



TOWN OF DIDSBURY AGENDA

Regular Council Meeting

Tuesday, September 9, 2025, 6:00 pm

Council Chambers 1606 14 Street

Pages

1.	<u>CALL TO ORDER</u>	
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REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
Mission: Creating the Place to Grow.*

MEETING DATE: September 9, 2025
SUBJECT: August 26, 2025 Regular Council Meeting Minutes
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 4.1

BACKGROUND/PROPOSAL:

The minutes of the August 26, 2025 Regular Council Meeting are being presented to Council for their review and approval.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Council can adopt the minutes as presented or amended.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To adopt the August 26, 2025 Regular Council Meeting Minutes as presented.



**Minutes of the Town of Didsbury Regular Council Meeting held on
Held on August 26, 2025 in Council Chambers 1606 14 Street
Commencing at 6:00 p.m**

Council Members Present Mayor Rhonda Hunter
Deputy Mayor Curt Engel
Councillor John Baswick
Councillor Dorothy Moore
Councillor Bill Windsor

Administration Present Acting CAO/Chief Financial Officer, Amanda Riley
Director of Community Services, Nicole Aasen
Director of Engineering & Infrastructure, Craig Fox
Economic Development Officer, Alexandra Ross
Development Officer, Lee-Ann Gaudette
Planner, Tracey Connatty
Council and Community Relations Coordinator, Nelisha Bruce
Communications Coordinator, Lisa Bastarache
Legislative Services Coordinator/Recording Officer, Jocelyn Baxter

1. CALL TO ORDER

Mayor Hunter called the August 26, 2025 Regular Council Meeting to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

Addition of First Quarter Report 3.3 as RCMP First Quarter Report

Res. 442-25

MOVED by Deputy Mayor Engel

To adopt the August 26, 2025 Regular Council Meeting agenda as amended.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

3. DELEGATIONS/PRESENTATIONS

3.1 Didsbury RCMP Detachment

Res. 443-25

MOVED by Councillor Baswick

To accept the Didsbury RCMP Didsbury Detachment RCMP Quarterly Report and thank Staff Sergeant Browne and Corp. Shane O'Neill for presenting to Council on the 2026-2031 Multi-Year Financial Plan and First Quarter Detachment Report.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

4. ADOPTION OF MINUTES

4.1 July 8, 2025 Regular Council Meeting Minutes

Res. 444-25

MOVED by Deputy Mayor Engel

To adopt the July 8, 2025 Regular Council Meeting Minutes as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

4.2 August 18, 2025 Special Council Meeting Minutes

Res. 445-25

MOVED by Councillor Windsor

To adopt the August 18, 2025 Special Council Meeting Minutes as presented.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

5. PUBLIC HEARINGS

5.1 Land Use Amending Bylaw 2025-14 - Redesignate from C3 to RC

Mayor Hunter opened the public hearing to consider Land Use Amending Bylaw 2025-14 at 6:23 p.m. The Bylaw being considered would redesignate 22 properties located in the Central Core area from C3: Commercial District - Core to RC: Residential Commercial. Administration provided a report and summary of the proposed bylaw. The Chair called for questions or comments from Council as well as from the public and those participating virtually to allow those attending the opportunity to speak in favour or against the proposed amendments. Mayor Hunter closed the public hearing to consider Land Use Amending Bylaw 2025-14 at 6:33 p.m.

5.2 Land Use Amending Bylaw 2025-15 - Redesignate from IS to R2

Mayor Hunter opened the public hearing to consider Land Use Amending Bylaw 2025-15 at 6:34 p.m. The Bylaw being considered would redesignate the property located at 2128 21 Avenue from IS: Institutional to R2: Residential District - General. Administration provided a report and summary of the proposed bylaw. The Chair called for questions or comments from Council as well as from the public and those participating virtually to allow those attending the opportunity to speak in favour or against the proposed amendments. Mayor Hunter closed the public hearing to consider Land Use Amending Bylaw 2025-15 at 6:41 p.m.

5.3 Land Use Amending Bylaw 2025-16 - Redesignate from R2 to DC

Mayor Hunter opened the public hearing to consider Land Use Amending Bylaw 2025-16 at 6:41 p.m. The Bylaw being considered would redesignate the lots of land located at 2101, 2105, and 2109 19 Avenue, the former location of the Didsbury Fire Hall, from R2: Residential District - General to DC: Direct Control District. Administration provided a report and summary of the proposed bylaw. The Chair called for questions or comments from Council as well as from the public and those participating virtually to allow those attending the opportunity to speak in favour or against the proposed amendments. Mayor Hunter closed the public hearing to consider Land Use Amending Bylaw 2025-16 at 6:46 p.m.

6. CAO REPORT

Res. 446-25

MOVED by Deputy Mayor Engel

To accept the Chief Administrative Officer Report for August 26, 2025 as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

7. BYLAWS & POLICIES

7.1 Land Use Amending Bylaw 2025-14

Res. 447-25

MOVED by Councillor Windsor

That Council grant second reading to Land Use Amending Bylaw 2025-14.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 448-25

MOVED by Councillor Windsor

That Council grant third and final reading to Land Use Amending Bylaw 2025-14.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

7.2 Land Use Amending Bylaw 2025-15

Res. 449-25

MOVED by Deputy Mayor Engel

That Council grant second reading to Land Use Amending Bylaw 2025-15.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 450-25

MOVED by Deputy Mayor Engel

That Council grant third and final reading to Land Use Amending Bylaw 2025-15.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

7.3 Land Use Amending Bylaw 2025-16

Res. 451-25

MOVED by Councillor Moore

That Council grant second reading to Land Use Amending Bylaw 2025-16.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 452-25

MOVED by Councillor Moore

That Council grant third and final reading to Land Use Amending Bylaw 2025-16.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Deputy Mayor Engel left the meeting at 7:53 p.m.

Deputy Mayor Engel rejoined the meeting at 7:55 p.m.

7.4 COUN 001-25 - Council Remuneration and Professional Development Policy

Res. 453-25

MOVED by Mayor Hunter

To bring back information regarding additional costing estimates related to attendance, registration, accommodation, and per diem at relevant professional development opportunities provided in the Professional Development List provided by Administration and bring back the policy with the tracked changes to the next Regular Council Meeting.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8. BUSINESS

8.1 DP 25-061 Gordon McIntosh - Change of Use DC-IND Direct Control District - Industrial 1205 and 1209 - 20 Street

Res. 454-25

MOVED by Councillor Baswick

To approve DP 25-061 for **Change of Use: Industrial (Services), Industrial (Manufacturing and Operations) and Office** located at 1205 & 1209 – 20 Street, **subject to the following conditions 1 through 9:**

Nature of Development

1. This development shall be classified as **Industrial (Services), Industrial (Manufacturing and Operations) and Office** and all are Discretionary Uses in the DC-IND: Direct Control District.
2. That the nature of the development conforms to the principles set forth in the application.
3. The applicant shall notify the Town of Didsbury if there is any change in the business practice (i.e. change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application or an additional development permit approval as deemed by the Development Authority.
4. That any future development not applied for on the original permit be approved through the permitting process prior to construction.

Safety Code Permits

5. That the applicant/developer ***obtains a Change of Use Building Permit*** and any other applicable Safety Codes Permits from IJD Inspections Ltd. (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act before construction begins. ***Note: The building shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued.***

Additional Requirements

6. Hours of operation for AdOil will be 8:00am to 5:00pm.

7. That a **Business License be purchased** and renewed annually as long as the business is in operation. A lapse in paying the Business License fee will require re-application of the Business License.
8. All municipal Bylaws including, but not limited to, the Business License Bylaw 2012-08 as amended shall be adhered to.

General Requirements

9. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the Permit and/or Land Use Bylaw.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.2 DP 25-065 Blair Patelli - Change of Use DC-IND Direct Control District - Industrial Bay 3, 2825 - 19 Street

Res. 455-25

MOVED by Councillor Windsor

To approve DP 25-065 for **Change of Use: Automotive Services (Minor) & Retail (Small)** located at Bay 3, 2825 – 19 Street, **subject to the following conditions 1 through 9:**

Nature of Development

1. This development shall be classified as Automotive Services (Minor) & Retail (Small) and both are Discretionary Uses in the DC-IND: Direct Control District.
2. That the nature of the development conforms to the principles set forth in the application.
3. The applicant shall notify the Town of Didsbury if there is any change in the business practice (i.e. change of business, intensification of use, storage of materials, etc.). A change in the business practice, as deemed by the Development Authority, may require a review of the original application or an additional development permit approval as deemed by the Development Authority.
4. That any future development not applied for on the original permit be approved through the permitting process prior to construction.

Safety Code Permits

5. That the applicant/developer **obtains a Change of Use Building Permit, if required**, and any other applicable Safety Codes Permits from IJD Inspections Ltd. (i.e. electrical, plumbing, gas) in accordance with the Safety Codes Act before construction begins. **Note: The building shall not be occupied until a final inspection has been completed and a Permit Services Report has been issued, if applicable.**

Additional Requirements

6. Hours of operation would be Monday to Friday 10:00am to 4:00pm with some weekends.
7. That a **Business License be purchased** and renewed annually as long as the business is in operation. A lapse in paying the Business License fee will require re-application of the Business License;
8. All municipal Bylaws including, but not limited to, the Business License Bylaw 2012-08 as amended shall be adhered to.

General Requirements

9. That the Development Officer may, by notice in writing, suspend a Development Permit where development has occurred in contravention to the terms and conditions of the Permit and/or Land Use Bylaw.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.3 Xplore Inc. - Scott Telecom Services Letter of Concurrence**Res. 456-25**

MOVED by Councillor Baswick

To issue a Letter of Concurrence for the proposed Xplore Telecommunications Inc. 45 metre self-support telecommunications tower installation located at Plan 9311360, Lot 2 (W ½-8-31-1-W5M), Didsbury, Alberta.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.4 Regional Policing Committee**Res. 457-25**

MOVED by Councillor Windsor

To approve opting out of the regional policing committee and to send a letter to the Minister of Safety and Emergency Services for permission to establish a municipal policing committee.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.5 Write Off of Uncollectible Tax Account 2025**Res. 458-25**

MOVED by Councillor Moore

To authorize the write off taxes receivable for roll #1398000 totalling \$3,297.05.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

8.6 Joyce McCoy Request for Additional Remuneration**Res. 459-25**

MOVED by Councillor Windsor

That Council accept the request from 8.6 – Joyce McCoy Request for Additional Remuneration as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel		X
Councillor Baswick		X
Councillor Moore		X
Councillor Windsor	X	

Motion Defeated

Res. 460-25

MOVED by Councillor Moore

That Joyce McCoy be reimbursed for \$1,254.58 of her submitted request to reflect the Federation of Canadian Municipalities (FCM) Conference.

	FOR	OPPOSED
Mayor Hunter		X
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

Motion Carried

8.7 Central Alberta Resilience Taskforce (CAERT) Participation

Res. 461-25

MOVED by Councillor Baswick

To approve the Town of Didsbury's participation in the Central Alberta Resilience Taskforce (CAERT).

	FOR	OPPOSED
Mayor Hunter		X
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor		X

Motion Carried

9. COUNCIL REPORTS AND MEETING HIGHLIGHTS

Res. 462-25

MOVED by Deputy Mayor Engel

To accept the August 26, 2025 Council Reports as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Highlights

- RCMP MYFP
- Public Hearings for Bylaw 2025-14, 2025-15, and 2025-16.
- Bylaw 2025-14, 2025-15, and 2025-16
- The CAO Report – First and Second Quarterly Financial Reports
- Regional Policing Committee

10. CORRESPONDENCE AND INFORMATION

Res. 463-25

MOVED by Councillor Moore

To accept the correspondence for August 26, 2025 as information.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

Res. 464-25

MOVED by Councillor Moore

That Mayor Hunter write letters of response to Commanding officer Trevor Daroux and Mark Piciacchia on behalf of Council.

	FOR	OPPOSED
Mayor Hunter	X	
Deputy Mayor Engel	X	
Councillor Baswick	X	
Councillor Moore	X	
Councillor Windsor	X	

Motion Carried

11. QUESTION PERIOD

12. CLOSED MEETING

13. RECONVENE

14. **ADJOURNMENT**

Res. 465-25

MOVED by Councillor Baswick

To adjourn the August 26, 2025 Regular Council Meeting at 9:31 p.m.

Motion Carried

Mayor - Rhonda Hunter

Acting Chief Administrative Officer- Amanda Riley



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
Mission: Creating the Place to Grow.*

MEETING DATE:	September 9, 2025
SUBJECT:	CAO Report
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	6

BACKGROUND/PROPOSAL:

Please find attached the Chief Administrative Officer's (CAO) Report for September 9, 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

During the CAO Report, Council will have the opportunity to ask questions to the CAO and to make motions for information they would like Administration to bring back to a future Council meeting.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the Chief Administrative Officer Report for September 9, 2025 as information.



CAO Report – September 9, 2025

1. Second Quarterly Economic Development Report

Please see attached the Second Quarterly Economic Development Report for 2025.

Economic Development report April 1 – June 30, 2025

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator

Date: August 12, 2025

Highlights in numbers:

- Rural Entrepreneurship Stream Program (RES) and general inquiries for investment, expansion and new business set up, total inquiries: approx. 68 Support letters: 2
- Rural Renewal Stream (RRS-workforce program) Endorsements: 6
Registration is closed, but inquiries continue (1st quarter total registered: 1,218).
Businesses registered for RRS: 25 (added: 2)
- LinkedIn followers Town of Didsbury Economic Development: 368 (June 5 2025)
- New Businesses: 6
- Total number of Business Licenses issued: 315
- Grand Openings/Ground Breaking: 2/2

Business Retention & Tourism

- Business connect ongoing throughout the year. Visitations scheduled for Summer.
- Tourism video – finalization
- Airdrie radio summer cruiser campaign: in progress.
- Business Shameless Plug video project in exploration stage.
- Scavenger Hunt theme updated.

Website & Social Media

- Review and update of Economic Development section on ToD website updates - ongoing.
- New “Why Didsbury” page (by LocalIntel) with videos integration – completed.
- New Film Industry page for Didsbury Film – preparation stage.
- Mountain View Film Office (MVFO) continues posting updates & activities on social media;
- Didsbury Economic Development LinkedIn posts updates as information becomes available.
Please **follow the Didsbury EcDev page** and repost any EcDev news communicated via the Town’s social media channels, incl. MVRFO. This is how we create awareness!

Marketing

- Relevant information distributed via Social media;
- Completed and presented 2025 Marketing Plan;
- Preparation & graphic design for Transit campaign completed;
- Preparation of revised and enhanced Pamphlet – content completed. Design coordination in progress.

Mountain View Film Office (MVFO) & Didsbury Filming

- Completion of strategic plan by “Nordicity”; Council presentation June 24
- EDO summary of report and priority recommendations completed;
- Responded to general inquiries;
- Partners continue to monitor website functionality and adjust as see fit and needed.
- Didsbury filming this year: 1 (spring 2025).

Events & meetings attended

- AAIP Provincial meetings;
- Provincial representative for Regional Economic Development meeting;
- Regional EDO meetings;
- CAEP AGM;

Economic Development report April 1 – June 30, 2025

Prepared by: Alexandra Ross, Economic Development Officer and Strategic Operations Coordinator

Date: August 12, 2025

- Immigration consultation meetings;
- MVRFO meetings, incl. Jump Studios, West of 22 Production;
- Development & Investment meetings and follow up;
- CAERT (Central AB Resilience Taskforce – focus: Tariffs) meetings;
- EDA AGM
- Women in Business Awards Event (Olds);
- Chamber of Commerce meetings;
- Town of Didsbury Economic Development Network meeting (36 attendees + 3 staff);
- Miki Town event;
- EDAC Tariff Roundtable;
- Local business, realtors, investors, developers consultations/meetings;
- Xperience Leadership Summit - EDA conference 2025;
- Inventure Convention in Calgary;
- Marquee Mixer follow up meeting;
- CAEP/EDA workshops – Business Retention and KPI ;
- Panel speaker at CBA – Immigration Law event (speakers included: University of Calgary, Calgary Economic Development, CIWA);
- Calgary Film Commission meeting;
- Didsbury Tradeshow.

