to investigate a complaint as per Section 15(2) Peace Officer Act, which allows no investigation to occur when the complaint is deemed to be frivolous, vexatious or made in bad faith.

1. In the event that the complaint is found to have merit in whole or in part the CAO must state what disciplinary action has been taken and it must be in accordance with paragraph 4(7) as listed below.
2. The conclusion of the letter issued to the complainant must contain the following closing paragraph which communicates to the complainant that any appeals of the decision reached by the CAO must be addressed to the Alberta Justice and Solicitor General's Director of Law Enforcement as required in Section 15, Peace Officers Act:

Please be advised you have the right to appeal these findings to the Director of Law Enforcement for the Province of Alberta pursuant to Section 15(40) of the Peace Officer Act. An appeal must be in writing and initiated within 30 days of the receipt of this decision and any decision reached by the Director of Law Enforcement on appeal is final.

Correspondence to the Director must be sent to:

Director of Law Enforcement
10th Floor, 10365 – 97 Street
Edmonton, Alberta T5J 3W7

If the CAO finds that the Community Peace Officer has committed misconduct, they may take one of the following measures:

- a) Warn the Community Peace Officer.
- b) Reprimand the Community Peace Officer.
- c) Suspend the Community Peace Officer, with or without pay to a maximum of thirty (30) days.
- d) Dismiss the Community Peace Officer.

5. Appeal

1. The CAO shall notify the Community Peace Officer(s) in writing as to results of the investigation and disciplinary measures, if any, to be taken against the Peace Officer.
2. Within 30 days of receipt of this notification the Community Peace Officer may appeal the decision of the CAO, with regards to disciplinary measure(s) to Municipal Council.
3. Municipal Council may either uphold the disciplinary measure(s) as given by the CAO or rescind the disciplinary measure(s).
4. Bylaw Enforcement Officers are subject to the Bylaw Enforcement Bylaw and not this policy.

CODE OF CONDUCT

A Peace Officer commits misconduct and is liable to disciplinary action if he engages in any of the following:

Discreditable Conduct

Includes, but is not limited to:

- Acting in a disorderly or inappropriate manner, or in a manner prejudicial to discipline or likely to bring discredit upon the reputation to law enforcement.
- Differentially applying the law or exercising his authority on the basis of race, color, religion, sex, physical disability, marital status, age, ancestry or place of origin.
- Using profane, abusive, or insulting language toward a person.
- Willfully or negligently making any false complaint or statement against any peace officer.
- Being found guilty of an offence under an Act of Parliament or the Legislature of Alberta, as where in minor violations at the discretion of the Town Chief Administrative Officer can be exempt from this regulation.
- Withholding or suppressing a complaint or report against a Peace Officer.
- Abetting, conniving, or knowingly being an accessory to misconduct as described in these policies.
- Using oppressive or tyrannical conduct towards a subordinate, or.
- Contravening any provision of the Peace Officer Act or the regulation.

Insubordination

Includes, but is not limited to:

- By work or action.
- Without lawful excuse, disobeying, omitting, or neglecting to carry out any lawful order, directive, or policy.

Neglect of Duty

Includes, but is not limited to:

- Without lawful excuse, neglecting or omitting promptly and diligently to perform a duty as a peace officer.
- Failing to work in accordance with an order, or leaving an area, detail, or other place of duty without due permission or sufficient cause.
- Failing to render assistance to any person requiring assistance, within the capabilities and authority of the Peace Officer.
- By carelessness or neglect permitting a prisoner to escape.

- Failing, when known where an offender is to be found, to report him or to take reasonable efforts to bring him to justice.
- Failing to report a matter that is his duty to report; or,
- Failing to report anything that he knows concerning a criminal or other charge of failing to disclose any evidence that he, or any other person to his knowledge, can give for or against any prisoner or defendant.

Deceit

Includes, but is not limited to:

- Knowingly making or signing a false statement in an official document or book.
- Willfully or negligently making a false, misleading or concealing an official document or record or altering or erasing an entry therein; or,
- Destroying, mutilating, or concealing records or property, or altering or erasing an entry in a record.

Breach of Confidence

Includes, but is not limited to:

- Failing to account for or make a prompt, true return of money or property received in an official capacity.
- Directly or indirectly soliciting or receiving a gratuity, present, subscription, or testimonial without the consent of the employer or the Chief Administrative Officer.
- Placing himself under an obligation to a person, in respect of whose conduct or business operation or employment the Peace Officer may likely have to report or give evidence.
- Improperly using his position as a Peace Officer for private advantage; or
- Failing to maintain confidentiality when it must be maintained.

Conflict of Interest

Includes, but is not limited to:

- Offering himself for employment as a private investigator or security guard as defined in the Private Investigators and Security Guards Act.
- Being an owner, manager, or paid advisor to a private investigator or security guard agency defined in the Private Investigators and Security Guards Act; or
- Engaging in activities that may, or will, result in a conflict of interest or an apprehension of or a lack of integrity in the office of Peace Officer.
- Subject to the approval of the Chief Administrative Officer

Unlawful, Unnecessary Exercise of Authority or Exceeding Authority

Includes, but is not limited to:

- Exercise of his authority as a Peace Officer when it is unlawful or unnecessary to do so.
- Failing to comply with the terms and conditions of the Town of Millet’s Authorization to Employ Peace Officers as issued by the Justice and Solicitor General’s department.
- Failing to comply with the terms and conditions of the individual Peace Officer Appointment as issued by the Justice and Solicitor General’s department; or
- Failing to comply with the County’s Code of Conduct for Peace Officers.

Consuming Liquor or Drugs in a Manner Prejudicial to Duty

Includes, but is not limited to:

- Reporting for or being on duty while being unfit for duty through consuming liquor, drugs, or any controlled substance as listed under the Controlled Drugs and Substance Act (Canada).
- Except with the consent of the Chief Administrative Officer or in the discharge of duty, consuming or receiving from any person liquor or drugs while on duty, or,
- Demanding, persuading, or attempting to persuade another person to give or purchase or obtain for a Peace Officer while on duty, any liquor or drugs.

Inappropriate Use of Firearms, Other Weapons or Restraining Devices

Includes, but is not limited to:

- Having, using or carrying any weapon other than authorized by the Justice and Solicitor General’s department or County Council.
- Having discharged a firearm when on duty, other than when on a firearm training exercise, but including accidentally at any time, failing to report such incidents to his supervisor as soon as practical thereafter.
- Failing to exercise discretion and restraint in the use and care of firearms, other weapons or restraining devices, or,
- Applying restraining devices in a manner likely to cause injury.

Chain of Custody/Evidence/Safekeeping/ Found Property

From time to time a Enforcement Officer may need to retain evidence to support a charge, place an item in safekeeping or secure found property.

Responsibility

In accordance with this Section, the responsibility of “Exhibit Coordinator” falls to the Manager of Enforcement Services

Evidence

Investigator

1. The investigator seizes the evidence, tags it with the provided tags or seals it in a provided evidence bag. The file number will be annotated.
2. If the item is tagged the investigator will then complete an evidence form.
3. If the item is bagged the investigator can either complete an evidence form and attach it to the bag, or simply fill out the form preprinted on the bag itself.
4. The investigator then places the item in one of the numbered evidence lockers, secures the lock and informs the Exhibit Coordinator that there is evidence in the locker.
5. If the evidence is required later by the investigator, he will request it from the Exhibit Coordinator and upon receipt, annotate the chain of custody.
6. Once the related charge has passed through the court system, the investigator shall request, in writing, to the Crown Prosecutor’s office, permission to dispose of the evidence. Once written permission is granted the investigator will inform the Exhibit Coordinator.