Projects, Action items and notable Activities

- Review of business proposals from AAIP entrepreneurs;
- Received EDA Award for “Innovative Approach to Economic Development” (Earpers - Didsbury Day) at the 2025 conference in K-Country;
- Added two new members to DEDAC;
- Connected with vacant building owners;
- Invest Alberta information for potential investor prep. and submitted;
- CAERT: Exploration of Central AB Resilience Taskforce – EDO’s of Central AB providing support to businesses affected by US Tariffs;

NOTES:

- Earptopia donated additional \$2,000 to the museum and donated \$4,000 to Town of Didsbury for its prop showcase preservation.

Project updates:

- Augmented Reality: **in progress**. Outreach to production companies ongoing. Working with Alberta Film Commission, Keep AB Rolling, Calgary Film Commission and Producers to receive permission from film companies for video clips. Delays due to lack of responsiveness by production companies.
- Tourism video: **in approval process**. The project started in July 2024. (Publication anticipated end of June).
- Business Resource & Investment Opportunity Pamphlet: **in progress**. Purpose of pamphlet is to inform businesses, entrepreneurs, investors and newcomers on resources and opportunities available in Didsbury. Four section pamphlet: Business – Quality of Life – Tourism - Development. (Completion expected in June/July)



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
Mission: Creating the Place to Grow.*

MEETING DATE: September 9, 2025
SUBJECT: Rescinding DOSCA Policies
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.1

BACKGROUND/PROPOSAL:

At the May 27, 2025 Regular Council Meeting, Council resolved to approve the DOSCA program level of service amendment which includes the conclusion of the DOSCA Before and After School Care Program at the end of the 2024/2025 school year effective June 26, 2025.

Similarly, Council approved the conclusion of the Summer Fun Program at the end of the 2025 Summer effective August 29, 2025 and to explore the feasibility of a standalone summer camp program for future years.

To reflect this change, Council is being asked to rescind the policies pertaining to both of these programs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The policies and bylaws that pertain to the program are no longer useful or effective to the municipality and rescinding the policies is an administrative preference to ensure that only active and useful policies are in force and useable. This way, if in future, Council wants to reassess the Town's level of service, there aren't any outstanding policies that govern those programs.

To repeal the Social Services Rates and Fees Bylaw will require a Repealing Bylaw which Council can expect to come forward in the coming months.

The following policies are recommended to be rescinded:

- CS 102 Didsbury Out of School Care Association
- CS 103 Summer Fun
- CS 101 DOSCA Reserve Fund

The principles of the DOSCA Reserve Fund Policy were incorporated into FIN 007-24 Reserve Policy when the policy was rewritten in 2024. Furthermore, the establishment of an internal loan for the 2024 Operating year of the program remains to be outstanding. The other two policies are the handbooks for their respective programs. If in future, Council desires to re-establish any of these programs, Administration would recommend that new policies be developed.



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To rescind CS – 102 – Didsbury Out of School Care Association (DOSCA) Policy.

AND

To rescind CS – 103 – Summer Fun Policy.

AND

To rescind CS – 101 – Didsbury Out of School Care Association (DOSCA) Reserve Policy.



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 101
Policy Title:	Didsbury Out of School Care Association Reserve Fund
Approval Date:	January 27 th 2015
Date to be Reviewed:	2019
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

The Town of Didsbury is committed to allowing the Didsbury Out of School Care Association carry over unused funds in order to appropriately plan for future expenses.

1. Definitions

- 1.1 DOSCA means the Didsbury Out of School Care Association
- 1.2 Reserve Fund means an account that contains a sum of money that is added to when possible and saved to be used for future use.

2. Responsibilities

2.1 Town of Didsbury and Mountain View County

- 2.1.1 Shall understand that the purpose of the Reserve Fund is solely to ensure that the Didsbury Out of School Care Association has a sustainable future.

2.2 Didsbury Out of School Care Association

- 2.2.1 Shall only place money in the reserving fund when it is not needed to run the current program.
- 2.2.2 Shall only use these funds as a mean to not burden the tax payers of Didsbury and for one of the reasons listed below.

3. Reasoning for Reserve Fund

- 3.1 The purpose of the reserve fund shall be to ensure that DOSCA is planning and setting funds aside for the future. Possible scenarios that would dictate the use of these funds include, but are not limited to:
 - 3.1.1 If DOSCA is ever required to move locations and rent a more expensive facility.
 - 3.1.2 If DOSCA is ever required to move locations and purchase its own facility.
 - 3.1.3 If DOSCA does not make enough in fees to cover the cost of running the program.

4. End of Policy



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association

RE: Didsbury Out of School Care Association Handbook

Thank you for your interest and welcome to the Didsbury Out of School Care Association. We are pleased that you have chosen our program to care for your most valuable treasure, your child. Over the next few weeks, we all look forward to getting to know you and your family.

This booklet has been prepared to provide you with information about the policies and operations of the School Age Program. We are here to offer parents' quality care for children aged 5-12 years old in a familiar and safe environment. We also accept children as young as 4 ½ years of age if they are enrolled in an ECS program. You are encouraged to drop by anytime during our hours of operation to observe, talk with the DOSCA Facilitator, and ask any questions concerning your child. Please keep us informed of any changes in your child's environment: i.e. upsets in routine, illness, medication, exposure to communicable disease, absence of parent, etc., so that we can best meet the needs of your child.

The mission of our program is to provide for the needs of growing children. We offer a high level of health and safety standards, a better than adequate child to staff ratio, and a stimulating program which provides for the physical, social, emotional, and intellectual needs of your child. We strive, as you do, to encourage children to grow in self-respect, self-control, responsibility, and self-sufficiency.

Our program is located in Ross Ford Elementary School in Didsbury. If you have any questions or concerns, please do not hesitate to contact me at 403-335-3391 ext 1403 or email dosca@didsbury.ca. You may also contact DOSCA directly at 403-507-0714 or 403-586-0357.

Warm regards,

Trudy Emshey
DOSCA Facilitator



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association

TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 102
Policy Title:	Didsbury Out of School Care Association
Approval Date:	March 2018
Date to be Reviewed:	2021
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

The Town of Didsbury shall provide guidelines to regulate the Didsbury Out of School Care Association (DOSCA) and the responsibilities of all parties involved in the program.

Philosophy:

The Didsbury Out of School Care Association was established to provide children with a unique learning experience to develop the child's potential physically, socially, intellectually and creatively. The program is intended to be a fun, safe place for children to stay when their parents are unable to be with them. DOSCA offers a stimulating program, caring staff, and a high level of health and safety standards with more than adequate child to staff ratios. The program strives to work collaboratively with parents to encourage children to accept responsibility for their actions and to problem solve as it is the program's belief that the most effective way for children to have these learning experiences is to incorporate social skills into recreational planning to meet individual developmental needs.

1. Definitions

- 1.1 Abusive Behaviour means any type of threatening action including verbal harassment, swearing, physical contact or any other action that a reasonable person should have known would be unwelcome.
- 1.2 Contract means the agreement formalized between the Town of Didsbury and a parent who wishes for their child(ren) to participate in the Didsbury Out of School Care Association program.

2. Responsibilities

2.1 Manager of Community Services

- 2.1.1 Shall review this policy and make recommendations to Council as deemed necessary.

2.2 DOSCA Personnel

- 2.2.1 Shall provide a safe and fun environment for all children utilizing the program;
- 2.2.2 Shall provide for qualified staff to ensure quality programming is



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- maintained;
- 2.2.3 Shall support families by re-enforcing children's positive behavior;
- 2.2.4 Shall provide a variety of activities and supplies to parallel the children's needs.
- 2.2.5 Shall inform parents about fees and expenses in a timely manner;
- 2.2.6 Shall provide information about program events to parents;
- 2.2.7 Shall treat all parents and children with respect at all times.

2.3 Parents

- 2.2.1 Shall ensure that their child is signed in and out of the program daily;
- 2.2.2 Shall maintain a valid contract with the program outlining the hours that their child will utilize the program;
- 2.2.3 Shall maintain their child's registration information to ensure that it is current (including any new work contact number and/or address)
- 2.2.4 Shall complete a termination form when care is no longer required;
- 2.2.5 Shall pick up and read information directed to DOSCA parents;
- 2.2.6 Shall contact the program (403.586.0357 or 403.507.0714) when their child is not attending a day that they are contracted for;
- 2.2.7 Shall ensure that DOSCA staff are made aware of any issues or concerns relative to their child and work with the DOSCA staff to develop a plan of action;
- 2.2.8 Shall ensure that their child understands, follows and respects the program rules;
- 2.2.9 Shall understand that any abusive behavior towards staff will be considered grounds for termination of childcare;
- 2.2.10 Shall treat all staff with respect at all times;
- 2.2.11 Shall provide a snack that follows the Canadian Food Guide;
- 2.2.12 Shall provide indoor shoes that remain at the DOSCA facility.

3. General Guidelines

Hours of Operation

- 6:15 a.m. to 8:20 a.m. before school and 3:15 p.m. to 6:15 p.m. after school at Ross Ford Elementary School.

***Please note that the doors are locked from 6:15 a.m. to 8:20 a.m. and from 5:30 p.m. to 6:15 p.m. Families must knock on the DOSCA room window and a staff member will let you in.

-Non-school days 7:30 a.m. to 5:30 p.m. at the Didsbury Memorial Complex and/or the Didsbury Train Station.

Statutory Holidays – the program will be closed the following days:



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New Year's Day
Family Day
Good Friday
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

The program may be closed or open on additional days depending on the way the calendar year falls.

If a child has not been picked up by 6:15 p.m. on school days or 5:30 p.m. on non-school days parent/guardians will be charged \$1 per minute they are late.

If a child has not been picked up by 6:30 p.m. on school days or 6:00 p.m. on non-school days and the staff are unable to reach the parent/guardians, alternative pick up, or emergency contact then Child and Family Services Authority (CFSA) will be asked to take charge of the child(ren).

Full Days Swimming

It is mandatory that all staff and children swim for the entire two hours every day. The only exception is if a parent has talked to the staff and given a valid reason for why their child(ren) cannot swim (i.e cast, sensitivity to chlorine, a sprain, etc). If they are well enough to be at the program, they are well enough to be in the pool.

Contracting

When you register with us, you will complete a contract form on a monthly basis, which will state the hours and days that you require care including Full Days. Contracts are due by the 15th of the month prior but changes without charge can be made up until the 25th day of the month and at the discretion of the DOSCA Facilitator. After the 25th day of the month we are unable to refund fees, with the exception of extreme circumstances and at the discretion of the DOSCA Facilitator, so parents are asked to contract carefully each month. If your child is contracted for a space in the morning and/or a space in the afternoon and/or Full Days is absent you will be charged the full amount you contracted space for for each child.

In case of illness, up to three consecutive sick days will be charged. In case of extended illness, monthly fees will be revised upon the receipt of a doctor's certificate (communicable diseases fall into this category). This policy is subject to adjustment if there is an extenuating circumstance.



Casual Use and Use Beyond Contracted Hours

Government regulations require us to have a very strict staff to child ratio. We can accommodate children on a casual or “drop in” use and for periods beyond the contracted hours **only if** we have the available staff and space in the program. Parents must call the DOSCA Facilitator 403.335.3391. ext 1403, Didsbury Neighborhood Place 403.335.8719, or the program 403.507.0714 or 403.586.0357 at least 24 hours prior to casual use or use beyond Contract Hours to see if we can accommodate your child.

Registration

Admission of your child into the program requires a properly completed registration package. Licensing states that all registration forms must be completely filled out in order for your child to be registered and attend the program. This includes:

Registration Form:

- Physical and mailing address
- Names and contact information of parents/guardians
- Alternate pick up names and contact information
- Emergency contact name, physical address, and contact information
- Health information
- Absent parent information
- First aid, emergency medical, and photo permission
- Declaration of having read the registration package, all information is true, complete, and current, and understanding that the Didsbury Before and After School Care/Summer Fun are not responsible for children’s personal items
- Acknowledging that you have read the Didsbury Out of School Care Association School Age/ Summer Fun Parent Information Handbook/Policy Book

Other Important Required Forms:

- Behavioral Contract
- Declaration of Payment Policy
- Liability Form
- Paperless Parent Form
- Contracts

If the registration form is incomplete it will be returned to the parent/guardian and space cannot be guaranteed in the program until a complete registration form is received.

Children’s Records

Parents/Guardians are responsible for advising the DOSCA Program of any changes to the information on the registration form throughout the year. It is a licensing requirement that we have the most up-to-date information for the safety of the child(ren).



Staff Access to Children's Records

All staff have access to children's records including child's name, birth date, home address, parent's name, home address, telephone number, and the name, address and telephone number of a person who can be contacted in case of an emergency. They also have access to particulars of authorized pickups, absent parents, and photo permission. Lastly, the staff have access to information about health, health care, and allergies, first aid permission, and emergency medical permission about children so they can help in an emergency.

Confidentiality

The protection of confidential information is vital to the interests of the Town of Didsbury and the DOSCA/Summer Fun staff. DOSCA/Summer Fun employees are expected to maintain confidentiality of sensitive information. DOSCA/Summer Fun employees will collect, use, or disclose information in accordance with the Freedom of Information and Protection of Privacy Act, and only with the purpose to carry out DOSCA/Summer Fun duties. DOSCA/Summer Fun employees will only use information collected by DOSCA/Summer Fun consistent with the purpose intended. Confidential information will not be discussed with or disclosed to others without authorization, either during or upon termination of employment.

Sharing Information

The program obtains permission for use of photographs of children to be shared for advertising, funding purposes, or other reasons to benefit the program or the participants in the program on the registration form. If the program requires additional information to be used for such purposes, verbal and/or written permission will be obtained from the parents/guardian prior to sharing the information.

Administrative Records

The Town of Didsbury will maintain, on the program premises, up-to-date administrative records containing the following information: particulars of the daily attendance of each child, including arrival and departure times; particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care; evidence of the program supervisor's or member's child care certification; current first aid certificates for program supervisor and each primary staff member as required; and verification of a criminal record check, including a vulnerable sector search, is required and updated every 3 years.

Portable Records

Portable records go with staff when they leave the premises. E.g. outside or a field trip. These records must include child's name, date of birth, and home address; the parent's



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name, home address and telephone number; and the name, address and telephone number of a person who can be contacted in case of an emergency.

Fee Schedule

Before and/or After School

Fees are charged in **hour** blocks, with a minimum charge of one hour in both the am and pm slots.

The fee for the **hour** block is:

- \$7.50 for one child
- 15% off for second child ***
- 25% off for third child ***

Full Day Program: \$45/child per day

February Full Day Week (Four Days): \$140.00 per week/per child

April Full Day Week (Five Days): \$175.00 per week/per child

*** To be eligible for multi-child discounts the children must be from the same family and live in the same residence.

Registration Fee (Effective January 1, 2019)

A onetime fee of \$25.00 will be charged to each family who registers for Didsbury Out of School Care. This fee will cover the cost of administration time to set up each family both at the program and at the office.

Payment Policy

Fees are due and payable no later than the **7th day** of each month. If payment is not received a 1.5% late charge will be applied to your account each month.

On the morning of the 8th day a letter will be sent home outlining that you have until the 10th day to pay or your child will be removed from our list and care will no longer be provided. If you have not made your payment on the 10th day and your child(ren) shows up on the 11th day you will be called to come pick them up immediately.