Exhibit Coordinator

1. The Exhibit Coordinator removes the evidence from the locker, annotates the chain of custody and the evidence room register and secures it in the main evidence lock-up.
2. The Exhibit Coordinator retrieves the evidence from the lock-up at the request of the investigator.
3. The Exhibit Coordinator, upon receipt of written permission from the Crown Prosecutor, disposes of the evidence and annotates the evidence room register.

Safekeeping

Items placed in safekeeping can either be secured in the Evidence Room or placed in the Found Property garage. Depending on the value, size and various other factors, the Peace Officer can decide which storage method is more appropriate.

1. The item shall be tagged with an evidence tag or placed in an evidence bag and the file number annotated on it as well as any other pertinent information.
2. Provide the item to the Exhibit Coordinator if it is to be stored in the evidence room.

3. Unclaimed items can be disposed of after sixty (60) days.

Found/Recovered Property

Enter a Found Property Report in Report Exec

- a) Property Reference # is item and the date found and enter as Y/M/D example “BIKE20170612” for a bike or “KEY20170612: for a key.
- b) Ownership is “RCMP – Town of Millet”
- c) Property Category “Found”
- d) Then continue to fill in (Property Description, Property Type, Property Disposition, Serial Number (If Found), Brand, Model, Color, Recovered Date, Quantity and Recovered Date).
- e) Check off that property was taken into custody.
- f) Add a general picture into the media of the property entry and any remaining pictures in the media section of the report.
- g) Check off the “Property Taken into Custody” box.
- h) Then print off a property identification sheet using the icons just right of the check box for “Property Taken into Custody” and then add the release date onto the sheet which is 60 Days from the recovered date.
- i) Then take the property with the property identification sheet attached to our found property storage.
- j) Then also set a task for the Property Manager or designate to release the bike for auction after the 60-day hold period.
- k) Then provide a copy of the found property report to the RCMP admin at the front counter to be entered into their system and request their file number to be added to our report.

Records Management

General

The Provincial Public Security Peace Officer Program Policy and Procedures require that an Employer of Enforcement Officers must retain certain records and follow best practice of record keeping standards.

Enforcement Officer Employee Files

Enforcement Officer employee files must contain at a minimum:

- Training and certificates.
- Copies of complaints against an officer, investigative results and disposition.
- Date of cessation of employment and reason for such; and
- Peace Officer Appointment and Oath.

Operational Files

1. File number unique to each investigation.
2. Complainant's names contact information and address.
3. Date of occurrence.
4. Subject's name contacts information and address (if applicable).
5. Details of investigation and date concluded; and
6. Notification of complainant about disposition (if applicable)

Calls and Complaints.

A record system that is capable of documenting calls and complaints.

Serious Incidents

A record system that is capable of documenting all serious incidents involving the Community Peace Officers of the Protective Services program as per A/R 312/2006 Peace Officer (Ministerial) Regulation:

16: An authorized employer must;

- a) retain and keep in good condition records relating to complaints about peace officers, the investigation of the complaints and the disposition of complaints for at least 5 years after the complaint was made; and
- b) retain and keep in good condition all other records made with respect to the administration, management and operations relating to peace officers for at least 3 years after the record was made.

Record Retention

- All operational records, including Bylaw and Provincial Tickets and investigation files must be kept a minimum of three (3) years.
- Digital audio/video records shall be kept a minimum of three (3) year unless there is a matter pending recorded on the DVD. Digital shall be kept in accordance with the software provisions, however all "Case Files" are backed up onto Report Exec.
- All administrative file records will be kept a minimum of three (3) years.
- All Enforcement Officer employment related records (including complaints against an officer) will be kept for a minimum of five (5) years.

Supervisory Review

The Municipal Enforcement Reporting Supervisor must review all reports submitted by the Enforcement Officers and sign the report to indicate approval.

The Manager of Enforcement Services must have 30% of his files reviewed by Chief Administrative Officer and/or Authorized Employer Representative. This person must sign the report to indicate approval.

AUTHORIZED EMPLOYERS REPORTING REQUIREMENTS

POLICY STATEMENT

The Town of Millet recognizes there are several legislative reporting components designed to strengthen the Community Peace Officer program integrity and provide for a volume of information about authorities exercised by those who carry peace officer appointments. Information collected can be used to determine trends or patterns and in turn be used to build a solid business case for change should issues be identified. Some examples that may potentially lead to updates to the program are as follows: deployment/use problems with a particular weapon; identified training deficiencies; legal precedents or decisions; and systematic safety issues. Additionally, these reporting requirements may be able to identify potential risks with trends in behavior for individual peace officers, particularly in situations where they may be employed by more than one authorized employer.

DEFINITIONS

“Authorized Employer” means an authorization issued under section 5(3) of the Alberta Peace Officer Act.

“Director” means the Director of Law Enforcement appointed under the Police Act and any person authorized by the Director to act on the Director’s behalf.

“Manager” means the Manager of the Public Security Peace Officer Program.

“Peace Officer” means the individual employed by the Town of Millet and carries a Community Peace Officer appointment.

PROCEDURES

Reports to the Director of Law Enforcement on form J3535, as per the Public Security Peace Office Program, Policy and Procedures Manual, are to be forwarded to the Public Security Peace Officer Program Manager in accordance with the following timelines and events:

Report to the Director as soon as the authorized employer becomes aware (on incident reporting form J3535 found in Appendix K found in the Public Security Program Policy and Procedures Manual):

- The use of a firearm in circumstances in which it was discharged in response to a perceived threat.
- Any incident with a peace officer involving serious injury or the death of any person. This does not include circumstances where the peace officer provided traffic control for the police at a fatal or serious motor vehicle collision.

- Any allegation that a peace officer used excessive force as identified through an internal reporting process or complaint.
- Any incident involving a peace officer where a weapon was used by somebody else, other than animal related duties or training.
- Any matter of a serious or sensitive situation related to the actions of a peace officer. If an authorized employer is uncertain if a situation is sensitive or serious the public security program manager may be contacted. If unsure the authorized employer should report the matter.
- Incidents in which a peace officer has violated the employer's code of conduct.
- If the employer suspends or terminates employment or engagements for services of a peace officer. A brief explanation of the rationale for this action must be included.
- If a peace officer ceases their employment with the employer.
- Any event in which the peace officer has reported a charge or arrest to the authorized employer for an offence under the Criminal Code, Controlled Drugs and Substances Act, or any other enactment of Canada.
- Any event in which the peace officer has reported a charge or arrest to the authorized employer for an offence under a provincial statute of Alberta, if the authorized employer considers the matter serious. The Public Security Division suggests that arrests or charges under the following be considered as serious:
 - Child, Youth, and Family Enhancement Act
 - Gaming and Liquor Act
 - Suspension/cancellation of a driver's license under the Traffic Safety Act if the peace officer is involved in traffic enforcement as part of their duties.
 - Careless driving charges/arrests under Section 115 of the Traffic Safety Act if the peace officer is involved in traffic enforcement as part of their duties.
 - Maintenance Enforcement Act
- Authorized employer report to the Director within 24 hours (on incident reporting form found in Appendix K):
- Used a firearm not related to duties under the Animal Protection Act, Dangerous Dogs Act, Stray Animals Act, or Wildlife Act.
- Used a firearm other than in a training situation.
- Any use of firearms or weapons that resulted in a 'training accident'.
- Authorized employer report to the Director within two (2) business days (on incident reporting form found in Appendix K):
 - Each use, against a person, of baton, OC spray, conducted energy weapon or tear gas except as related to duties under the Animal Protection Act, Dangerous Dogs Act, Stray Animals Act, or Wildlife Act.

Authorized employer report to the Director within one (1) month (on incident reporting form found in appendix K):

- Each complaint made about a peace officer, unless earlier reporting was required due to incident type and the complaint has been reported.
- Each authorized employer-initiated investigation under Section 16 of the Public Security Peace

- Office Program, Policy and Procedures Manual, identified by the authorized employer.
- Each public complaint dismissed as frivolous, vexatious or made in bad faith.
- Each public complaint otherwise not investigated or in which the investigation is discontinued prior to a finding.
- The dispositions of completed public complaints or authorized employer-initiated investigations. This obligation can be discharged by copying the Director on finding letters sent to the complainant or peace officer.

Report to the Director annually:

- An annual report showing at a minimum:
 - Name and position of the program contact person.
 - An updated list of peace officers employed and their positions within the agency.
 - A short summary describing the general nature of services provided by the peace officers, the operational practices of peace officers employed, and listing showing enforcement and enforcement related activities that took place.
 - Submission dates for annual reports can be set by the authorized employer to coincide with any internal reporting systems. If no date preference is indicated by the authorized employer, then these reports are due by the end of January each calendar year.
- Peace officer must report to the authorized employer within 24 hours:
- Any event in which the peace officer has been charged or arrested for an offence under the Criminal Code, Controlled Drugs and Substances Act, or any other enactment of Canada.
- Any event in which the peace officer has been charged or arrested for an offence under a provincial statute of Alberta.
- Loss of peace officer ID card.

Reference: Public Security Peace Officer Program, Policy and Procedures Manual, February 2012, Program Reporting Responsibilities, Section 22.0, Page 72

ENFORCEMENT OFFICER CALL-OUT

1. It is recognized that a call out is an agreed part of the Officer's duties. Call out is defined as being called into work outside of the schedule of the officer. Call out would not include short notice change of work hours or shift.
2. Call out will take place only in urgent circumstances and will not be considered for minor occurrences that can be dealt with when the officer is back on shift. Urgent circumstances would include a situation that where imminent danger, injuries and/or substantial property damage is likely to occur. It also included any time the Chief Administrative Officer or designate deems necessary.
3. If the officer received a request from a member of the public, the details of the call will be recorded. The officer will then evaluate the need to respond to the call if its urgency based on article 2 of this policy. If the officer believes the situation could result in injuries and/or property damage they will notify the RCMP/ or a mutual aid partner. If they can respond without the assistance of the officer, the officer will not respond. If they are unable to respond, the officer will be expected to respond to the call if available.
4. It is recognized that the officer may not be available 24 hours a day, 7 days a week. When an officer receives a call through dispatch, it is expected the officer will return the call on the next shift. Dispatch will determine if another agency is better to respond. Any cell phone issued shall have a voice mail directing calls to dispatch.
5. Every effort will be made with the RCMP and mutual aid partner to cooperate and form an open lane of communication in the execution of this policy.
6. Remuneration will be paid to the Officer as outlined in the employment letter of agreement.
7. The Chief Administrative Officer or designate will have final authority in regard to any call out issue. The officer will ensure that contact information is updated frequently.
8. The officer may use the patrol vehicle outside of the corporate limits of the Town of Millet outside their regular shift at the discretion of the Chief Administrative Officer or designate. This clause supersedes Article 2 of the Town of Millet Policy #1.

CAT TRAP POLICY

1. To obtain a cat trap, residents must sign an agreement form as attached to this policy and pay the deposit.
2. A deposit of \$25 shall be charged to obtain a cat trap, with \$20 to be refundable upon the return of the trap in an undamaged condition.
3. Cat traps can only be obtained during regular operating hours of the Town of Millet town office. Any cat traps signed out must be returned as agreed on by the Enforcement officer and resident.
4. The Enforcement Officer is not obligated to pick up and impound any cat trapped outside of normal operating hours of the Town of Millet.
5. The safe and humane care of any cat trapped is the responsibility of the property owner until the cat is picked up by the Enforcement Officer.
6. No cat traps may be set after 3:00 p.m. on Friday to 11:00 p.m. on Sunday.
7. No cat traps may be set when the temperature is forecast to be lower than 0 degrees Celsius or higher than 30 degrees Celsius.

CAT TRAP AGREEMENT

**Between
The Town of Millet**



And

Name	File Number #
Street Address	Telephone #

I agree to accept full responsibility for the Town of Millet Cat Trap, Number _____ and other equipment, which may be supplied. I am also responsible for the safety and wellbeing of any animal caught in this trap.

I further agree:

1. To pay a deposit of \$25.00 for the above cat trap. If I return the cat trap by the allotted date undamaged, \$20.00 will be refunded. If I fail to return the cat trap on the date stated, the deposit of \$25.00 will be forfeited to the Town of Millet. If the trap becomes damaged, I will be assessed cost of repairs.
2. To place the cat trap only on the property described above.
3. To set the trap in a shaded and/or sheltered area.
4. To check the cat trap hourly and to not leave the trap unattended if absent from the property.
5. To feed, water and care for the trapped animal in a humane manner.
6. An Enforcement Officer may enter my property to ensure that this agreement is being complied with and to retrieve the trap and/or cat.
7. The cat trap will only be set to trap cats during the working week, Sunday (after 11:00 pm.) up to 3:00 p.m. daily, including Friday. THEREFORE, NO CAT TRAPS ARE TO SET BETWEEN FRIDAY 3:00 P.M. TO SUNDAY 11:00 P.M.
8. No cat traps are to be set when the temperature is expected to be lower than 0°C or higher than 30°C.
9. To notify the Enforcement Officer at the first opportunity during regular operating hours (8:00 a.m. to 3:00 p.m. Monday to Friday) of any cat that is trapped. 780-387-4224 schedule will be obtained.
10. To return the cat trap to the Town of Millet on or before the date specified in this agreement, or as arranged by the Enforcement Officer and resident.

THE CAT TRAP IS TO BE RETURNED NO LATER THAN _____, 20____.

In signing this agreement, I promise to abide by all the above terms and conditions.

Signature here:

Date: M____D____Y____

Witness here:

Date: M____D____Y____

Deposit Made By: Cash Cheque Debit

TRAP RETURNED

Date: M____D____Y____

Comments

Deposit Returned

Condition:

Amount: _____

Date: _____

Check #: _____

IMPOUNDMENT POLICY

PROCEDURES:

1. Animals may be impounded by the Enforcement Officer under the provisions of the Animal Bylaw and any amendments thereof.
2. Cats may be picked up and impounded by the Enforcement Officer in accordance with the Cat Trap Policy.
3. The Enforcement Officer shall have the right to refuse impound of any animal if they believe the animal to be from outside the Town of Millet town limits or the owner is attempting to abandon the animal at the Town's expense.
4. Upon an animal entering the shelter, attempts to contact the owner, if ascertainable, shall be made to inform them of the location of their animal.
5. As per Section 18 of the Animal Bylaw, impounded animals may be claimed by paying all applicable fines and fees at the Town of Millet Town Office during regular operating hours prior to release of the impounded animal.
6. The Town of Millet is not obligated to release any impounded animal outside of regular operating hours.