Payments for fees can be made by cash, cheque, debit, or credit card at Didsbury Neighborhood Place. Payment can also be dropped off in the Town of Didsbury drop box if Didsbury Neighborhood Place's hours do not permit. Cheques must be made payable to the Town of Didsbury. Receipts will be issued at the time of payment. Parents need to keep their monthly invoices to submit for their taxes. If required a print out summary from our payment system can be requested in January.



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Collections

Once your account goes into arrears childcare will cease and families will have until the **7th day** of the following month to pay or the file will be sent to collections and a 1.5% late charge will be applied to your account each month.

Example: January 2018 bill will be due February 7th, 2018. If payment is not received on February 7th you will receive a letter on February 8th outlining that you have until February 10th, 2018 to pay or your child(ren) will not be allowed to attend the program on the 11th day. If payment has not been received on February 10th child care will cease and you will have until March 7th, 2018 to pay or your file will be sent to collections.

Should your account go into arrears and you wish to use the program again your arrears need to be paid in full and each month pre-payment needs to be received for childcare. Prepayments are due the last business day of the month prior to the child care being needed. After a year of making your pre-payments on time your file will be reviewed.

Subsidy

Subsidy is available for ECS and School Age Children through the Alberta Child and Family Services Authority. (www.child.alberta.ca/childcare) Subsidy is available to parents based on their family income and may be applied for if the parents feel that they may be eligible. Subsidy is granted to parents on a short-term basis and it is the parent's responsibility to ensure the correct information is sent for re-evaluation. Once your subsidy has been assessed, you will be responsible for a set portion of the full fee. The rest will be covered by the funding dollars. All information can be found online, at the address above.

Reserving children's spots for new school year

Preference will be given to families who already use the Before and After School Program. A waitlist will be kept with the DOSCA Facilitator once we have exceeded capacity. Families will be contacted as space opens up. In order to hold your child's space for the new school year, a **deposit of \$150.00 per family** must be paid in full to the Town of Didsbury at the time of reserve. This deposit will be returned to families currently using the program in December. For families who already use the DOSCA program you must reserve your space and pay your deposit by **May 31, 2019**. **Upon cancellation of spot, this deposit is non-refundable.** (Exceptions for the deposit will be made with the discretion of the DOSCA Facilitator and the Community Development Coordinator) If you choose not to put down a deposit at this time for the new school year, we cannot guarantee that come September there will be space for your child.

Termination

When your family does not require care with DOSCA any longer, a termination form must be filled out at Didsbury Neighborhood Place. The DOSCA Facilitator and Community



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Development Coordinator will review your form and at their discretion will determine if you will be charged for the remainder of your contracted time.

Children with an EA/Aid in School

Any child(ren) who are required to have an EA/ Aid at school may also be required by the DOSCA program and the Town of Didsbury to have a qualified individual to work one-on-one with the child(ren) while they are attending Didsbury Out of School Care Association (DOSCA), Full Days, and Summer Fun, at the discretion of the DOSCA Facilitator and/or the Community Development Coordinator.

Sign In & Out Procedures

All children must be signed in when they arrive and signed out when they leave by their parents/guardian or staff. Anyone different, and who are on the registration form to pick up the children, will be asked to show ID.

In the case of the parent not arriving prior to the center's closing time, the following procedures should take place:

- The staff on duty shall call the parents/guardians, the alternative pick up person, and then the emergency contact number(s) on the child's file
- If the staff is not able to reach the parent, alternative pick up, or another person designated as an emergency contact, the staff member will contact the DOSCA Facilitator
- The DOSCA Facilitator or their designate will contact the emergency social worker after all else fails

***There will be a charge for late pick up. The charge is \$1.00 per child for every minute past the center's closing time

Incident Reporting

In the case of an emergency evacuation, program closure due to an emergency, an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours, will be reported immediately to Regional Child Care Office using the prescribed form. All incidents are analyzed annually and a report, using the prescribed form, is submitted to the Regional Child Care Office.

Accidents or Illness

All the staff at the Didsbury Out of School Care Association/ Summer Fun work hard to keep the program a safe place for all who play there. Unfortunately accidents may occur.



In the event of a minor accident, such as a scratch or a bruise, your child's needs will be attended to immediately, and an incident report will be completed explaining what happened and what was done after the injury. A copy of this report will be available for parents to sign at the end of the day.

In the event of a more serious accident, such as a cut requiring stitches or a broken bone, your child's immediate needs will be attended to and then they will be transported to the hospital, accompanied by a staff member. If it is unsafe to move your child, an ambulance will be called immediately. In both cases you will be notified as soon as possible and an incident report will accompany your child, so that the attending physician will have the necessary information to provide appropriate care.

Open Door

Our program is always open to families. If you would like to come and spend some time with your child while they are at DOSCA please feel free. If you would like to join us on Field Trips please refer to the Off-Site Excursions section. If you have questions or concerns, the staff is there to provide answers. If you would like to discuss anything further the DOSCA Facilitator is available both at the program and at the office, located at Didsbury Neighborhood Place. We believe that an open door policy allows for positive interactions and communication between both staff and families.

Parent and Volunteer Involvement

Didsbury Out of School Care aims to have a positive relationship between parents and staff. Parents are encouraged to become involved in their child's program. Volunteer opportunities are posted in our bi-monthly newsletter as well as an opportunity to have parents add suggestions to our suggestion box and through our annual surveys. Through positive and open communication between parents and staff we will ensure expression and acknowledgement of individual needs. It is important that parents feel comfortable in taking an active role in the service we are providing to them and their children.

Programming for DOSCA

The daily program plans reflect the children's interests and abilities and focus on play-based experiences and activities. The daily program plans are written and document the on-going and daily activities that are provided for children. The written program plans indicate ways that the children's interests, backgrounds and competencies are reflected in the planning. The daily program plans allow children the opportunity to make choices about their activities and to support the development of positive relationships between the adults and children in the setting (balance of teacher facilitated and child-led activities). The daily program plans indicate that activities provide opportunities for children to explore the indoor and outdoor environments. The daily program plans and activities are designed to include all children, including those with special needs, and ensure that children are able to



build upon existing competencies. Routine-based program planning is used to ensure that the needs of all children in the program are addressed and include the development of appropriate goals and activities.

Transitions

Daily schedules will be planned out and will always be shared with the children in the program. Staff will follow the daily schedule and use transitioning techniques such as 10, 5, 3, 1 minute warnings before transitioning to another activity. Staff will ensure that assistance is given to children who may need it during that transition time in turn making sure that there is no added stress to the child.

Independent Departure

For any instances of independent departure (walking, riding bike, etc) parents must provide the dates and times of independent departure on a signed and dated sheet of paper. This information must be received in advance of the independent departure date.

Clothing/Weather

Please make sure your child is properly dressed for the weather as we do go outside in the winter. Your child must have a pair of DOSCA **indoor shoes** to wear at all times that must remain at the program.

Toys and Equipment

The Didsbury Out of School Care Association and its employees are not responsible for lost, stolen, or broken toys/equipment brought from home. We may ask for “sharing items” to be brought in on special occasions.

New Family Orientation

New families who enroll into DOSCA will be given a verbal orientation as well as a tour of our program upon request. This will help DOSCA staff to start to build those crucial relationships with families and allow us to show you our program and what we have to offer. Orientation also allows families to ask questions or voice their concerns, as well as allows the child to explore their new environment. A checklist will be used to assure that all areas of orientation are covered.

Child Involvement

Children will be given the opportunity to communicate feedback regarding the program in a number of different ways. These include, but are not limited to: open ended discussion with staff; weekly/daily opportunities for children to suggest activities, games special events and



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new toys or equipment; on-going opportunities for children to suggest community organizations for the centre to support; and annual surveys.

Staff Involvement

Didsbury Out of School Care aims to have positive relationships between staff and children. Staff will be involved with the children's day to day interactions by actively participating with the children. Staff will be given time to prepare for the day prior to the program starting, allowing time for direct involvement once the children arrive.

Social Media Policy

The DOSCA program uses social media as a means to advertise the program and to connect with families as an alternative means rather than just phone calls and face-to-face contact. Social Media is used by the program through the Town of Didsbury Facebook page, the Town of Didsbury website, emails, and text messages. Through social media there is an opportunity for the program to further communicate and connect with families. The information shared, sent, and/or posted includes posters, pamphlets and information pertaining to the DOSCA program, Summer Fun program, and the No-School Days program. In the case that photos of the children or child/family personal information is used on social media, permission was obtained from the parents/guardians via the registration form.

Technology

Technology surrounds us every day and has become a natural part of a child's life through their schooling and home. To accomplish a balance of technology and social interactions the program has set up the following rule regarding use of technology:

Each child is allowed to use their own personal technology for 30 minutes each day. All technology must be used, viewed, and controlled by the owner only. No sharing or watching of others using their technology, this includes siblings. Technology use is monitored by a sign in/out binder and technology should only be used if the binder is placed out in the designated technology area or the child has asked and received permission.

The program does not provide any technology for use, the items would come from individuals homes. With the exception of age appropriate movies and use of the school computers.

The program is not responsible for any lost or stolen items.

Homework

The program offers a space for homework to occur. Staff will be on hand to help with homework. Homework is optional unless otherwise stated by the parent. Please advise the program if you would like to have your child complete their homework daily while attending the program.



Communication

Internal communication can be both verbal and written. External communication is done through telephone calls, emails, newsletters and letters home to parents. When communicating with children this is done verbally and depending on the situation can also be written. Communicating with families can be done face-to-face, telephone calls, emails, newsletters and letters home. Monthly staff meetings are held to communicate with all the staff as well as using a daily communication book that is used at the program. Working closely with the school and community groups has its benefits. Regular meetings with the principal, help to maintain a great working relationship between the school and DOSCA. Sitting on numerous committees' also benefits DOSCA and allows us to be part of the community.

Respectful Working Relationships

Didsbury Out of School Care encourages cooperative and respectful working relationships among staff. Didsbury Out of School Care will not tolerate bullying of any sort. Staff will work closely together on a day to day basis and are encouraged to keep open forms of communications between themselves, the Facilitator, Supervisor, and Manager. Staff will attend regular team building activities where they will participate with their co-workers, helping to build those respectful working relationships.

Community/School Partnership

The Didsbury Out of School Care Association works closely with Ross Ford Elementary School and the community as a whole. A close partnership with both Ross Ford Elementary and the community helps us to sustain our space as well as grow in the community. The great partnership with Ross Ford Elementary allows us to have access to the gymnasium, the library, and the computers.

Community Consultation

Didsbury Out of School Care will work with and respond to the feedback received from the community regarding the program. Community consultation will occur 1x per year during the Showcase Didsbury event that occurs every September. A questionnaire will be handed out to families in the community asking for their feedback regarding our program and childcare in general. The feedback will be reviewed by the DOSCA Facilitator and the Community Development Coordinator. All information will be documented and kept at the office.

Supervision Policy and Practices

Monthly staff meetings are held to ensure that we go over how primary staff observes children's play and behaviour both indoors and outdoors. We discuss the set up and



placement of staff and how it is important that at any given time staff can see the children at play etc.

When staff is hired there is an orientation at the program to show staff the indoor and outdoor physical environment. This is when we will go over the boundaries on the playground etc.

Daily sign in and out sheets are used so staff are fully aware of the children they are expecting that day. This helps to promote child safety through supervision including ensuring all children are accounted for both on and off program premises, when arriving and leaving the program premises or entering and leaving a vehicle.

Supervision of children is done from a distance, as well as hands on. Staff will learn about the developmental needs of each child from observing as well as interacting with the children. This allows the staff to make sure that we are meeting the developmental needs of all the children.

The Parent Handbook accompanies the registration package so that parents can read through the programs supervision policies.

Child Guidance

The best course of action in terms of child guidance is prevention. By spending quality time with the children and having a quality program available, the staff can gain a better sense of each child's individual needs.

In our day-to-day interactions with the children, our primary concern is ensuring that the physical and emotional well-being of each child is maintained. The Town of Didsbury believes that each situation is unique, and must be dealt with individually.

Problem Solving Steps that staff follow for child guidance:

- By using active listening and effective communication skills, the staff helps the child to identify and define the problem
- Child then lists as many possible solutions as they can think of.
- A staff assists the child to evaluate all of the solutions that they generated.
- After evaluating, the child will pick a solution that they believe will work for them.
- The child and the staff then decide to check back and see if everyone finds the solution to be working.

It is a goal of the Didsbury Out of School Care Association/Summer Fun program to provide an environment that will develop a sense of worth and self-confidence for all children that attend. Didsbury Out of School Care Association/Summer Fun believes that positive self-esteem and the ability to problem solve are characteristics that children can carry throughout a lifetime. Physical punishment, verbal or physical degradation or emotional deprivation is not allowed. The staff will not deny or threaten to deny any basic necessity and will not use or permit the use of any form of physical restraint, confinement or isolation.



Behavioural Policy

The Town of Didsbury has a zero tolerance policy (Policy 8009 – Harassment) towards abuse, which applies to both staff and participants in Town of Didsbury programs.

- The Didsbury Out of School Care Association (DOSCA)/ Summer Fun believe that a child is a person in their own right.
- DOSCA/Summer Fun Program believes every child has the right to be heard, to express themselves, to be loved and cared for regardless of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- DOSCA/Summer Fun Program believes that the child should be protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members or the child themselves.
- DOSCA/Summer Fun Program also understand the need for boundaries to be established and for the child to have guidance. DOSCA/Summer Fun Program ~~we~~ will not tolerate abuse of any kind from staff, parents/guardians and children in the program: **No physical, mental, or verbal abuse of any kind will be allowed.**
- DOSCA/Summer Fun Program believes that a child can be reasoned with most of the time by setting limits, setting standards of behavior, providing explanations, providing choices, and being firm yet flexible. If this does not remedy the problem, DOSCA/Summer Fun Program believes in a logical consequence.

There will be steps taken at DOSCA/Summer Fun to deal with inappropriate behavior and actions. The steps will follow a 3 strike system whereby after the third effort to deal with a child's behavior/action, the child may be removed from the program. The steps are as follows:

1. The child will be verbally warned about their behavior/action and instructed on how to correct their behavior/action. This will be considered the 1st strike.
2. If the child's behavior/action continues or the severity of the behavior/action is deemed excessive, a meeting with the parent/guardian will be required. At this time, the DOSCA Facilitator along with the Community Development Coordinator will explain to the parent/guardian what the behavior/action has been. The DOSCA



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Facilitator, the Community Development Coordinator, the parent/guardian, and the child will develop a written action plan detailing the steps that will be taken to address the behavioral issues. The parent/guardian will also develop an action plan stating how the behavior will be dealt with at home. Both action plans will be signed by the parent/guardian and the DOSCA Facilitator.

3. After continued behavioral issues, a final meeting will occur. The parent/guardian and child will be informed of their previous action plans and given one final opportunity to make the necessary changes. The child shall be placed on a 30 day probationary period and his/her progress will be carefully monitored. If significant improvements are not made during the probationary period, the following will occur:

If the behavior/action continues or a child engages in an excessive act of verbal, physical or mental abuse, the family will receive a formal letter and the child will be asked to leave the program. Your payment for the duration of the program (the current week for Summer Fun and the current month for DOSCA) will not be refunded. Any payments beyond the current week or month will be returned.

Once a strike three is issued and a child is asked to leave the program the strike three remains in effect for a one-year period starting the day they were dismissed. After one year has passed, you may request for your child's file to be reviewed. Depending on the nature of the strike three your child may be granted a 30-day probationary period in the program. A meeting will be set up between the DOSCA Facilitator, the Community Development Coordinator, and the parent/guardian to discuss positive changes in the child and to develop an action plan for what the program is going to do and what the family is going to do so the child will succeed in the program. If behavioural issues continue or the child engages in an excessive act of verbal, physical or mental abuse, the child and parent/guardian may meet with the Community Development Coordinator and the DOSCA Facilitator and/or the family will receive a formal letter and the child will be asked to leave the program.