FEES:

1. Impound Fee – Subject to the Animal Bylaw any Amendments thereof
2. Boarding Fees - Impound Fee – Subject to the Animal Bylaw any Amendments thereof
3. Veterinary Fees – as incurred
4. Any previously unregistered dog that is impounded must also be registered prior to release.

Administration responsibilities

The Manager of Enforcement Services, Chief Administrative Officer, Council, and the Town of Millet Policy Review Community shall:

- Ensure a full review of these procedures will be conducted every Three years.

Approved by: _____

(Chief Administrative Officer)

Approved by: _____

(Manager of Enforcement Services)

Approved by: _____

(Mayor)

Date of full review: _____



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date: June 23rd, 2021

Originated By: Lisa Schoening

Agenda Item: 10.6 Invitation – AUMA’s Summer 2021 Municipal Leaders’ Caucus

[Registration is now open](#) for AUMA’s Summer 2021 Municipal Leaders’ Caucuses! This year, AUMA is visiting the following five communities:

- July 20 – Bow Island (Bow Island Multiplex)
- July 21 – High River (Heritage Inn Hotel & Convention Centre)
- July 27 – Sexsmith (Civic Centre)
- July 28 – Redwater (Pembina Place)
- July 29 – Wetaskiwin (Best Western Wayside Inn)
 - July 29th will also be offered virtually

While indoor gatherings are currently restricted, as we move closer to Stage 3, and restrictions lift, we are confident we will be able to move forward with in-person events.

Caucus will consist of a one-day program that will run from 10 a.m. to 2 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast refreshments and lunch. Doors will open at 9:30 a.m.

The session on July 29 will be streamed on Zoom to allow for members to participate who are not able to attend in-person, at a cost of \$25.

RECOMMENDATION

That Council decide who will attend the AUMA’s Summer 2021 Municipal Leaders’ Caucus on July 29th, 2021 in Wetaskiwin at a cost of \$100.00 each.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23, 2021
Originated By: Lisa Novotny, Director of Development
Agenda Item: 10.7 Subdivision Application TM/21/01

BACKGROUND/PROPOSAL

A subdivision application was received from Shipway Farms for the creation of three new 3 lots consisting of a total of 31.72 acres within the property civically addressed as 4401 – 45 Avenue, LINC 0027612175 which is legally described as follows:

THE NORTH WEST QUARTER OF SECTION TWENTY EIGHT (28)
TOWNSHIP FORTY SEVEN (47)
RANGE TWENTY FOUR (24)
WEST OF THE FOURTH MERIDIAN
CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.
EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS
A) PLAN 3446NY ROAD 0.421 1.04
B) PLAN 8121104 SUBDIVISION 2.50 6.18
C) PLAN 9422421 ROAD 0.805 1.99
D) PLAN 9824390 SUBDIVISION 1.22 3.01

This application was presented to the Municipal Planning Commission on June 4, 2021, which made the following motion:

<p>Res# 07/21 Subdivision application TM 21-01</p>	<p>Moved by Member Storey that the Municipal Planning Commission makes recommendation to Council to approve the subdivision file TM/21/01 to separate 3 lots from the property civically addressed as 4401 – 45 Avenue, LINC 0027612175 which is legally described as follows:</p> <p>THE NORTH WEST QUARTER OF SECTION TWENTY EIGHT (28) TOWNSHIP FORTY SEVEN (47)</p>
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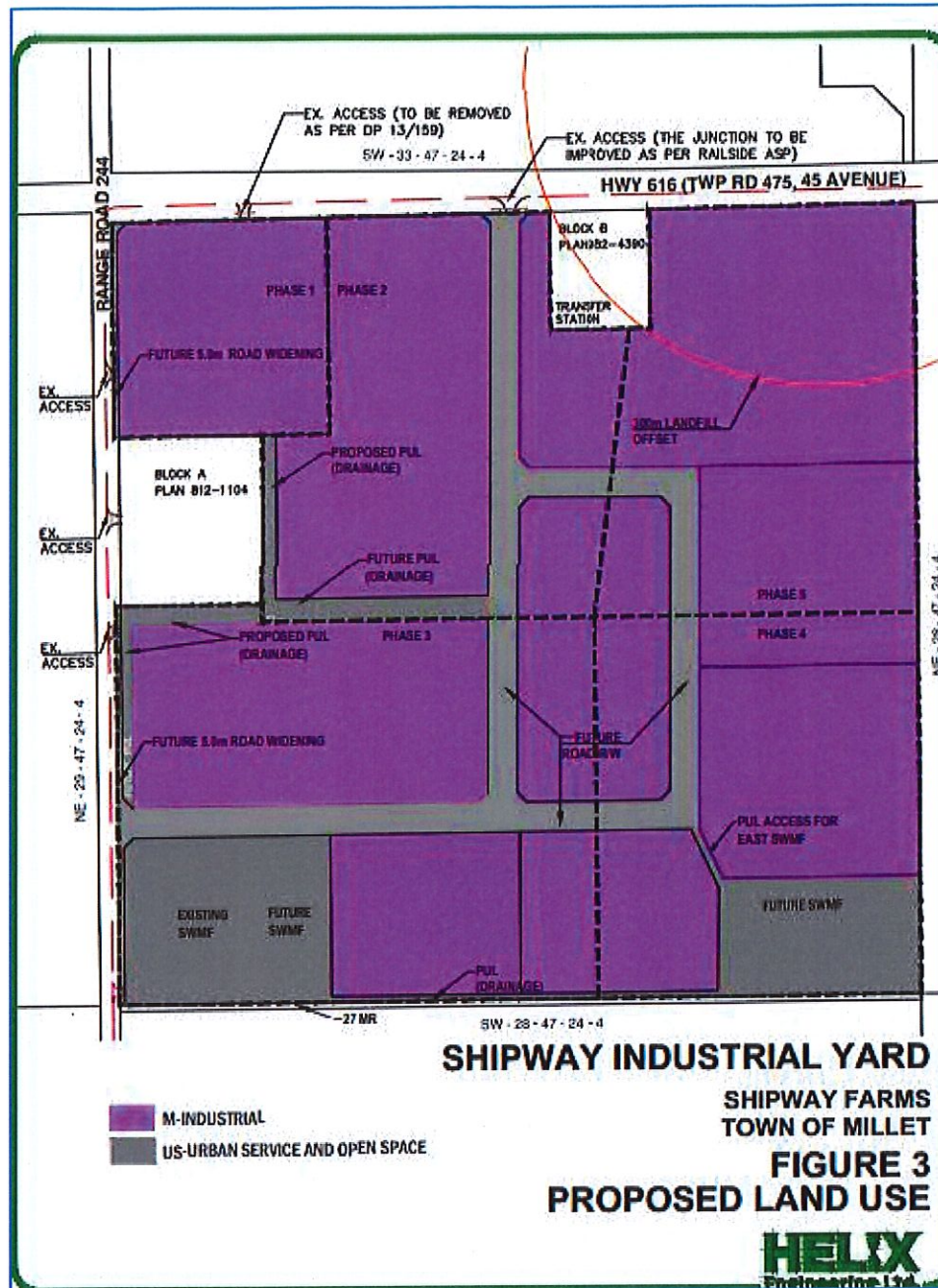
	<p>RANGE TWENTY FOUR (24) WEST OF THE FOURTH MERIDIAN CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS. EXCEPTING THEREOUT: HECTARES (ACRES) MORE OR LESS</p> <p style="padding-left: 40px;">A) PLAN 3446NY ROAD 0.421 1.04 B) PLAN 8121104 SUBDIVISION 2.50 6.18 C) PLAN 9422421 ROAD 0.805 1.99 D) PLAN 9824390 SUBDIVISION 1.22 3.01</p> <p>Including entering into and complying with the development agreement as stated in the draft approval June 4, 2021</p>
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DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed subdivision application meets the requirements established in the Shipway Farms Area Structure Plan which was approved as Bylaw 2020-29. The purpose of the ASP is:

“The purpose of the Shipway ASP is to provide a plan consistent with other statutory plans and to provide a land use concept for industrial development within the plan area. The plan will establish an implementation strategy based on the development phasing.”

The subdivision application subdivides both Phase 1 and Phase 2 as shown below of Figure 3:



One other item of note is that given the location of the property, municipal reserves are not requested to be dedicated, but paid as cash to the Town.

COSTS/SOURCE OF FUNDING

Not applicable.

RECOMMENDED ACTION:

That the Council the approval of subdivision file TM/21/01 to separate 3 lots from the property civically addressed as 4401 – 45 Avenue, LINC 0027612175 which is legally described as follows:

THE NORTH WEST QUARTER OF SECTION TWENTY EIGHT (28)
 TOWNSHIP FORTY SEVEN (47)
 RANGE TWENTY FOUR (24)

WEST OF THE FOURTH MERIDIAN

CONTAINING 64.7 HECTARES (160 ACRES) MORE OR LESS.

EXCEPTING THEREOUT:	HECTARES	(ACRES) MORE OR LESS
A) PLAN 3446NY ROAD	0.421	1.04
B) PLAN 8121104 SUBDIVISION	2.50	6.18
C) PLAN 9422421 ROAD	0.805	1.99
D) PLAN 9824390 SUBDIVISION	1.22	3.01



APPLICATION FOR SUBDIVISION

File # TM/21/01 Date: March 10, 2021

Current Land Use: Industrial Shop & Storage

Registered Owner

Name(s): Shipway Farms Ltd.

Contact: Rob Shipway

Address: Box 58

City Millet Province AB Postal Code TOC 1Z0

e-mail: Shlpwayfarms@gmail.com

Legal Description of Land to be Subdivided

Quarter NW Section 28 Township 47 Range 24 Meridian 4

Lot _____ Block _____ Plan _____

Rural or Municipal Address _____

Area of current title 147.78 acres Area of lot(s) to be created 31.73 acres

If the land is immediately adjacent to the County of Wetaskiwin boundary Yes No

Is the land within 1.6km of a Highway or Secondary Highway, if yes provide the highway number.

Yes No Highway Number 616

If the proposed parcel contains or is bounded by a river, stream, or other body of water, lake or by a drainage canal, if yes please provide details Yes No

Proposed Subdivision

Describe the proposed subdivision 3 lot industrial subdivision

Number of lots to be created: 3

Description of existing buildings: Industrial Shop to remain

Item 6.1

List Available Utilities including water, sewer, gas, power telephone existing water well, power & telephone

Describe the soil, slope and vegetation vegetation: stripped, gravelled lot
Soil: clay till; slope: flat

Describe the present sewage disposal system existing septic holding tank

Owner's Application and Consent

1. I am the registered owner of the property as noted.
2. I am applying for approval to subdivide the property as noted.
3. The information on this form is full and complete and is to the best of my knowledge a true statement of the facts relating to this application for subdivision.
4. I consent to the subdivision authority to enter the above noted land to conduct a site inspection.
5. I acknowledge the Decision Time Limit of 60 days as established by the Subdivision and Development Regulation 43/2002.
6. The information on this form may be released under Section 653 of the Municipal Government Act or successor legislation.
7. If an agent is required, I consent to the person noted below to act as my agent for the purposes of processing the application.
8. The personal information provided by you is being collected under the authority of the Municipal Government Act RSA 2000, Chapter M26 and will be used for the purposes of the Act. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.
9. I accept that all fees are Non-Refundable

Name of Owner (printed) Rob Shipway

Signature 

Owner's Agent (if applicable):

Name Valerie Lethbridge, Helix Surveys Ltd

Address: 202, 10514 67 Ave

City Grande Prairie

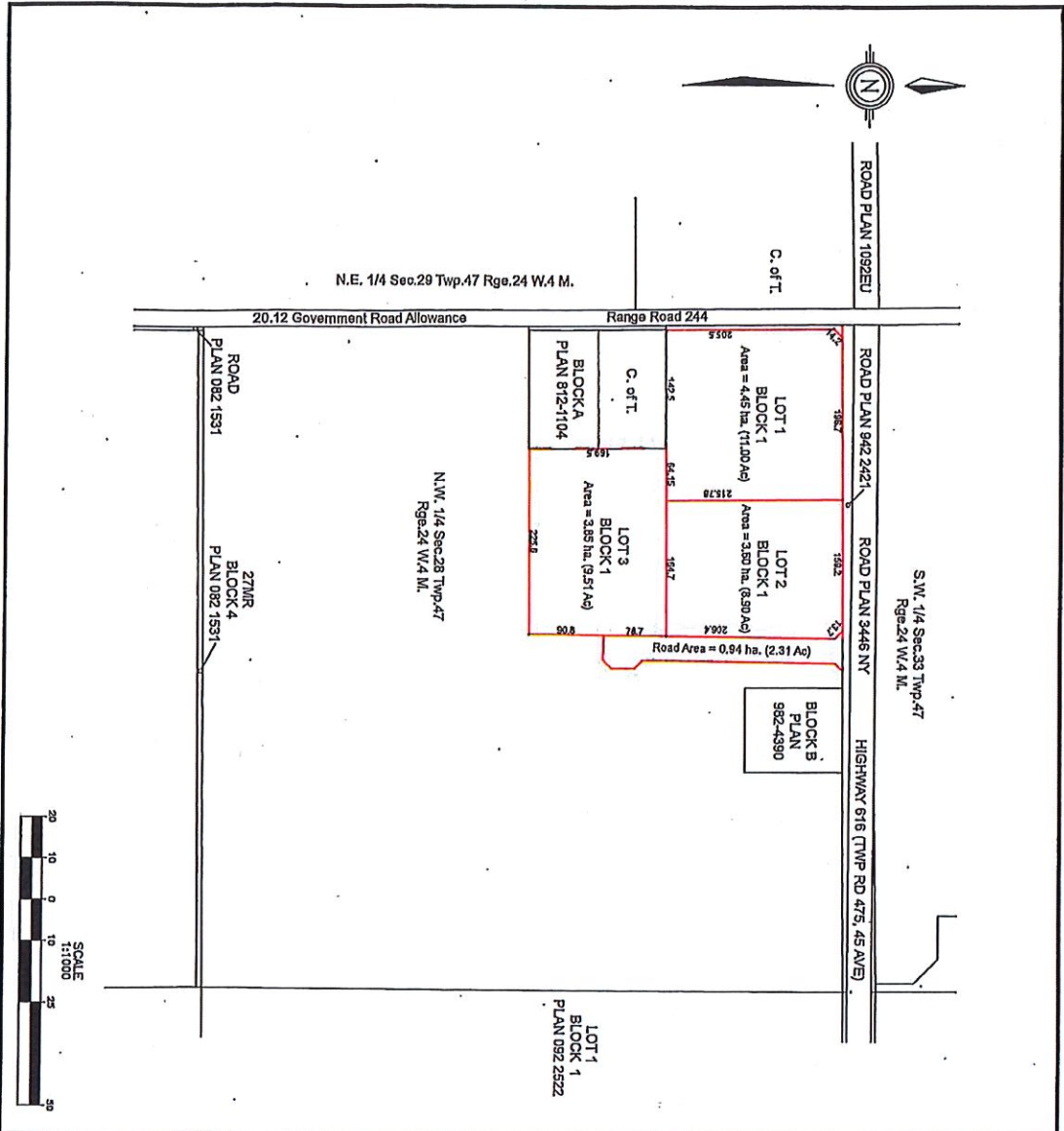
Province AB

Postal Code T8X 0M1

Email: val.lethbridge@helixsurveys.ca

Signature of Owner's Agent Valerie Lethbridge

Date March 10, 2021



PLAN SHOWING PROPOSED
SUBDIVISION
OF PART OF
N.W.1/4 SEC.28 TWP.47 RGE.24 W.4 M.
TOWN OF MILLET
ALBERTA

SUBDIVISION AUTHORITY Town of Millet	OWNER Shipway Farms
---	------------------------

LEGEND

Area to be registered shown outlined thus and contains 12.84 ha.

Lots designated MR are Municipal Reserve Lots

Distances shown on the plan are ground and are in meters and decimals thereof

Distances on curves are arc distances

Lot numbers shown thus 3

NOTES

Proposed Subdivision contains 3 lots.

Boundaries are based on existing Land Title Office records and are subject to change upon legal survey

Land is currently zoned Industrial (M) District and will remain as such.

This subdivision is within 1.6km of a Highway

This subdivision is not within 1.5km of a sour gas facility

ABBREVIATIONS

E. East M. Metres N. North Rge. Range R/W. Right of way	S. Sec. U/R/W. Urban Right of Way W. West
---	---

SCALE: 1:5000

FILE No.: 247D-001

DWG.: 247D-001-PSUB

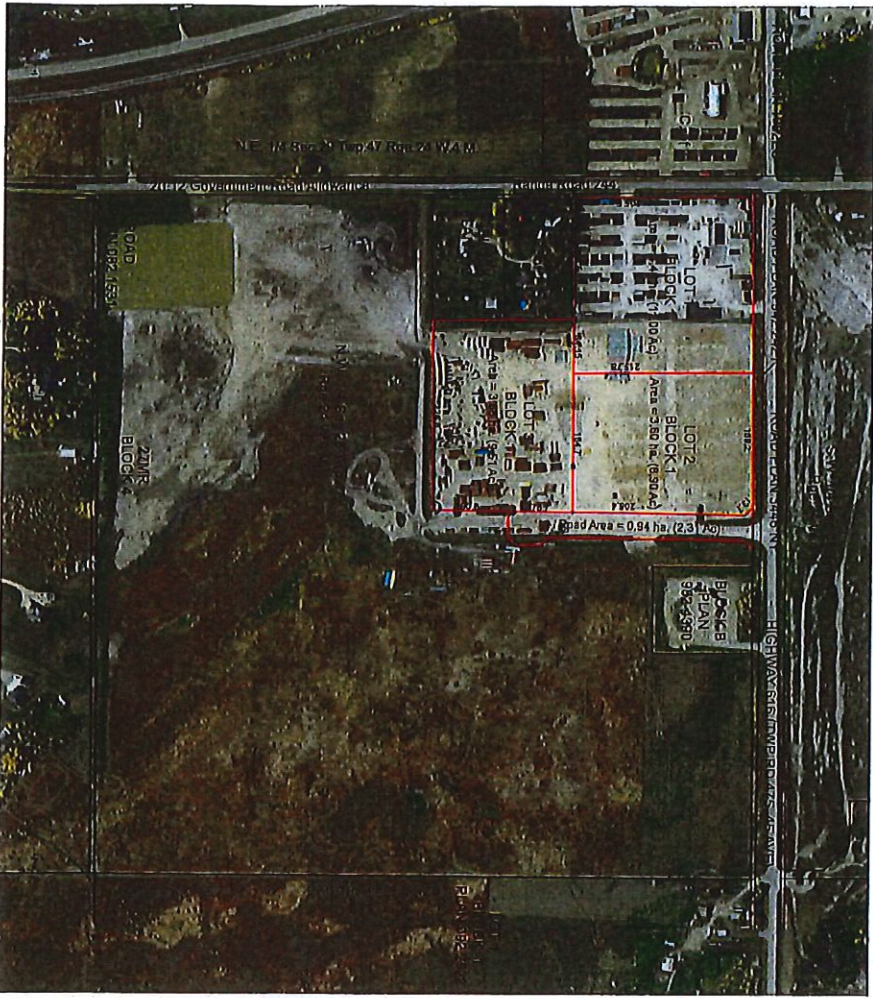
DRAWN BY: JDP

#202, 10514-57th Ave.
Grande Prairie, AB
T8V 0K3

HELIX
surveys Ltd.

P: 790.532.5731
F: 790.532.5924

Item 6.1



**PLAN SHOWING PROPOSED
 SUBDIVISION**
 OF PART OF
N.W. 1/4 SEC. 28 TWP. 47 RGE. 24 W. 4 M.
 TOWN OF MILLET
 ALBERTA

SUBDIVISION AUTHORITY	OWNER
Town of Millet	Shipway Farms

LEGEND

Area to be registered shown outlined thus and contains 12.84 ha.

Lots designated M/R are Municipal Reserve Lots

Distances shown on the plan are ground and are in meters and decimals thereof

Distances on curves are arc distances

Lot numbers shown thus 3

NOTES

Proposed Subdivision contains 3 Lots.

Boundaries are based on existing Land Title Office records and are subject to change upon legal survey

Land is currently zoned Industrial (M) District and will remain as such.

This subdivision is within 1.5km of a Highway

This subdivision is not within 1.5km of a sour gas facility

ABBREVIATIONS

E	East	S	South
ha	hectare	Sec.	section
M	Municipal	TWP.	Township
N	North	R/W	Right of way
R/W	Right of way	U	Utility
R/W	Right of way	W	Water

SCALE: 1:5000	#202, 105/4-47th Ave. Grande Prairie, AB. T8W 0K8
FILE No.: 2470-001	
DWG.: 2470-001-PSUB	
DRAWN BY: JDP	
	P: 780.532.5751 F: 780.532.5854

Item 6.1



Delivery Services, Transportation
Central Region, Red Deer District

AT Reference No.: RSDP034967
AT File Number: NW28-47-24-W4 (SUB)
Municipality File Number: File # TM/21/01 Shipway Farms Ltd.