Anti-bullying Policy

DOSCA/Summer Fun works to create a safe and respectful environment that is free from bullying. Anti-bullying measures will be implemented to ensure this environment is maintained. DOSCA/Summer Fun will not tolerate any bullying against or from staff, children and parents/guardians. This includes all of the stated definitions of bullying below. If the actions of a bully are deemed to be excessive and continuous, DOSCA/ Summer Fun will handle the matter through its Behavioural Policy and the Town of Didsbury's zero tolerance policy against abuse.

Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying involves:



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- Repeated and consistent negative actions against another
- An imbalance of power between the bully and the target
- Contrasting feelings between the bully and the target as a result of the bullying episode (the child who bullies may feel excited, powerful or amused, while the target feels afraid, embarrassed or hurt)

The four most common types of bullying are:

- **Verbal Bullying-** name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
- **Social Bullying-** mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- **Physical Bullying-** hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
- **Cyber Bullying-** using the internet or text messaging to intimidate, put down, or spread rumours about someone.

Child Abuse Policy

All person's have a right, duty, and obligation to report to Child Protective Services. Reporting a child in need of protective services the Alberta Child Welfare Act, Section 3(1) states, "Any person who has reasonable and probable grounds to believe and believes that a child is in need of protective services shall forthwith report the matter to a Director." i.e. the Director of Alberta Children and Family Services Authority. Also Section 3(6) states, "Any person who fails to comply with subsection (1) is guilty of an offence and liable to a fine of not more than \$2000.00 and in default of payment to imprisonment for a term of not more than six months".

If the DOSCA staff or the Town of Didsbury feel that they have reasonable grounds, they will report their concerns to the proper authorities, without prior notification to the parent or guardian. Any such reporting will be done in the best interest of the child.

As professionals we are bound by the Child Welfare Act to report any suspected cases of child abuse or neglect. It is not our responsibility to judge who was responsible for the bruises, neglect, etc.

In case of suspected child abuse or neglect, the Childcare Worker shall follow the protocols of Alberta Children and Family Services Authority.

If the DOSCA Facilitator or their designate has decided that there is a possibility of child abuse or neglect, the DOSCA Facilitator shall notify the proper authorities. Telephone number: 403.340.5400



Information regarding the nature of the child's neglect or abuse is strictly confidential and will be handled with the utmost discretion.

Provincial authorities will not inform the parents where the complaint has come from but the authorities will require the details in order to investigate the suspicion.

Inclusion and Diversity

Inclusion – Staff will provide a program where children of all abilities participate jointly by:

- Displaying positive behaviours and by making the program's environment welcoming to all children and families that develops a sense of belonging
- Building on existing program strengths and accessing specialized advice and appropriate training and additional resources where required
 - Planning for successful transition between areas of the program to support the child's wellbeing and continuity in learning and development
 - Ensuring inclusive behaviours and practices occur in social contexts throughout each moment of the day
 - Supporting children to work together to communicate, to generate ideas and solve problems
 - Discussing difference as a positive aspect of who we are, rather than one type of difference is superior to another

Diversity -Staff demonstrate respect for and valuing of diversity by:

- Supporting children in constructing their knowledge of diversity by being positive role models
- Providing, wherever possible, information in other relevant community languages, both those relevant to the program and/or within the wider community
- Being sensitive to but encouraging families to share their values, beliefs and attitudes in contributing to policies and program practices
- Ensuring resources and equipment respectfully reflect all heritages and multi-cultural society, as part of daily practice
- Discussing with families how special occasions can be celebrated in meaningful and respectful ways
- Staff provide the children with opportunities to be sensitive to and celebrate individual difference and unique qualities
- Staff plan for opportunities to incorporate and celebrate the cultural heritage of the community of families they serve

Health and Safety of Children



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association

Children are required to wash their hands before snack time. There are signs in the washrooms to show the children how to wash their hands and we discuss with them the importance of hand washing after the use of the washroom.

Regular hydration is encouraged. Sunscreen is supplied by the program and applied to each child when going outside.

In order to ensure the children have opportunities to be outside and keep active we do have specified times that children go outside and participate in planned activities as well as free play.

We **do not** provide snacks. Parents are responsible for providing all snacks. We recommend nutritious snacks that follow Canada's Food Guide. Snacks will give children energy to participate in the afternoon activities. Set Snack time is offered from 3:15 to 3:45 but the children are able to have snacks at any time as long as they ask and the time is appropriate. Ross Ford and DOSCA are nut aware. Please refrain from sending any peanuts/nuts, peanut/nut products, or snacks that may contain peanuts/nuts as we do have several children with peanut/nut allergies.

Potential Health Risk/Supervision of Sick Children

If your child becomes ill or has a fever, which exceeds 38.8°C (102°F) as measured by a thermometer, while attending the program, we shall contact you promptly so that you may take your child home or to the doctor. We require one emergency number on file, to be used in the event you cannot be reached. In an emergency, the staff on duty will take whatever immediate steps are necessary to get medical help. Staff is trained in First Aid, CPR, and AED.

If your child is not well enough to participate in the activities, indoors, outdoors, and swimming then he/she is not well enough to be in contact with other children in the program. When a staff member knows or has reason to believe that a child may be exhibiting the signs or symptoms of illness, the staff will ensure that the child's parent arranges for the immediate removal of the child from the program premises in compliance with Government Licensing regulation. Until the parent arrives, the child will be kept as far away as practicable from the other children while still retaining ratio. If a child who was removed from the program because they were ill would like to return the parent needs to provide acceptable evidence that the child has been symptom free for at least 24 hours.

Medication Administration

UNDER NO CIRCUMSTANCES WILL MEDICATION BE ADMINISTERED AND AT NO TIME WILL THE CHILDREN BE ABLE TO SELF-MEDICATE WITHOUT PRIOR WRITTEN AUTHORIZATION.

To ensure your child receives his/her medication as expected, please be sure to put the following information on the medication administration form supplied by the program:

- Date
- Full Name of the Child



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association

- Name of the Medication
- Date and the time medication is to be administered
- Who is to administer medication (a staff member or the child)
- Amount of medication to be administered
- Parent Signature

If the medication sheet is not filled in completely and correctly your child will not be administered or allowed to administer their medication. At no time is permission over the phone acceptable for administering medication. If while signing in the medication you have any questions, please be sure to ask any staff member for clarification. All medication, except medication that may be needed in an emergency, must be in the original container and will be stored in a locked area. The medication is administered according to the labelled directions. School Age Staff are **not allowed** to administer any medication that is not prescribed by a doctor – e.g. cold medication, aspirin, etc.

Emergency Procedures

The Didsbury Neighborhood Place Administrative Assistant is appointed to be a representative on the Town of Didsbury Occupational Health and Safety Committee. The Didsbury Neighborhood Place Administrative Assistant brings back information and shares it with The DOSCA Facilitator. Then the DOSCA Facilitator will perform regular safety checks in order to minimize the risk of injury to staff, children and families. There are daily checks completed by the staff of the indoor and outdoor play space.

Strangers – The staff are always on the lookout for strangers in the school as well as on the playground. If they observe someone who is hanging out or appears to be around the area more than usual then the appropriate authorities will be notified.

Environmental- This could include but not limited to natural disasters, heavy storms anything that is related to the environment. Depending on the situation the windows and doors will be locked and the appropriate authorities will be notified. The children will be moved to a safe location within the building.

Lock Down – This could include possible intruders, suspicious people outside the program, natural disasters and storms. Depending on the situation if it is necessary, doors and windows will be locked and the appropriate authorities will be notified. The children will be moved to a safe location within the building.

Fire- The program practices fire drills monthly to ensure children and staff knows the protocol. During a fire drill or an actual fire the staff would lead the children to the Muster Point and the appropriate authorities will be notified.

Off-Site Activity and Emergency Evacuation



TOWN OF DIDSBURY POLICY # CS 102

POLICY NAME: Didsbury Out of School Care Association

In regards to any off-site activity the parents will receive a permission form that will advise them of the off-site activity, including the transportation and supervision arrangements with respect to the activity. This form will require parental consent in writing for the child's participation in the activity.

Safety is a top priority of the DOSCA/ Summer Fun Programs. Fire Drills are practiced using a whistle so that the children and staff become familiar with the loud sound of the fire alarm and the evacuation procedures. Monthly fire drills and time taken to evacuate the building are recorded and posted.

In case of an offsite activity or an emergency evacuation a staff member will take the portable record in respect to each child.

In all cases where the staff leave the premise they are required by the licensing act to bring with them all **portable records as well as a first aid kit.**

Off – Site Excursions

A permission form is used for any off-site excursions. The permission form will identify the time, day and means of transportation to and from the excursion. A parent's signature will be needed in order for the child to attend. **All parents are invited to accompany their child on any or all field trips that we provide throughout the year.** Any parents interested in attending an off-site excursion must inform the DOSCA facilitator prior to the field trip and provide a Criminal Record Check with Vulnerable Record Check and a Child Intervention Record Check. The Criminal Record Check with Vulnerable Record Check can be obtained at the RCMP. The Child Intervention Record Check can be obtained at the Olds District Office at the Ralph Klein Centre.

Appeal Procedures

The Town of Didsbury-DOSCA/Summer Fun Program wants to offer parents/guardians/families the opportunity to appeal any disagreement with - DOSCA/Summer Fun policies. The Town of Didsbury-DOSCA/Summer Fun Program requires that all policy appeals requesting action be written in a formal letter addressed to the DOSCA Facilitator and/or Community Development Coordinator.

The DOSCA Facilitator and/or Community Development Coordinator will review the appeal and determine if changes need to be made. The DOSCA Facilitator and/or Community Development Coordinator will notify the individual who submitted the appeal of the decision.

If you are unsatisfied with the conclusion reached by the DOSCA Facilitator and/or Community Development Coordinator a formal letter may be written to the Manager of Community Services.



Complaint Procedure

The Town of Didsbury-DOSCA/Summer Fun Program will ensure that the handling of complaints is done fairly, and to give staff and the program the opportunity to improve unsatisfactory work/program performance.

The Town of Didsbury-DOSCA/Summer Fun Program shall receive complaints from the general public requesting action to be taken. In some circumstances, the Town of Didsbury-DOSCA/Summer Fun Program may require evidence to be given in order to substantiate such action. The Town of Didsbury-DOSCA/Summer Fun Program requires that all complaints (written or oral) requesting action must be collected on the DOSCA/Summer Fun Complaints Action Request Form. All names will be held in confidence and will adhere to the Freedom of Information and Protection of Privacy Act. All complaints must be accepted and dealt with according to the established policy.

Complaints (written or oral) not requesting action must be collected and document in our communication book for the program and all staff to be aware of.

Complaints (written or oral) requesting action must be collected and written up on the DOSCA/Summer Fun Complaints Action Request Form and immediately be forwarded to the DOSCA Facilitator and/or Community Development Coordinator, who is responsible for handling DOSCA/Summer Fun Program complaints.

- The DOSCA Facilitator and/or Community Development Coordinator shall investigate the allegations of the complaint.
- The Program and/or staff member(s) involved shall be given an opportunity to make a full response to the allegations.
- The DOSCA Facilitator and/or Community Development Coordinator will determine if the complaint is unfounded or a minor or major complaint.

The DOSCA Facilitator and/or Community Development Coordinator shall upon conclusion of the investigation notify the complainant and the program staff involved of the complaint and informed of what actions have been taken.

- For minor complaints the DOSCA Facilitator and/or Community Development Coordinator may resolve complaints by informally arriving at a solution that is satisfactory to all parties.
- For major complaints a conclusion letter will be issued with respect to the complaint including the decision reached by the DOSCA Facilitator and/or Community Development Coordinator.

Conflict Resolution

In the event where conflict is a concern between parent-staff, parent-parent, or staff-staff because the parties involved feel the conflict is inevitable or has already occurred and/or the conflict has affected or will affect the program a formal letter outlining the conflict and



concern can be addressed to the Facilitator and/or Community Development Coordinator within 5 working days of the event which caused the conflict. The Facilitator and/or Community Development Coordinator will review the letter and take action. All parties involved will be treated fair and equal. Appropriate action may involve contacting each of the parties involved to address the issue and bring it to resolution. Another possible appropriate action may involve setting up a mediation meeting between the parties involved with the mediation being provided by the Facilitator and/or Community Development Coordinator to discuss the conflict and bring it to resolution. Once conflict has been resolved and/or all measures have been taken to resolve the conflict a written decision will be provided to the parties involved by the Facilitator and/or Community Development Coordinator

Smoking Policy

Smoking is not permitted on the premises of the center, or around children while they are in care. This includes outdoor areas. Parents are asked to abide by this policy. Staff are also not allowed to smoke where child care is being provided.

Annual Program Review

A full program review will be conducted annually to monitor program quality and to determine goals and action plans to maintain and continue to enhance program quality. All stakeholders will be involved in the review process including parents, staff, and children. A section will be included on the surveys for general comments in addition to specific questions.

- The school and relevant community agencies will complete annual surveys.
- Staff will complete the annual staff surveys
- Children will complete the annual children's surveys
- Parents/Guardians will complete the annual Parent/Guardian surveys

Outcome of the parent, child and staff surveys will be compiled and shared with families and staff.

Staff evaluations will be completed annually and will include a self evaluation and an evaluation completed by the DOSCA Facilitator. A Professional Growth Plan will be determined as part of the review process.

Staff will reflect on their growth plans to determine how they met their goals

Staff will reflect on the Quality Enhancement Plan goals, required by accreditation, and determine which goals will remain or be adjusted.



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association

Staff will review the staff handbook once a year and provide feedback. All feedback will be considered and any changes will be shared with the staff during a staff meeting.

All policies will be reviewed annually by the staff. This will be completed by posting the policy on the staff bulletin board for the duration of two weeks for staff input or at designated staff meetings.

The information gathered from the review will be considered and changes will be made ensuring the changes meet the written philosophy and mission of the program

The program will review their Quality Enhancement Plan (QEP) and the goals and actions they have completed and how it has impacted the program.

The program will determine if the goals currently in the QEP would need to be re-evaluated and updated.

The program will determine further actions to current goals or develop new goals with action steps to be completed next year.

Program Closure

Didsbury Out of School Care follows the same policies and procedures as Chinooks Edge School Division for closures due to weather, etc. In the event that Chinooks Edge announces school closures DOSCA will also be closed.

Chinooks Edge School Division follows a Green (*all clear*), Yellow (*use caution*), and Red (*unsafe*) policy.



Green days – the days when it is clearly safe for everyone to travel. All busses are running and all of our schools are open.

Yellow days – the days when busses might not run in some or all areas of the Division, but schools remain open. On **Yellow days**, we anticipate that the majority of staff members will be able to drive to their schools and that learning will proceed as it normally does. (*i.e. There may be a small minority of staff who choose not to travel because they have deemed their unique route unsafe.*) Here are a few illustrative examples of **Yellow days**:

Days when County crews need more time for snow removal to allow busses safe access to turnarounds, yet many other vehicles can still make safe passage through our rural roads. Days when there is fog, freezing rain, or low temperatures in the morning, but the weather is relatively fine for the rest of the day. This type of weather may disrupt bus service, but our staff and our parents can often travel safely simply by arriving a little later.