May 6, 2021

Town of Millet
Email: infrastructure@millet.ca

Attention Town of Millet

Subject: Subdivision Referral – Town of Millet

Reference / File Number	Description	Location
RSDP034967-1	Proposed Subdivision - File # TM/21/01 Shipway Farms Ltd.	Highway 2a/Hwy 616 NW-28-47-24-4

This will acknowledge receipt of your circulation regarding the above noted proposal, which must meet the requirements of Sections 14 and 15 of the Subdivision and Development Regulation, due to the proximity of Highway 2a. The department is currently protecting Highway 2a to a Multi-lane standard at this location. The department has plans to twin Highway 2A through the town of Millet in the near future however a date is yet to be determined.

The Department has completed our review of the Millet Industrial Park TIA 2019 and the addendum letter provided by Bunt and Associates (January 2021) as requested by the Town. These documents have been approved by the Town as the plan for moving forward with the Shipway Subdivision TM/21/01.

The above noted subdivision proposal does not meet Section 14 of the Regulation. The department also has reviewed the operational and safety impacts to the affected highway intersection and increased subdivision or development may trigger the need for upgrades sooner than 2026. The department will agree to a variance of section 14 and 15, in this instance, subject to acknowledgment from the town that the Traffic Impact Assessment recommended actions will need to be implemented prior to additional subdivisions or large developments being approved;

- The intersection of Highway 616/45 Avenue and Highway 2A requires signalization within the 2026 horizon. Cost of these improvements are the responsibility of the Municipality/Developer.
- The intersection of Highway 616/45 Avenue and Highway 2A requires separate left turn, through, and right turn lanes for the north and south approaches and a westbound right turn lane within the 2026 horizon. The lanes will be absorbed into the ultimate intersection configuration when Highway 2A is twinned.
- A Type IV intersection treatment with a westbound right turn bay is warranted at the 45 venue/West Access/Shipway Access intersection with development of the Millet Industrial Park and Shipway ASP.

- Delineation lighting is warranted at the 45 Avenue/West Access/Shipway Access intersection as well as the Township Road 475 intersections with Highway 814 (note the above bullet points were taken directly from the TIA Recommendations)

The Department, per our 'Who Pays Policy' requires that municipalities, through the developers, fund improvements to highway connections required as a result of increased traffic caused by subdivisions and development.

NOTE: A Roadside Permit will be required prior to any construction /improvements in the highway right of way when the time comes.

Pursuant to Section 678(2) of the Municipal Government Act, Alberta Transportation requires that any appeal of this subdivision be referred to the Municipal Government Board.

If you have any questions please contact the undersigned Development and Planning Technologist.

Signed:



Digitally signed by Cindy Skjaveland
DN: cn=Cindy Skjaveland, o=Alberta
Transportation, ou=Central Region,
email=Cindy.Skjaveland@gov.ab.ca, c=CA
Date: 2021.05.06 14:54:23 -06'00'

Cindy Skjaveland, Dev and Planning Technologist

Cindy.Skjaveland@gov.ab.ca

(780) 679 1770



Town of Millet
Box 219
Millet, Alberta T0C 1Z0
Phone: 780-387-4554/
Fax 780-387-4459

Draft Approval

June xx, 2021

TOM File Number: TM/21/01

Shipway Farms Ltd.
c/o Rob Shipway
Box 58
Millet, Alberta T0C 1Z0

Proposed Subdivision within NW 28-47-24-4

The Town of Millet has reviewed your application for a subdivision and has found that it is consistent with section 654 of the Municipal Government Act. The Town of Millet has **APPROVED** the application for subdivision.

To complete the plan of subdivision and obtain new titles, the applicant must satisfy the following conditions:

1. Engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office and submit that plan to the Town of Millet for endorsement.
2. Alberta Transportation will agree to a variance of section 14 and 15, in this instance, subject to acknowledgment from the Town that the Traffic Impact Assessment recommended actions will need to be implemented prior to additional subdivisions or large developments being approved. Refer to AT Reference Number #RSDP034967 and letter dated May 6, 2021.
3. Alberta Transportation requires a Roadside Permit prior to construction/ improvement in the highway right of way when time comes.
4. The applicant must enter into and comply with the development agreement and the agreement will be registered on all lots (the proposed lots and the remainder). The terms must be satisfactory to the Town of Millet, for the purpose described in Section 655 of the Municipal Government Act; and may include but not limited to:
 - a. The provision and approval of infrastructure plans that comply with the Town of Millet Design Standards.
 - b. The provision of insurance documents and the financial security to ensure completion of the Municipal Improvements that serve the development.

- c. The responsibility by the Developer to construct, and pay for the construction of municipal improvements, provide professional monitoring during construction, to gain acceptance of the municipal improvements, by the municipality; and to provide a guarantee of the work.
 - d. The payment of off-site levies, local improvement levies, connection fees, agreement fees, inspection and monitoring fees and review fees, and all other relevant fees, to the Town of Millet.
5. Atco Gas required an application 6 months in advance if the new development requires natural gas and the applicant be willing to grant Atco a ROW to service different lots. Please refer to the attached email dated March 31, 2021 regarding requirements. Contact Atco Gas to make all necessary arrangements for services.
 6. The developer is to arrange installation of electrical services through Fortis Alberta for this subdivision. Please contact 310-WIRE (310-9473) to make application for electrical services. Please refer to the attached letter of requirements dated March 31, 2021 from Fortis Alberta.
 7. That Public Utility lots be created as required by the Area Structure Plan Bylaw 2020-21 which are highlighted on Figure 3.
 8. That all utilities are located within Right of Ways which are to be created as required by the Town of Millet Design Standards Policy 51.
 9. Pay any outstanding taxes on the property.
 10. Pay an endorsement fee of \$150.00 per lot to the Town when the plan is submitted for final approval.
 11. That MR attributed to this subdivision shall be calculated and paid as part of the development agreement.

When all these conditions have been met, we will endorse the surveyor's plan for registration at Land Titles Office, and your new title(s) will be created.

The approval is valid for one year from the date of this letter. You must meet all the conditions listed above, and have your surveyor submit the plan to us, within the year. If you do not submit the plan within the year, you may request a one-year extension.

Should you wish to appeal any of these conditions, you must file notice of appeal with the Secretary of the Municipal Government Board within 14 days of this letter (not business days).

The Board's address:

Municipal Government Board Alberta Municipal Affairs
1229 91 Street SW
Edmonton, AB T6X 1E9
Phone: 780-427-4864 **Fax:** 780-427-0986 **E-mail:** mgbmail@gov.ab.ca

TIME LIMIT TO HOLD A HEARING Pursuant to section 680(4) of the MGA, once an appeal has been filed; the MGB must open an appeal within 60 days and is required to provide a written decision with reasons within 15 days of concluding a hearing.

Government departments affected by this subdivision have the right to appeal against this decision, so this office will not endorse any documents or plans until the appeal period has expired, 19 days from the date of this letter.

Regards,

Lisa Novotny, AMAA
Director of Development & Infrastructure
Town of Millet



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: June 23rd, 2021
Originated By: Eric Weremey, Utilities Foreman
Agenda Item: 10.8 Stump Grinder

BACKGROUND/PROPOSAL

I would like to ask for additional funds so Millet can purchase our own stump grinder for this year so Millet can deal with the stump problem ourselves. The alternative is we pay a company to do it and possibly pay more. This purchase could save Millet many more dollars in the future as well.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Currently there are 15 stumps give or take needing to be delt with in Millet. The stumps Vary in size. To get stumps properly removed you are look at between \$250 to \$1000 depending on size. if we go with what the average price is going to be let's just say 15 trees at \$500 each. **\$7500** to remove the stumps. Millet has gone through some hard weather over the last 10 years, that has been even harder on Millet Trees. I was able to do some price comparing and was able to find a great deal on a stump grinder that would pay for itself.