TOWN OF DIDSBURY POLICY # CS 102
POLICY NAME: Didsbury Out of School Care Association



Red days – A given school, area or the entire division will be closed. These are days when we are faced with a full blown blizzard or when we still have a combination of heavy snow, high winds, and very low visibility. On **Red days**, to ensure the safety of our staff, parents, and licensed older students, we feel we need to close schools not only for students, but also for staff. This decision will be made in consultation with school administrators whenever possible. We believe this is the best way to ensure everyone's safety. It is important to note that a **Red day** may exist for one school, for one area (i.e. all Sundre Schools), or for the entire Division. Staff will be expected to conduct their work from home as much as possible and, for emergency purposes only, we will be asking our schools to do what they can to have at least one staff member on site on school closure days to ensure that no students are inadvertently dropped off at the front door of a school.

Please see Chinooks Edge School Division increment Weather Page for more information:
<http://www.chinooksedge.ab.ca/CESD%20Inclement%20Weather.php>

4. End of Policy



RE: Summer Fun Handbook

Thank you for your interest and welcome to the Summer Fun Program. We are pleased that you have chosen our program to care for your most valuable treasure, your child. Over the next few weeks, we all look forward to getting to know you and your family.

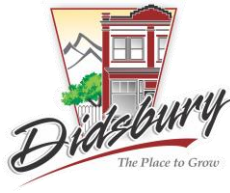
This booklet has been prepared to provide you with information about the policies and operation of the Summer Fun program. We are here to offer parents' quality care for children aged 5-12 years old (and starting grade 1 or higher) in a familiar and safe environment. You are encouraged to drop by anytime during our hours of operation to observe, talk with the DOSCA Facilitator, and ask any questions concerning your child. Please keep us informed of any changes in your child's environment: i.e. upsets in routine, illness, medication, exposure to communicable disease, absence of parent, etc., so that we can best cater to the needs of your child.

The mission of our program is to provide for the needs of growing children. We offer a high level of health and safety standards, a better than adequate child-staff ratio and a stimulating program which provides for the physical, social, emotional, and intellectual needs of your child. We strive, as you do, to encourage children to grow in self-respect, self-control, responsibility, and self-sufficiency.

Our program is located at the Didsbury Memorial Complex in the Curling Rink. If you have any questions or concerns, please do not hesitate to contact me at 403-335-3391 ext 1403 or email dosca@didsbury.ca. You may also contact Summer Fun directly at 403-507-0714 or 403-586-0357.

Warm regards,

Trudy Emshey
DOSCA Facilitator



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	CS 103
Policy Title:	Summer Fun
Approval Date:	March 27, 2018
Date to be Reviewed:	2021
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

The Town of Didsbury shall provide guidelines for the organization and operation of the Summer Fun program.

Philosophy:

The Summer Fun Program was established to provide children with a special kind of learning experience developing the child's potential physically, socially, intellectually and creatively during the summer months. We want our programs to be a fun, safe place for children to come when their parents cannot be with them. We offer a stimulating program, caring staff and a high level of health and safety standards with better than adequate child/staff ratios. We strive, as you do, to encourage and to get children to accept responsibility for their actions and to problem solve. We believe that the best way for children to have these learning experiences is to incorporate social skills into our recreation planning to meet individual developmental needs.

1. Definitions

- 1.1 Abusive Behaviour means any type of threatening action including verbal harassment, swearing, physical contact or any other action that a reasonable person should have known would be unwelcome.
- 1.2 Contract means the agreement formalized between the Town of Didsbury and a parent who wishes for their child(ren) to participate in the Didsbury Out of School Care Association and/or Summer Fun program.

2. Responsibilities**2.1 Manager of Community Services**

- 2.1.1 Shall review this policy and make recommendations to Council as deemed necessary.

2.1 Summer Fun Personnel

- 2.1.1 To provide a safe and fun environment for your child
- 2.1.2 To be a support to families by re-enforcing your child's positive behavior
- 2.1.3 To provide a variety of activities and supplies to meet your child's needs



- 2.1.4 To inform parents about fees in a timely manner
- 2.1.5 To supply you, as a parent, the information needed in regards to daily programming
- 2.1.6 To provide information about program events, so that you may attend
- 2.1.7 To treat parents and children with respect at all times

2.2 Parents

- 2.2.1 To sign your child in and out daily
- 2.2.2 To contract with us, providing the hours to be used at the program
- 2.2.3 To keep your child's registration information up to date (e.g. new work phone number and address) and completing a termination form when care is no longer required
- 2.2.4 To pick up and read parent information
- 2.2.5 To phone the program's cell phone number (403-586-0357 or 403-507-0714) if your child is not attending a day you are contracted for
- 2.2.6 To make the Summer Fun Staff aware of any issues or concerns regarding your child and work together to develop a plan of action
- 2.2.7 To ensure that your child understands the program rules and respects the program
- 2.2.8 To understand that any abusive behavior (swearing, threats, physical contact, etc.) towards staff will be grounds for terminating childcare
- 2.2.9 To treat all staff with respect at all times
- 2.2.10 To provide lunch and snacks that follows the Canadian Food Guide

3. Administrative Policies

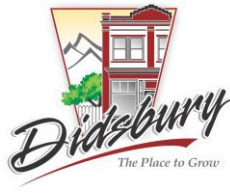
Hours of Operation

7:30am to 5:30pm for Summer Fun

Statutory Holidays – the program will be closed the following days:

- Canada Day
- Civic Holidays (August long weekend)

If a child has not been picked up by 5:30 pm parent/guardians will be charged \$1 per minute they are late.



If a child has not been picked up by 6:00 pm and the staff are unable to reach the parent/guardians, alternative pick up, or emergency contact then Child and Family Services Authority (CFSa) will be asked to take charge of the child(ren).

Contracting and Cancellation

When you register with us, you will complete contract forms for the months of July and August, which state the days you will be using the Summer Fun program. **

These contracts are due back with the completed registration package before your child(ren) can attend the program.

Please contract carefully as we use these contracts to staff the Summer Fun program.

If you need to cancel a contracted time you **must let Didsbury Neighborhood Place know at least 10 days*** prior to the contracted time to receive a refund. (Example: to cancel July 18, 2019 you would need to cancel on or before July 8, 2019.)****** Exceptions will be made at the discretion of the Community Development Coordinator.

In case of illness and at the discretion of the Community Development Coordinator, up to three consecutive sick days will be charged. In case of extended illness, possible refunds will be revised upon the receipt of a doctor's certificate (communicable diseases fall into this category). This policy is subject to adjustment if there is an extenuating circumstance.

** Priority for days will be given to families registering for weeks over drop-in days

*** If the cancellation needs to be made on a weekend, it can be done via phone message or email.

**** Please note if you have paid a weekly rate you will not be refunded for one day cancellations. Refunds will only be issued for two or more day cancellations.

Casual Use and Use Beyond Contracted Hours

Government regulations require us to have a very strict staff to child ratio. We can accommodate children on a casual or "drop in" use and for periods beyond the contracted hours **only if** we have the available staff and space in the program. Parents must call Didsbury Neighbourhood Place 403.335.8719, or the program 403.507.0714 or 403.586.0357 at least 24 hours prior to casual use or use beyond Contract Hours to see if we can accommodate your child. Also payment must be received prior to your child(ren) attending the program for casual use beyond contract hours.



Registration

Admission of your child into the program requires a properly completed registration package. Licensing states that all registration forms must be completely filled out in order for your child to be registered and attend the program. This includes:

Registration Form:

- Physical and mailing address
- Names and contact information of parents/guardians
- Alternate pick up names and contact information
- Emergency contact name, physical address, and contact information
- Health information
- Absent parent information
- First aid, emergency medical, and photo permission
- Declaration of having read the registration package, all information is true, complete, and current, and understanding that the Didsbury Before and After School Care/Summer Fun is not responsible for children's personal items
- Acknowledging that you have read the Summer Fun/Didsbury Out of School Care Association School Age Parent Information Handbook/Policy Book

Other Important Forms:

- Behavioural Contract
- Declaration of Payment Policy
- Liability Form
- Paperless Parent Form
- Contracts

If the registration form is incomplete it will be returned to the parent/guardian and space cannot be guaranteed in the program until a complete registration form is received.

When forms are confirmed to be completed and your child(ren) have been added to the attendance you will receive a confirmation email.

Children's Records

Parents/Guardians are responsible for advising the Summer Fun Program of any changes to the information on the registration form. It is a licensing requirement that we have the most up-to-date information for the safety of the child(ren).



Staff Access to Children's Records

All staff have access to children's records including child's name, birth date, home address, parent's name, home address, telephone number, and the name, address and telephone number of a person who can be contacted in case of an emergency. They also have access to particulars of authorized pickups, absent parents, and photo permission. Lastly, the staff have access to information about health, health care, and allergies, first aid permission, and emergency medical permission about children so they can help in an emergency.

Confidentiality

The protection of confidential information is vital to the interests of the Town of Didsbury and the DOSCA/Summer Fun staff. DOSCA/Summer Fun employees are expected to maintain confidentiality of sensitive information. DOSCA/Summer Fun employees will collect, use, or disclose information in accordance with the Freedom of Information and Protection of Privacy Act, and only with the purpose to carry out DOSCA/Summer Fun duties. DOSCA/Summer Fun employees will only use information collected by DOSCA/Summer Fun consistent with the purpose intended. Confidential information will not be discussed with or disclosed to others without authorization, either during or upon termination of employment.

Sharing Information

The program obtains permission for use of photographs of children to be shared for advertising, funding purposes, or other reasons to benefit the program or the participants in the program on the registration form. If the program requires additional information to be used for such purposes, verbal and/or written permission will be obtained from the parents/guardian prior to sharing the information.

Administrative Records

The Town of Didsbury will maintain, on the program premises, up-to-date administrative records containing the following information: particulars of the daily attendance of each child, including arrival and departure times; particulars of the daily attendance of each primary staff member including arrival and departure times and hours spent providing child care; evidence of the program supervisor's or member's child care certification; current first aid certificates for program supervisor and each primary staff member as required; and verification of a criminal record check, including a vulnerable sector search, is required and updated every 3 years.

Portable Records



Portable records go with staff when they leave the premises. E.g. outside or on a field trip. These records must include child's name, date of birth, and home address; the parent's name, home address and telephone number; and the name, address and telephone number of a person who can be contacted in case of an emergency.

New Family Orientation

New families who enroll into Summer Fun will be given a verbal orientation with an option for a tour of our program. This will help Summer Fun staff to start to build those crucial relationships with families and allow us to show you our program and what we have to offer. Orientation also allows families to ask questions or voice their concerns, as well as allows the child to explore their new environment. A welcome letter along with a checklist making sure all appropriate paperwork is returned and filled out properly will be completed.

Communication/Partnerships

Internal communication can be verbal or written. External communication is done through telephone calls, emails, and letters home to parents. When communicating with children this is done verbally and depending on the situation can also be written. Communicating with families can be done face-to-face, through telephone calls, emails, and letters home. Staff communication is done verbally and through the staff communication book that is used at the program.

Working closely with community groups has its benefits, regular communication helps to maintain a great working relationship between Summer Fun and community organizations that Summer Fun interacts with (such as the Town of Didsbury, Memorial Complex, Library, Museum, Bethany, and Aspen Ridge Lodge).

Social Media

The DOSCA program uses social media as a means to advertise the program and to connect with families as an alternative means rather than just phone calls and face to face contact. Social Media is used by the program through the Town of Didsbury Facebook page, the Town of Didsbury website, emails, and text messages. Through social media there is an opportunity for the program to further communicate and connect with families. The information shared, sent, and/or posted includes posters, pamphlets and information pertaining to the DOSCA program, Summer Fun program, and the No-School Days program. In the case that photos of the children or child/family personal information is used on social media, permission was obtained from the parents/guardians via the registration form.

4. Fees, Payment and Subsidy

Drop in Rate:



Daily rate: \$45 per day/per child

Field Trip Rate: \$55 per day/per child

Early Bird Weekly fee: **

Five Day Weekly Rate: \$175 per week/per child

__each additional child is \$165 per week/per child***

Four Day Rate: \$140 per week/per child****

__each additional child is \$130 per week/per child***

After Early Bird Weekly fee:

Five Day Weekly Rate: \$185 per week/per child

__each additional child is \$175 per week/per child***

Four Day Rate: \$150 per week/per child****

__each additional child is \$140 per week/per child***

** To be eligible for the Early Bird Weekly fee, completed registration packages and contracts must be in by June 14, 2019.

*** To be eligible for additional child discounts, the children must be from the same family and live in the same residence.

**** To be eligible for the Four Day Rate the four days must be four consecutive days.

Payment Options

Payment for the first week/days that your child(ren) will attend Summer Fun is due upon registration and can be made by cash, cheque, debit, or credit card at Didsbury Neighborhood Place and is required to confirm space. Payment Options for subsequent weeks include:

- Post-dated Cheques: Cheques are due at registration and need to be made out for the Friday before the week begins and will be processed on the **Friday before the week begins** (Example: Cheques for the week of July 8-12, 2019 need to be made out and will be processed on Friday July 5, 2019). Cheques must be made payable to the Town of Didsbury.
- Cash, debit, or credit card: payment is due on the **Wednesday before the following week begins**. (Example: fees for the week of July 8-12, 2019 are due Wednesday July 3, 2019)

Subsidy

Subsidy is available for ECS and School Age Children through the Alberta Child and Family Services Authority. (www.child.alberta.ca/childcare) Subsidy is available to parents based on their family income and may be applied for if the parents feel that they may be eligible. Subsidy is granted to parents on a short-term basis and it is the parent's responsibility to



ensure the correct information is sent for re-evaluation. Once your subsidy has been assessed, you will be responsible for a set portion of the full fee. The rest will be covered by the funding dollars. All information can be found online, at the address above.

Payment for the first week/days that your child(ren) will attend Summer Fun is due upon registration and can be made by cash, cheque, debit or credit card at Didsbury Neighborhood Place and is required to confirm space.

If you have subsidy coverage for the Summer Fun program, proof of subsidy coverage must be provided upon registration. The subsidized amount will be deducted from the amount owing.

For subsequent weeks, subsidy will be deducted from the amount owing for each week. Payment Options for subsequent weeks include:

- Post-dated Cheques: Cheques are due at registration and need to be made out for the Friday before the week begins and will be processed on the **Friday before the week begins** (Example: Cheques for the week of July 8-12, 2019 need to be made out and will be processed on Friday July 5, 2019). Cheques must be made payable to the Town of Didsbury.
- Cash, debit, or credit card: payment is due on the **Wednesday before the following week begins**. (Example: fees for the week of July 8-12, 2019 are due Wednesday July 3, 2019)

For Income Tax purposes parents/guardians need to keep their Summer Fun receipts received in-person or via email for submission.

If payment is not received on the Friday before your child(ren) are registered to attend, your child(ren) will be removed from our list and care will no longer be provided.

Please note that the Town of Didsbury levies a \$30.00 service charge on all N.S.F. cheques. N.S.F. cheques must be replaced by cash or certified cheque and must include service charges.

Collections

After 30 days all outstanding accounts will be sent to collections and a 1.5% late charge will be applied to your account each month.

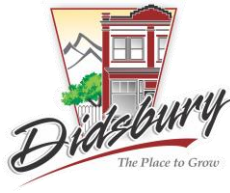
Should your account go into arrears and you wish to use the program again your arrears need to be paid in full and each month pre-payment needs to be received for childcare.

Prepayments are due the last business day of the month prior to the child care being needed.

After a year of making your pre-payments on time your file will be reviewed.

5. Program Policies

Children with an EA/Aid in School



Any child(ren) who are required to have an EA/ Aid at school may also be required by the DOSCA program and the Town of Didsbury to have a qualified individual to work one-on-one with the child(ren) while they are attending Didsbury Out of School Care Association (DOSCA), Full Days, and Summer Fun, at the discretion of the DOSCA Facilitator and/or the Community Development Coordinator.

Swimming

It is mandatory that all staff and children swim for the entire two hours every day. The only exception is if a parent has talked to the staff and given a valid reason for why their child(ren) cannot swim (i.e. cast, sensitivity to chlorine, a sprain, etc). If they are well enough to be at the program, they are well enough to be in the pool.

Sign In & Out Procedures

All children must be signed in when they arrive and signed out when they leave by their parents/guardian or staff. Anyone different, whom the staff do not know, and are on the registration form to pick up the children, will be asked to show ID.

In the case of the parent not arriving prior to the center's closing time, the following procedures should take place:

- The staff on duty shall call the parents/guardians, the alternative pick up person, and then the emergency contact number(s) on the child's file
- If the staff is not able to reach the parent, alternative pick up, or another person designated as an emergency contact, the staff member will contact the DOSCA Facilitator
- The DOSCA Facilitator or their designate will contact the emergency social worker after all else fails

There will be a charge for late pick up. The charge is \$1.00 per child for every minute past the center's closing time

Open Door

Our program is always open to families. If you would like to come and spend some time with your child while they are at Summer Fun please feel free. If you would like to join us on Field Trips please refer to the Off-Site Activity, Field Trips, and Emergency Evacuation section.

If you have questions or concerns, the staff is there to provide answers. If you would like to discuss anything further the DOSCA Facilitator is available both at the program and at the office, located at Didsbury Neighborhood Place. We believe that an open door policy allows for positive interactions and communication between both staff and families.



Parent and Volunteer Involvement

Summer Fun aims to have a positive relationship between parents and staff. Parents are encouraged to become involved in their child's program. Through positive and open communication between parents and staff, and weekly surveys we will ensure expression and acknowledgement of individual needs. It is important that parents feel comfortable in taking an active role in the service we are providing to them and their children.

Child Involvement

Children will be given the opportunity to communicate feedback regarding the program in a number of different ways. These include, but are not limited to: open-ended discussion with staff; weekly/daily opportunities for children to suggest activities, games and special events; on-going opportunities for children to suggest community organizations for the centre to support; and weekly surveys.

Programming for Summer Fun

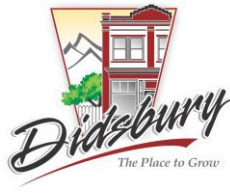
The weekly program plans reflect the children's interests and abilities and focus on play-based experiences and activities. The weekly program plans are written and document the on-going and daily activities that are provided for children. The written program plans indicate ways that the children's interest, backgrounds, and competencies are reflected in the planning. The weekly program plans allow children the opportunity to make choices about their activities and to support the development of positive relationships between the adults and children in the setting (balance of teacher facilitated and child-led activities). The weekly program plans indicate that activities provide opportunities for children to explore the indoor and outdoor environments. The weekly program plans and activities are designed to include all children, including those with special needs, and ensure that children are able to build upon existing competencies. Routine-based program planning is used to ensure that the needs of all children in the program are addressed and include the development of appropriate goals and activities.

Independent Departure

For any instances of independent departure (walking, riding bike, etc) parents must provide the dates and times of independent departure on a signed and dated sheet of paper. This information must be received in advance of the independent departure date.

Clothing/Weather

Please make sure your child is properly dressed for the weather as we do go outside. Also please insure you send sunscreen, bug spray, and a water bottle daily.



Toys and Equipment

The Summer Fun Program and its employees are not responsible for lost, stolen, or broken toys/equipment brought from home. We may ask for “sharing items” to be brought in on special occasions.

Technology

Technology surrounds us every day and has become a natural part of a child’s life. To accomplish a balance of technology and social interactions the program has set up the following rule for technology:

- Each child is allowed to use their own personal technology only during the scheduled free time at Summer Fun. All technology must be used, viewed, and controlled by the owner only. No sharing or watching of others using their technology, this includes siblings. Technology use is monitored by the staff and children excessively using their technology maybe asked to put it away at the discretion of the Summer Fun staff.

The program does not provide any technology for use; the items would come from individuals homes. With the exception, age appropriate movies will be shown on special occasions.

The program is not responsible for any lost or stolen items.

6. Incident Reporting

Incident Reporting to Licensing

In the case of an emergency evacuation, program closure due to an emergency, an intruder on the program premises, a child removed from the program by a person without parent/guardian consent, an injury requiring medical attention, a lost child or a child left on the premises after operating hours, will be reported immediately to regional child care office using the prescribed form. All incidents are analyzed annually and a report, using the prescribed form, is submitted to the regional child care office.

Accidents or Illness

All the staff at the Didsbury Out of School Care Association/Summer Fun work hard to keep the program a safe place for all who play there. Unfortunately accidents may occur.

In the event of a minor accident, such as a scratch or a bruise, your child’s needs will be attended to immediately, and an incident report will be completed explaining what happened and what was done after the injury. A copy of this report will be available for parents to sign at the end of the day.



In the event of a more serious accident, such as a cut requiring stitches or a broken bone, your child's immediate needs will be attended to and then they will be transported to the hospital, accompanied by a staff member. If it is unsafe to move your child, an ambulance will be called immediately. In both cases you will be notified as soon as possible and an incident report will accompany your child, so that the attending physician will have the necessary information to provide appropriate care.

7. Supervision Policy and Practices

New staff orientations, staff meetings, and continuous communication ensure that we go over how primary staff observes children's play and behaviour both indoors and outdoors. We discuss the set up and placement of staff and how it is important that at any given time staff can see the children at play etc. We also discuss the indoor and outdoor physical environment and boundaries on the playground etc.

Daily sign in and out sheets are used so staff are fully aware of the children they are expecting that day. This helps to promote child safety through supervision including ensuring all children are accounted for both on and off program premises, when arriving and leaving the program premises or entering and leaving a vehicle.

Supervision of children is done from a distance, as well as hands on. Staff will learn about the developmental needs of each child from observing as well as interacting with the children. This allows the staff to make sure that we are meeting the developmental needs of all the children.

The Parent Handbook accompanies the registration package so that parents can read through the programs supervision policies.

8. Child Guidance

The best course of action in terms of child guidance is prevention. By spending quality time with the children and having a quality program available, the staff can gain a better sense of each child's individual needs.

In our day-to-day interactions with the children, our primary concern is ensuring that the physical and emotional well-being of each child is maintained. The Town of Didsbury believes that each situation is unique, and must be dealt with individually.

Problem Solving Steps that staff follow for child guidance:

- By using active listening and effective communication skills, the staff helps the child to identify and define the problem
- Child then lists as many possible solutions as they can think of.
- Staff assist the child to evaluate all of the solutions that they generated.
- After evaluating, the child will pick a solution that they believe will work for them.



- The child and the staff then decide to check back and see if everyone finds the solution to be working.

It is a goal of the DOSCA/Summer Fun Program to provide an environment that will develop a sense of worth and self-confidence for all children that attend. DOSCA/Summer Fun believes that positive self – esteem and the ability to problem solve are characteristics that children can carry throughout a lifetime. Physical punishment, verbal, or physical degradation or emotional deprivation is not allowed. The staff will not deny or threaten to deny any basic necessity and will not use or permit the use of any form of physical restraint, confinement or isolation.

9. Behavioural Policy

The Town of Didsbury has a zero tolerance policy (Policy 8009 – Harassment) towards abuse, which applies to both staff and participants in Town of Didsbury programs.

- The Didsbury Out of School Care Association (DOSCA)/Summer Fun Program believes that a child is a person in their own right.
- DOSCA/Summer Fun Program believes every child has the right to be heard, to express themselves, to be loved and cared for regardless of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
- DOSCA/Summer Fun Program believes that the child should be protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members or the child themselves.
- DOSCA/Summer Fun Program also understands the need for boundaries to be established and for the child to have guidance. DOSCA/Summer Fun Program will not tolerate abuse of any kind from staff, parents/guardians and children in the program: **No physical, mental, or verbal abuse of any kind will be allowed.**
- DOSCA/Summer Fun Program believes that a child can be reasoned with most of the time by setting limits, setting standards of behavior, providing explanations, providing choices, and being firm yet flexible. If this does not remedy the problem, DOSCA/Summer Fun Program believes in a logical consequence.

There will be steps taken at DOSCA/Summer Fun to deal with inappropriate behavior and actions. The steps will follow a 3 strike system whereby after the third effort to deal with a child's behavior/action, the child may be removed from the program. The steps are as follows:



1. The child will be verbally warned about their behavior/action and instructed on how to correct their behavior/action. This will be considered the first strike.
2. If the child's behavior/action continues or the severity of the behavior/action is deemed excessive, a meeting with the parent/guardian will be required. At this time, the DOSCA Facilitator along with the Community Development Coordinator will explain to the parent/guardian what the behavior/action has been. The DOSCA Facilitator, the Community Development Coordinator, the parent/guardian, and the child will develop a written action plan detailing the steps that will be taken to address the behavioral issues. The parent/guardian will also develop an action plan stating how the behavior will be dealt with at home. Both action plans will be signed by the parent/guardian and the DOSCA Facilitator.
3. After continued behavioral issues, a final meeting will occur. The parent/guardian and child will be informed of their previous action plans and given one final opportunity to make the necessary changes. The child shall be placed on a thirty-day probationary period and his/her progress will be carefully monitored. If significant improvements are not made during the probationary period, the following will occur:

If the behavior/action continues or a child engages in an excessive act of verbal, physical or mental abuse, family will receive a formal letter and the child will be asked to leave the program. Your payment for the duration of the program (the current week for Summer Fun and the current month for DOSCA) will not be refunded. Any payments beyond the current week or month will be returned.

Once a strike three is issued and a child is asked to leave the program the strike three remains in effect for a one-year period starting the day they were dismissed. After one year, has passed you may request for your child's file to be reviewed. Depending on the nature of the strike three your child may be granted a 30-day probationary period in the program. A meeting will be set up between the DOSCA Facilitator, the Community Development Coordinator, and the parent/guardian to discuss positive changes in the child and to develop an action plan for what the program is going to do and what the family is going to do so the child will succeed in the program. If behavioural issues continue or the child engages in an excessive act of verbal, physical or mental abuse, the child and parent/guardian may meet with the Community Development Coordinator and the DOSCA Facilitator and/or the family will receive a formal letter and the child will be asked to leave the program.

10. Anti-Bullying Policy



DOSCA/Summer Fun works to create a safe and respectful environment that is free from bullying. Anti-bullying measures will be implemented to ensure this environment is maintained. DOSCA/Summer Fun will not tolerate any bullying against or from staff, children and parents/guardians. This includes all of the stated definitions of bullying below. If the actions of a bully are deemed to be excessive and continuous, DOSCA/Summer Fun will handle the matter through its Behavioural Policy and the Town of Didsbury's zero tolerance policy against abuse (Policy 8009 – Harassment).

Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying involves:

- Repeated and consistent negative actions against another
- An imbalance of power between the bully and the target
- Contrasting feelings between the bully and the target as a result of the bullying episode (the child who bullies may feel excited, powerful or amused, while the target feels afraid, embarrassed or hurt)

The four most common types of bullying are:

- **Verbal Bullying-** name calling, sarcasm, teasing, spreading rumors, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
- **Social Bullying-** mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down.
- **Physical Bullying-** hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted sexual touching.
- **Cyber Bullying-** using the internet or text messaging to intimidate, put down, or spread rumours about someone.

11. Child Abuse Policy

All persons have a right, duty, and obligation to report to Child Protective Services.

Reporting a child in need of protective services the Alberta Child Welfare Act, Section 3(1) states, "Any person who has reasonable and probable grounds to believe and believes that a child is in need of protective services shall forthwith report the matter to a Director." i.e. the Director of Alberta Children and Family Services Authority. Also Section 3(6) states, "Any person who fails to comply with subsection (1) is guilty of an offence and liable to a fine of not more than \$2000.00 and in default of payment to imprisonment for a term of not more than six months".

If the DOSCA/Summer Fun staff or the Town of Didsbury feel that they have reasonable grounds, they will report their concerns to the proper authorities, without prior notification to the parent or guardian. Any such reporting will be done in the best interest of the child.



As professionals we are bound by the Child Welfare Act to report any suspected cases of child abuse or neglect. It is not our responsibility to judge who was responsible for the bruises, neglect, etc.

In case of suspected child abuse or neglect, the Childcare Worker shall follow the protocols of Alberta Children and Family Services Authority.

If the DOSCA Facilitator or their designate has decided that there is a possibility of child abuse or neglect, the DOSCA Facilitator shall notify the proper authorities. Telephone number: 403-340-5400.

Information regarding the nature of the child's neglect or abuse is strictly confidential and will be handled with the utmost discretion.

Provincial authorities will not inform the parents where the complaint has come from but the authorities will require the details in order to investigate the suspicion.

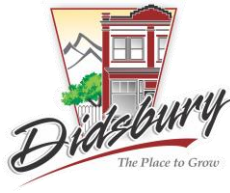
12. Inclusion and Diversity

Inclusion – Staff will provide a program where children of all abilities participate jointly by:

- Displaying positive behaviours and by making the program's environment welcoming to all children and families that develops a sense of belonging
- Building on existing program strengths and accessing specialized advice and appropriate training and additional resources where required
 - Planning for successful transition between areas of the program to support the child's wellbeing and continuity in learning and development
 - Ensuring inclusive behaviours and practices occur in social contexts throughout each moment of the day
 - Supporting children to work together to communicate, to generate ideas and solve problems
 - Discussing differences as a positive aspect of who we are, rather than one type of difference is superior to another

Diversity - Staff demonstrate respect for and valuing of diversity by:

- Supporting children in constructing their knowledge of diversity by being positive role models
- Providing, wherever possible, information in other relevant community languages, both those relevant to the program and/or within the wider community
- Being sensitive to but encouraging families to share their values, beliefs and attitudes in contributing to policies and program practices
- Ensuring resources and equipment respectfully reflect all heritages and multi-cultural society, as part of daily practice
- Discussing with families how special occasions can be celebrated in meaningful and respectful ways



- Staff provide the children with opportunities to be sensitive to and celebrate individual difference and unique qualities
- Staff plan for opportunities to incorporate and celebrate the cultural heritage of the community of families they serve

13. Health and Safety of Children

Lunch/Snack Time

Children are required to wash their hands before snack time and lunch time. There are signs in the washrooms to show the children how to wash their hands and we discuss with them the importance of hand washing after the use of the washroom.

We **do not** provide lunches or snacks (other than special circumstances where parents/guardians will be informed). Parents are responsible for providing lunch and extra snacks for the day. We recommend nutritious snacks that follow Canada's Food Guide. Snacks will give children energy to participate in the morning and afternoon activities, especially after swimming. Snack time is offered twice a day, once in the morning and once in the afternoon after swimming.

Summer Fun is a nut aware program. Please refrain from sending any peanuts/nuts, peanut/nut products, or snacks that may contain peanuts/nuts as we do have several children with peanut/nut allergies.

Regular hydration is encouraged. Summer Fun does not have funding to provide every child with a water bottle every day and therefore it is recommended that every child is sent with a water bottle for every day of Summer Fun especially field trips.

Outside Play

Sunscreen and bug spray are supplied by the program and applied to each child when going outside but it is welcomed if parents or guardians would like to send sunscreen and bug spray for their child.

In order to ensure the children have opportunities to be outside and keep active we do have specified times that children go outside and participate in planned activities as well as free play.

Potential Health Risk/Supervision of Sick Children

If your child becomes ill or has a fever, which exceeds 38°C (102°F) as measured by a thermometer, while attending the program, we shall contact you promptly so that you may take your child home or to the doctor. We require one emergency number on file, to be used in the event you cannot be reached. In an emergency, the staff on duty will take whatever immediate steps are necessary to get medical help. Staff ~~is are~~ trained in First Aid, CPR, and AED.