If you see attached quote, regular price on this high flow grinder is \$7,895.00 US. We got Quick Attach down to \$5,905.00 US. Including an extra set of teeth for the unit and a few other parts we need to hook up, total cost is \$6,690.00 US. Even with the exchange rate Millet would be looking at \$7827.30 Canadian. Price might vary a bit depending on the Exchange rate.

During the course of checking costs and prices, the quality of Quick Attach comes highly recommended from other operators in government and private sections. With the way this model is designed there is no need to spend money on guards for the skid steer door, because it is built into the unit. The only real maintenance are the carbide teeth. on a municipality level I have heard that 5 years and still using the same teeth in some cases.

Thank you all for your time in considering this matter. Look forward to hearing what you decide.

Eric Weremey, Utilities Foreman
Tammy Newton Parks Foreman



SALES QUOTE

Quote Number 2003640
 Created Date 5/18/2021
 Expiration Date 5/31/2021

Mail Payment to Lockbox:
 Attachments Direct
 Dept. CH 17715
 Palatine, IL 60055-7715

Terms Check
 Est Ship Date 5 Weeks
 Ship Via Truck

Prepared By Joel Loveland
 Email joel.loveland@quickattach.com
 Account Owner Joel Loveland

Contact Name Eric Weremey
 Phone 7809166592
 Email publicworks@millet.ca

Bill To Name Town of Millet
 Bill To Millet, AB T0C1Z0
 CA

Ship To Name Town of Millet

Product Code	Description	Quantity	List Price	Total Price
900551	QUICK STUMP-AWAY Stump Grinder High Flow	1.00	\$7,895.00	\$5,905.00
320647	Wire Harness John Deere "D", "E" and "G" Series EH 14 Pin	1.00	\$205.00	\$150.00
320058	Flat Faced - Factory Installed Couplers	1.00	\$135.00	\$100.00
317400	Case Drain Coupler (female)	1.00	\$75.00	\$56.25
311678	Full Set of Replacement Teeth	1.00	\$515.00	\$385.00
311677	Replacement Threaded Tooth Holder	5.00	\$15.00	\$56.25
311630	5/8" X 2" Recessed Holder Bolt	10.00	\$5.00	\$37.50

Total Price \$6,690.00
 Freight \$0.00
 Grand Total \$6,690.00

Additional Notes

Thank you for considering Quick Attach, we appreciate the opportunity to work with you.
 2 Year Warranty - Made in America - In Business Since 1948

*** Quote Does NOT INCLUDED Local Tax and Freight ***

John Deere 326E HF 74 HP 72.6"W 21/29 GPM @ 3450 PSI

COUNCIL MEETING

JUN 23 2021

ITEM # 10.8



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: June 23, 2021
Originated By: Lisa Novotny, Director of Infrastructure
Agenda Item: 10.9 Old School Waterline Replacement Tender Results

BACKGROUND/PROPOSAL

At the April 14th Council meeting Council approved the replacement of the waterline servicing the Old School. Attached for Council's consideration is the technical memo from McElhanney regarding the results of the tender along with their professional recommendation.

RECOMMENDATION

That Council award the Old School waterline replacement project to Alfresco Contractors Inc. in the amount of \$39,684.00.



To
Lisa Novotny, Director of Development & Infrastructure

From
Andy Heath, P.Eng., P.E., Project Manager

Company
Town of Millet

Company
McElhanney Ltd.

Re
Town Centre Waterline Replacement
Tender Review, Bid Evaluation & Recommendation Letter

Date
June 17, 2021

1.0 INTRODUCTION

This formal technical memorandum briefly outlines the following items based on the Tender Close for the **Town Centre Waterline Replacement** project:

- Tender Results;
- Bid Evaluation
- Recommendations & Next Steps; and
- Certification

COUNCIL #

JUN 23 2021

ITEM # 109

2.0 TENDER RESULTS

Five (5) total Bidder packages were received through EMAIL by the 5:00PM (MST), June 16, 2021 Tender Close. No Public Tender Opening commenced; however, all Bidders were notified of the unofficial results on June 17, 2021 through EMAIL.

Based on the total of four (4) separate "Required Document" checks, including review of the executed Tender Forms, all Bidder packages were evaluated by McElhanney. All Bidders were deemed as "Qualified" having submitted the required documents. See the table below for the concise Official Tender Results Summary and the attached Detailed Bidder Evaluation Sheet.

Prime Contractor	Qualified (Y/N)	Bid Tender Price (Unofficial)	Bid Tender Price (Official)	Bid Ranking (Official)
Alfresco	Y/N ⁽¹⁾	\$39,684.00	\$39,684.00	1 ⁽¹⁾
Cobra	Y	\$71,300.00	\$71,300.00	3
GS Construction	Y	\$98,000.00	\$98,000.00	4
Norellco	Y	\$117,960.86	\$117,960.86	5
Urban Dirtworks	Y	\$54,527.80	\$54,527.80	2

(1) The limits of insurance provided on Alfresco's certificate of insurance is under the requirements for Umbrella (General) Liability at \$3,000,000 and will need to be confirmed by Alfresco within 3 business days.

(2) All provisional items are included within the Bid Tender Prices.

3.0 BID EVALUATION

Further analysis and conclusions of the Bidder Results are summarized as follows:

- It is understood that the Town's approved budget for this assignment is \$50,000 (pre-GST), which includes all provisional items and contingencies.
- The difference between the Bid Tender Price from Alfresco (Low Bidder) of \$39,684.00 and the Town's approved budget of \$50,000.00 is being documented at \$10,316.00 lower or -20.6%.



- The Average Bid Tender Price of the five (5) Bidders is recorded as exactly \$72,495.96 or +\$22,498.96 (45%) higher than Town's approved budget.

4.0 RECOMMENDATIONS & NEXT STEPS

Based on the analyzed results of the five (5) Qualified Bids for the *Town Centre Waterline Replacement* project, McElhanney Ltd. recommends Alfresco Contractors Inc. be awarded the contract at a Total Tender Price Bid of \$39,684.00, pending the acquisition of proof of the required insurance limits as set out in the RFQ documents.

If Alfresco is not able to carry the required Insurance, then the next low bidder, Urban Dirtworks, would need to be awarded the assignment or the Tender canceled by the Town as it's above their current approved budget for this assignment.

5.0 CERTIFICATION

This technical memorandum has been prepared solely for the Town of Millet by McElhanney Ltd. under the direction of a professional engineer registered in the Province of Alberta. There are no beneficiaries of this report, and no other person or entity is entitled to rely upon this report for any purpose whatsoever. It is intended only for the Town of Millet and for the purposes and within the limitations stated in the report. McElhanney makes no guarantees and disclaims all liability to any third party with respect to any information or opinions set forth herein.

Should you have any questions or require clarification, please do not hesitate to contact me at 780.809.3272 or via email at aheath@mcElhanney.com.

Yours truly, McELHANNEY LTD.

Andy Heath, P.E., P.Eng., Project Manager