If your child is not well enough to participate in the activities, both indoors, outdoor and swimming, then he/she is not well enough to be in contact with other children or at the program. When a staff member knows or has reason to believe that a child may be exhibiting the signs or symptoms of illness, the staff will ensure that the child's parent arranges for the immediate removal of the child from the program premises in compliance with Government Licensing regulation. Until the parent arrives, the child will be kept as far away as practicable from the other children while still retaining ratio. If a child who was removed from the program because they were ill would like to return the parent needs to provide acceptable evidence that the child has been symptom free for at least 24 hours.

Medication Administration

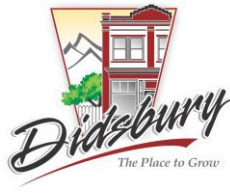
UNDER NO CIRCUMSTANCES WILL MEDICATION BE ADMINISTERED AND AT NO TIME WILL THE CHILDREN BE ABLE TO SELF-MEDICATE WITHOUT PRIOR WRITTEN AUTHORIZATION. To ensure your child receives his/her medication as expected, please be sure to put the following information on the medication administration form supplied by the program:

- Date
- Full Name of the Child
- Name of the Medication
- Date and the time medication is to be administered
- Who is to administer medication (a staff member or the child)
- Amount of medication to be administered
- Parent Signature

If the medication sheet is not filled in completely and correctly your child will not be administered or allowed to administer their medication. At no time is permission over the phone acceptable for administering medication. If while signing in the medication you have any questions, please be sure to ask any staff member for clarification. All medication, except medication that may be needed in an emergency, must be in the original container and will be stored in a locked area. The medication is administered according to the labeled directions. School Age Staff are **not allowed** to administer any medication that is not prescribed by a doctor – e.g. cold medication, aspirin, etc.

Emergency Procedures

The Didsbury Neighborhood Place Administrative Assistant is appointed to be a representative on the Town of Didsbury Occupational Health and Safety Committee. The Didsbury Neighborhood Place Administrative Assistant brings back information and shares it with the DOSCA Facilitator. The DOSCA Facilitator will perform regular safety checks in order to minimize the risk of injury to staff, children, and families.



Strangers – The staff are always on the lookout for strangers at the program as well as on the playground. If they observe someone who is hanging out or appears to be around the area more than usual then a call to the police will take place.

Environmental- This could include, but not limited, to natural disasters, heavy storms anything that is related to the environment. Depending on the situation the windows and doors will be locked and the appropriate authorities will be notified. The children will be moved to a safe location within the building.

Lock Down – This could include possible intruders, suspicious people outside the program, natural disasters and storms. Depending on the situation if it is necessary, doors and windows will be locked and the police will be called immediately. The children will be moved to a safe location within the building.

Fire- The program practices fire drills monthly to ensure children and staff, know proper procedure. During a fire drill or an actual fire the staff would lead the children to the Muster Point and appropriate authorities will be notified.

Off-Site Activity, Field Trips and Emergency Evacuation

In regards to any off-site activity and/or field trips the parents will receive a permission form that will advise them of the off-site activity, including the time, day, the means of transportation to and from the excursion transportation, and supervision arrangements with respect to the activity. This form will require parental consent and signature for the child to participation in the activity. **All parents are invited to accompany their child on any or all field trips that we provide.** Any parents interested in attending an off-site excursion must inform the DOSCA Facilitator prior to the field trip and provide a Criminal Record Check with Vulnerable Record Check and a Child Intervention Record Check. The Criminal Record Check with Vulnerable Record Check can be obtained at the RCMP. The Child Intervention Record Check can be obtained at the Olds District Office at the Ralph Klein Centre.

Safety is a top priority of the DOSCA/Summer Fun Program. Fire Drills are practiced using a whistle so that the children and staff become familiar with the loud sound of the fire alarm and the evacuation procedures.

In case of an offsite activity or an emergency evacuation a staff member will take the portable record in respect to each child.

In all cases where the staff leave the premise they are required by the licensing act to bring with them all **portable records as well as a first aid kit.**

Smoking Policy



Smoking is not permitted on the premises of the center, or around children while they are in care. This includes outdoor areas. Parents are asked to abide by this policy. Staff are also not allowed to smoke where child care is being provided.

14. Feedback Policy

Complaint Procedure

The Town of Didsbury-DOSCA/Summer Fun Program will ensure that the handling of complaints is done fairly, and to give staff and the program the opportunity to improve unsatisfactory work/program performance.

The Town of Didsbury-DOSCA/Summer Fun Program shall receive complaints from the general public requesting action to be taken. In some circumstances, the Town of Didsbury-DOSCA/Summer Fun Program may require evidence to be given in order to substantiate such action. The Town of Didsbury-DOSCA/Summer Fun Program requires that all complaints (written or oral) requesting action must be collected on the DOSCA/Summer Fun Complaints Action Request Form. All names will be held in confidence and will adhere to the Freedom of Information and Protection of Privacy Act. All complaints must be accepted and dealt with according to the established policy.

Complaints (written or oral) not requesting action must be collected and document in our communication book for the program and all staff to be aware of.

Complaints (written or oral) requesting action must be collected and written up on the DOSCA/Summer Fun Complaints Action Request Form and immediately be forwarded to the DOSCA Facilitator and/or Community Development Coordinator, who is responsible for handling DOSCA/Summer Fun Program complaints.

- The DOSCA Facilitator and/or Community Development Coordinator shall investigate the allegations of the complaint.
- The Program and/or staff member(s) involved shall be given an opportunity to make a full response to the allegations.
- The DOSCA Facilitator and/or Community Development Coordinator will determine if the complaint is unfounded or a minor or major complaint.

The DOSCA Facilitator and/or Community Development Coordinator shall upon conclusion of the investigation notify the complainant and the program staff involved of the complaint and informed of what actions have been taken.

- For minor complaints the DOSCA Facilitator and/or Community Development Coordinator may resolve complaints by informally arriving at a solution that is satisfactory to all parties.
- For major complaints a conclusion letter will be issued with respect to the complaint including the decision reached by the DOSCA Facilitator and/or Community Development Coordinator.



Appeal Procedure

The Town of Didsbury-DOSCA/Summer Fun Program wants to offer parents/guardians/families the opportunity to appeal any disagreement with - DOSCA/Summer Fun policies. The Town of Didsbury-DOSCA/Summer Fun Program requires that all policy appeals requesting action be written in a formal letter addressed to the DOSCA Facilitator and/or Community Development Coordinator.

The DOSCA Facilitator and/or Community Development Coordinator will review the appeal and determine if changes need to be made. The DOSCA Facilitator and/or Community Development Coordinator will notify the individual who submitted the appeal of the decision.

If you are unsatisfied with the conclusion reached by the DOSCA Facilitator and/or Community Development Coordinator a formal letter may be written to the Manager of Community Services.

Conflict Resolution

In the event where conflict is a concern between parent-staff, parent-parent, or staff-staff because the parties involved feel the conflict is inevitable or has already occurred and/or the conflict has affected or will affect the program a formal letter outlining the conflict and concern can be addressed to the Facilitator and/or Community Development Coordinator within 5 working days of the event which caused the conflict. The Facilitator and/or Community Development Coordinator will review the letter and take appropriate action. All parties involved will be treated fair and equal. Appropriate action may involve contacting each of the parties involved to address the issue and bring it to resolution. Another possible action may involve setting up a mediation meeting between the parties involved with the mediation being provided by the Facilitator and/or Community Development Coordinator to discuss the conflict and bring it to resolution. Once conflict has been resolved and/or all measures have been taken to resolve the conflict a written decision will be provided to the parties involved by the Facilitator and/or Community Development Coordinator.

Program Review

A full program review will be conducted annually to monitor program quality and to determine goals and action plans to maintain and continue to enhance program quality for DOSCA and Summer Fun. All stakeholders will be involved in the review process including parents, staff, and children. A section will be included on the surveys for general comments in addition to specific questions.

Children and parent evaluations/surveys will be completed at the end of each week of Summer Fun. Summer Fun Staff and Community Organization Surveys will be completed at the end of Summer Fun.



The information gathered from the review will be considered and changes will be made ensuring the changes meet the written philosophy and mission of the program.

The program will determine further actions to current goals or develop new goals with action steps to be completed next year.

15. End of Policy



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
Mission: Creating the Place to Grow.*

MEETING DATE: September 9, 2025
SUBJECT: COUN 001-25 Council Remuneration and Professional Development Policy
ORIGINATING DEPARTMENT: Legislative Services
ITEM: 7.2

BACKGROUND/PROPOSAL:

At the last Regular Council Meeting, Council requested that Administration bring back a cost breakdown of the professional development opportunities (PDO) that Administration presents to Council annually.

The following are estimates based on annual increases, changes in location, and estimated mileage and time spent at the PDO. Of course, these numbers are estimates and vary greatly depending on the location of the course and if accommodation is required.

	Total
Brownlee LLP	\$ 640.00
Reynolds Mirth Richard & Farmer LLP	\$ 640.00
Alberta Municipalities Convention	\$ 2,795.00
Alberta Municipalities Spring Caucus	\$ 2,100.00
Alberta Municipalities Summer Caucus	\$ 695.00
Rural Municipalities of Alberta	\$ 3,045.00
Economic Developers of Alberta	\$ 2,920.00
Federation of Canadian Municipalities*	\$ 4,060.00
Elected Official Education Program (In-person)	\$ 1,035.00
Elected Official Education Program (Virtual)	\$ 560.00

*Budgeted with flights inclusive

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

In the table below, Council is being presented with some combinations of potential Professional Development (PD Budget) options that could be integrated into Appendix A of the policy. These are inclusive of costs related to registration, mileage, expenses, accommodation, and per diem. The attendance at these events is varied but ordinarily Council members favour the ABMunis Convention and Spring Leaders Caucus as annual events. Other popular events that are secondary to these are the Rural Municipalities of Alberta (RMA) Conference, Federation of Canadian Municipalities Convention (when held locally) or one of the Legal Seminars. Members that are new to Council will ordinarily participate in one or two EOEP Courses, but in recent years, council members have opted out of these training opportunities.

Of course, these options vary greatly depending on if Council members require accommodation for the daily events – the cost estimates for the Legal Seminars, and Summer Caucus are non-inclusive of accommodation costs. To accommodate a range of accommodation rates that vary annually depending on the location of an event, the budgets presented are rounded to the nearest hundred.



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PD Opportunity	PD Budget per Council Member
ABMunis Convention, Spring Caucus, RMRF Seminar, EOEP (Virtual)	\$6,300
ABMunis, RMA, Spring Caucus	\$8,300
ABMunis, Brownlee Seminar, EOEP (In-person), EOEP (Virtual)	\$5,200
ABMunis Convention, Spring Caucus, RMRF Seminar, Summer Caucus	\$6,500
ABMunis, Spring Caucus, Summer Caucus, RMA, two EOEP	\$11,000
ABMunis, Spring Caucus, Summer Caucus, FCM	\$11,000

It is likely that changes to the PD Budget will result in a budgetary impact in 2026, depending on the option selected by Council.

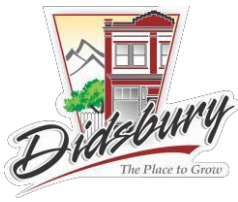
The draft Council Remuneration and Professional Development Policy with all recent changes incorporated is attached for Council's review. Administration recommends that Council set an amount for the Professional Development Budget for each Council Member. Once the amount is agreed upon, the policy may be approved effective October 20, 2025 for implementation after the election.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

A motion at Council's discretion.



Policy Statement:

The Town of Didsbury recognizes the need to use Town funds in a prudent and fiscally responsible manner. Council members and Administration shall endeavour to utilize the most economical and reasonable accommodations, bookings, and travel plans to the best of their ability.

Policy Purpose:

The *Municipal Government Act* establishes Council as the governing body of the municipality and, as such, allows for the compensation of Elected Officials for the duties performed. Council recognizes the need to have training and development opportunities available to ensure that Council Members remain educated and informed on governance-related matters. The purpose of this policy, therefore, is to outline the type and frequency of remuneration and professional development for the Town of Didsbury Elected Officials.

1. Definitions

Council Assignments means those official responsibilities as appointed or delegated to a Council members by resolution of Council that are not reimbursed by other external bodies.

Eligible Travel Time: means travel on the day before or the day after a full day meeting; or travel time on the same day.

Expense Claim means the submitted record used by Council members to record the hours of eligible per diem, monthly stipend, and Travel Expenses.

Informal duties: means any event, including networking, socializing, and meeting with community members.

Professional Development Opportunities (PDOs): means annual conventions, conferences, courses, seminars, workshops, orientation, and other training opportunities that are related to municipal governance that are included in the Professional Development List.

Professional Development Budget means the allotted amount to each Council member for expenses related to Professional Development Opportunities.

Professional Development Plan means a documented summary of PDOs and educational opportunities that a Council member will endeavor to pursue in a year for professional improvement as a locally elected official.

Regular duties shall be those that are listed in section 3.2 of this policy.

Travel Expenses shall be those costs associated with travel to and from PDOs, Council Assignments, and other duties as assigned by Council including but not limited to costs related to mileage, flights, taxi fares, bus tickets, meals, and gratuity.

2. General Principles

- 2.1 The Council members of the Town of Didsbury recognize their duties as councillors as established Part 5 of the *Municipal Government Act*.
- 2.2 Administration shall endeavour to book standard accommodation, registrations, and travel and facilitate timely cancellations being mindful of Council's supports of the principle of fiscal responsibility.
- 2.3 Any Cost of Living Adjustment (COLA) approved by Council shall be applied to the Stipend and Per Diem rate as set out in Schedule A unless otherwise resolved by Council.

- 2.4 Council members attending meetings or events in the stead of the Mayor shall be compensated an Acting Pay Stipend as set out in Appendix A per day.

3. Stipend

- 3.1 Members of Council shall be compensated with a monthly Stipend at the rates set out in Appendix A.
- 3.2 The Stipend shall be used to compensate members of Council for the following Regular Duties:
- a) Regular Council Meetings;
 - b) Meetings with agencies and community partners;
 - c) Meetings with the Chief Administrative Officer or designates;
 - d) Preparation for Council and Committee meetings;
 - e) Regular cyber security training;
 - f) Speaking, welcoming, or attending public events in an official capacity;
 - g) Emergency events;
 - h) Town of Didsbury open houses, public hearings, engagement sessions;
 - i) Informal duties.

4. Per Diem

- 4.1 In addition to the Stipend, Council members shall be compensated with an hourly per diem for participation in the following:
- a) Internal and external Committee, Agencies, Boards, and Commissions;
 - b) Budget Meetings;
 - c) Special Council Meetings;
 - d) Council Workshops;
 - e) Required Training;
 - f) Professional Development Opportunities;
 - g) Travel time for meetings outside of Didsbury;
 - h) Other events as approved by motion of Council.
- 4.2 The minimum claim is half an hour, unless otherwise agreed to by Committee; claims shall be rounded up to the nearest half hour.
- 4.3 Council members compensated by an external Committee, Agency, Board, or Commission shall not be compensated at the per diem rate.

5. Internet Allowance

- 5.1 Members of Council shall be reimbursed for the use of their personal internet at the monthly rate set out in Appendix A.

6. Travel and Subsistence

- 6.1 While traveling on Town business, Council members may submit an Expense Claim for eligible Travel Expenses that were paid for by the Council member.
- 6.2 All Expense Claims must be submitted with the accompanying itemized receipt(s) and may be claimed at the amount shown on itemized receipts submitted.
- a) The actual Travel Expense is the amount shown on the receipt, excluding alcoholic beverages.
 - b) The maximum gratuity rate shall be 20% of the actual Travel Expense.
- 6.3 No Expense Claims may be submitted for meals that were purchased in lieu of consumption of scheduled meals provided by an event which the claimant is attending.
- 6.4 No expense paid for any person other than a Town of Didsbury Council Member shall be submitted as an Expense Claim.

- 6.5 Members of Council may submit an Expense Claim for the mileage rate as established by the Canada Revenue Agency per kilometer rate.
- 6.6 Council members shall not book their own registrations, accommodations, or flights unless otherwise requested by the Chief Administrative Officer.

7. Professional Development

- 7.1 Administration shall provide to Council a list of Professional Development Opportunities (PDOs) available in the year; updates may be made available throughout the year as suitable opportunities arise.
- 7.2 Each Council member shall be allotted an individualized Professional Development Budget, established in Appendix A, which shall be used to manage expenses related to PDOs as follows:
 - a) Registration costs;
 - b) Travel and mileage expenses;
 - c) Travel and attendance time; and
 - d) Subsistence including meals, room, and board.
- 7.3 Annually, Council members shall prepare a Professional Development Plan prior to the budgeting process.
- 7.4 Council members may be compensated for the full day per diem rate for attendance at a PDO from the date that the PDO commences to the date on which it concludes.
 - a) Commencement of the PDO is considered to commence the first date that an educational session occurs.
- 7.5 Each Council member will have discretion in undertaking listed PDOs within their prescribed Professional Development Budget and do not require motion of Council to attend.
- 7.6 Any opportunities that Council members would like to pursue outside of the prescribed Professional Development Budget must be submitted to Council for due consideration and decision. .
- 7.7 If a Councillor has exceeded their Professional Development Budget, the overspent total shall be deducted off their monthly Expense Claim.
- 7.8 Council members shall provide a written report to Council on all PDOs prior to submitting an Expense Claim for that PDO.
- 7.9 Any remaining unspent Professional Development Budget shall not carry over into the following year but shall remain a surplus of that year.
- 7.10 Council members shall be responsible for reimbursing the Town the registration fee(s) for non-attendance unless due to extenuating circumstances, as approved by Council.
- 7.11 The Town is not responsible for expenses which are unrelated to the Council member's PDO, including for spousal/partner attendance.

8. Submission and Approval of Council Remuneration Forms

- 8.1 Members of Council must submit a completed monthly Expense Claim form to Administration by the third day of each month.
- 8.2 An Expense Claim shall be considered complete when it has been signed by the Council member and submitted to Administration.
- 8.3 Administration may make minor adjustments or corrections to a Council member's submitted Expense Claims to reflect consistent meeting times which shall be communicated to the affected member of Council.

- 8.4 Any errors, omissions, or Expense Claims inconsistent with the provisions of this policy may result in the claim being denied.
- 8.5 Any dispute over the suitability of a specific claim may be presented to Council for due consideration and decision. .
- 8.6 Expense Claims received after the third day of the month may be processed in the current or following pay period.

9. Review of Council Compensation

- 9.1 In the year of an election, Council shall undertake a thorough review of this policy, and make any revisions they feel appropriate to take effect at the start of the next term.
- 9.2 Annually, the Appendix A shall be reviewed during the budget process.

10. Financial Reporting

- 10.1 Members of Council that are compensated directly by a Committee, Board, or Commission shall provide their remuneration annually to be posted to the Town of Didsbury Website.
- 10.2 Council Expense Claims shall be posted to the Town of Didsbury website.
- 10.3 Council Professional Development Budgets and Year to Date Actuals will be included in the Council Report quarterly.

Appendix A – Council Remuneration & Professional Development Budget

Council Remuneration			
	Mayor	Deputy Mayor	Councillor
Monthly Stipend	\$2,448.56	\$1,452.37	\$1452.37
Hourly Per Diem (to a maximum of \$265 per day)	\$38.73	\$38.73	\$38.73
Acting Pay Stipend	N/A	\$53.05	
Internet Allowance	\$21.00		

Professional Development Budget	
Mayor	\$6,500
Councillors	\$4,500



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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MEETING DATE:	September 9, 2025
SUBJECT:	Meeting with Minister of Municipal Affairs
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	8.1

BACKGROUND/PROPOSAL:

Annually, Council is presented with an opportunity to schedule a meeting with the Minister of Municipal Affairs at the Alberta Municipalities Convention in the fall. Given that it is a general election year, the Convention is set to take place in November with the newly elected Council in attendance.

This request for decision is being presented to Council to gauge Council's interest in scheduling a meeting with the Minister at the Convention in November. This is a great opportunity for newly elected officials to meet with the newly appointed Minister of Municipal Affairs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The Minister's Office is looking for three topics of conversation of interest to Didsbury. Administration would recommend that the following topics be suggested as well as any other the Council considers pertinent to the Town of Didsbury.

- 23 Street North of Highway 582 Project;
- Provincial plans and timelines for Code of Conduct Structure replacement;

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To request a Meeting with the Minister of Municipal Affairs at the Alberta Municipalities Convention in November 2025.



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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MEETING DATE:	September 9, 2025
SUBJECT:	Capital Budget Amendment – Complex Eavestrough Repairs
ORIGINATING DEPARTMENT:	Community Services
ITEM:	8.2

BACKGROUND/PROPOSAL:

As part of the 2025 Town of Didsbury Capital Budget approval, a project for repairs of the eavestrough and downspouts at the Memorial Complex was approved, with a budget of \$30,000 to be funded from the Memorial Complex Reserves fund.

Administration has selected a contractor to undertake this project this fall, however while on-site preparing for the planned project, it was noted that the eavestroughing on both the south side of the arena facility and the north side of the curling rink facility should be considered for replacement as well. These sections of the facility are aged, with signs of significant rusting and risk for failure.

The selected contractor has provided a price for the additional replacement of eavestrough and downspouts in the locations above, which would be upgraded to a 7" eavestrough to increase drainage off the facilities. The additional cost to the project would be \$8,500 + GST.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is recommending to proceed with this addition to the project while the contractor is mobilized and on-site for the originally approved capital project.

Deferral of the project to next year is possible, however the cost may be higher.

Funding for this additional \$8,500 is available within the 2025 Operating Budget – Memorial Complex Repairs & Maintenance budget, and Administration is recommending that the addition to the project be funded from here.

ALIGNMENT WITH STRATEGIC PLAN

1. Strategically Managed Infrastructure

RECOMMENDATION

To amend the Memorial Complex Eavestrough Project cost to a total of \$38,500, an addition of \$8,500, to be funded from operating, using excess funds from the Complex Repairs and Maintenance budget line, and to amend the 2025 capital and 2025 operating budgets accordingly.



REGULAR COUNCIL MEETING Request for Decision (RFD)

*Vision: The Place to Grow.
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MEETING DATE:	September 9, 2025
SUBJECT:	RCMP Multi-Year Financial Plan
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	8.3

BACKGROUND/PROPOSAL:

At the August 26, 2025 Regular Council Meeting, Council was heard a presentation from Staff Sergeant Browne regarding the RCMP Multi-Year Financial Plan.

The Plan includes information on Detachment Resources and Anticipated Resource Growth, Accommodation, Financial Summary (FTE Target), and updates to the Equipment and Fleet tables.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The review and approval of the plan in principle is a requirement of the Town's Municipal Policing Service Agreement (MPSA) with the RCMP.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To approve the Didsbury Municipal Detachment Multi-Year Financial Plan for April 1, 2026 to March 31, 2031 in principle; any service level changes require approval from Council prior to implementation.



DIDSBURY MUNICIPAL POLICE SERVICE MULTI-YEAR FINANCIAL PLAN (MYFP) APRIL 1, 2026 TO MARCH 31, 2031

Prepared for:

The Town of Didsbury

Prepared by:

Didsbury Detachment Commander

Dated:

July 11, 2025

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INTRODUCTION

This Multi-Year Financial Plan (MYFP), the “Plan”, has been prepared by the Alberta Royal Canadian Mounted Police (RCMP) in consultation with the Town of Didsbury, pursuant to Article 17.1 of the Municipal Police Service Agreement (MPSA). This Plan is for the Fiscal Year (FY) starting on April 1, 2026 and covers a period of five years. In addition, the forecast for the 2025-26 fiscal year will be updated and finalized through this process.

This Plan reflects ongoing cooperation between the RCMP and the Town of Didsbury to ensure adequate and effective Municipal policing is provided pursuant to the MPSA. The safety and security of the citizens of the Town of Didsbury and the police officers serving within the Municipal Police Service (MPS) remains the ultimate goal.

The MYFPs are a five-year cost projection for the following areas:

- Human Resources
- Accommodation
- Equipment
- Divisional Administration and Other Direct and Indirect Costs
- Special Projects and Initiatives
- Financial Summary and Projections

The MYFP is a planning and reporting tool designed to establish enhanced consultation and collaboration between the Detachment Commander and Mayor/CAO on financial matters to ensure all contract parties have the information they require to effectively manage the finances of the Service and Divisional and/or Regional administration. The Plan includes items highlighted in recent Contract Management Committee (CMC) Consultation Documents, items noted in bilateral discussions and other national direction or initiatives that will have program or financial implications in contract jurisdictions.

Understanding that approved Municipal budgets are not available at the time of this submission as Municipal and Federal budget processes and timelines do not normally align, Alberta RCMP worked cooperatively with the Town of Didsbury to obtain notional support for projected annual budgets and resource forecasts (together forming the “approval in principle” budget and personnel figures).

PROGRESS AND ACCOMPLISHMENTS 2024-25

In 2024-25, the Town of Didsbury and the Detachment Commander identified several community priorities, including:

- a) Mental Health and Domestic Violence
- b) Drug Enforcement
- c) Increased Visibility within the Community

OPERATIONAL PRIORITIES

In 2025-26, the Town of Didsbury and the Detachment Commander identified several community priorities, including (but not limited to):

- a) Crime Prevention
- b) Road Safety
- c) Traffic Enforcement

d) Community Engagement

The level of service approved by Town of Didsbury Council did not support the addition of the resource requested in 2022-23, which at the time was approved in-principle.

It is anticipated within the 2025-26 fiscal year that the Town of Carstairs will be requesting approval to enter into a Municipal Policing Service Agreement with Public Safety Canada. While this anticipated development will not affect the MYFP for Didsbury Detachment, it is expected that the number of PPSA resources currently posted at the municipally-owned building will be reduced once resource numbers are agreed upon for the Town of Carstairs.

MULTI-YEAR PLANS (MYP)

In September 2024, the Commissioner provided CMC with the suite of MYPs (the Plans) for the National Programs, which includes the National Recruiting Program (NRP), Cadet Training Program (CTP) and Police Services Dog Training Program (PSDTC), as well as MYPs for the Accommodations Program Charge (APC), Police Reporting Occurrence System (PROS) and Body Worn Cameras (BWC).

The purpose of the Plans is to provide information to CMC in relation to the identified RCMP Programs in accordance with the reporting requirements in the Police Service Agreements (PSA).

As per the PSAs, the Plans are to include the costs to Canada of maintaining and providing these services in order to calculate annual per capita billing rates that are used to recover costs from the contract jurisdictions in relation to their police service's use. The estimated RCMP Program annual per capita billing rates for Fiscal Year 2026-27 are:

- **National Recruiting Program (NRP):** \$2,372 per capita.
- **Cadet Training Program (CTP):** \$5,996 per capita.
- **Police Dog Services Training Centre (PDSTC):** \$54,873 per capita.
- **Police Reporting and Occurrence System (PROS):** \$917.06 per capita.
- **Body-Worn Camera (BWC):** \$2,892 per capita.
- **Accommodation Program Charge (APC):** The Plan on accommodations is quite different than the Plans for Recruiting, Cadet Training at Depot and PDSTC. It consists of a national summary and analysis of the individual accommodations plans that are approved bilaterally with each PT.

Discussions are ongoing within RCMP NHQ on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

Additional details outlining budgetary considerations, infrastructure and equipment plans, the methodology used to estimate the per capita rate, how the cost recovery will be processed and any other relevant information including future forecasts can be found in the individual Plans.

CONTRIBUTORS TO FINANCIAL PRESSURES

Alberta municipalities face mounting financial pressures that impact their ability to sustain effective policing services. While financial strains are currently being felt across provincial and national levels as well, their impact may be more acute on a local scale due to limited fiscal capacity and community service delivery expectations.

Inflation and recent global trade disruptions are significantly impacting the cost of policing across multiple operational areas. Fuel prices have increased approximately 7-10% year-over-year, with potential increases incoming due to geopolitical conflicts. The cost of patrol vehicles, equipment, and protective gear has also risen sharply due to supply chain pressures and tariffs set by the United States and their global trading partners. Canada's introduction of a 25% retaliatory tariff on U.S. sourced goods, with further tariffs potentially incoming in upcoming weeks, have impacted the costs of goods such as vehicles, tactical gear, firearms, ballistic protection, and electronics.

Although Canada's annual inflation rate has moderated at 1.7% year-over-year in recent months, the ongoing tariff and supply chain issues continue to exert pressure on costs of policing. These factors are not within the control of the Alberta RCMP but will ultimately impact the overall costs associated to delivering services to our communities. Keeping the safety of communities in the forefront, strategies to mitigate increases in expenditures continue to be exercised.

SECTION 1 - HUMAN RESOURCES

1.1 Annex A – Authorized Strength

In accordance with Article 5 of the Companion Document to the Police Service Agreements, the number of positions noted in Annex “A” of the MPSA is also known as “authorized strength”. Authorized strength is the benchmark information used by the Municipality when reporting to the public, or Treasury Boards, on the size of the Service and/or Divisional/Regional administration.

The number of current Municipal positions noted in Annex “A” as of April 1, 2025 is four Regular Members (RM). In addition, there is one Municipal Employees (ME) providing support to the detachment. A breakdown of these resources and their functions are outlined in the tables below:

Municipal Detachment: Regular Members	Supt	Insp	S/Sgt	Sgt	Cpl	Cst	Total
General Duty					1	3	4
					1	3	4

Municipal Detachment: Municipal Employee (ME)	Total
Administrative Support	1
	1

1.2 Resource Requests

1.2.1 Summary of Personnel Growth Assigned to the Municipal Service – Fiscal Year 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee Rank/Group & Level (if available)	2026-27*	2027-28	2028-29	2029-30	2030-31
MPSA Alberta RCMP	Contract Policing	RM	0	0	0	0	0
		S/Cst	0	0	0	0	0
		CM	0	0	0	0	0
		PSE	0	0	0	0	0
		ME	0	0	0	0	0

*Growth is ‘approved in principle’ by the Contract Partner for the 2026-27 Fiscal Year.

There is no anticipated increase of Members or Support Staff resources to the Municipal Service over five years beginning in Fiscal Year 2026-27.

1.2.2 Summary of Personnel Growth Assigned to Divisional Administration – Fiscal Year 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee					
		Rank/Group & Level (if available)	2026-27*	2027-28	2028-29	2029-30	2030-31
PPSA "K" Division	Contract Policing	RM	0	0	0	0	0
		S/Cst	0	0	0	0	0
		CM	0	0	0	0	0
		PSE	2	0	0	0	0

*Growth is 'approved in principle' by the contract partner for the 2026-27 Fiscal Year.

Anticipated financial impacts to the Divisional Administration rate resulting from these increased resources is expected to be minimal as these Divisional costs will be spread amongst all partners within the Division.

An increase of two (2) Support Staff resources to Divisional Administration for the FY 2026-27 is included in this MYFP as follows:

1.2.2.1 Access to Information Program (ATIP): Two (2) Public Service Employees (PSE) in FY 2026-27

Having access to government information and protecting privacy is a service Canadians expect. Privacy laws across Canada are similar and provide Canadians with a legal right to access their personal information or information under the control of provincial, territorial and federal governments. The RCMP is seeking to expand its ATIP footprint in the divisions by creating 16 new positions across the country, to create dedicated ATIP Liaison Officer Bureaus within each division to coordinate requests, validate information returned to National Headquarters (NHQ), and act as a central advisor to divisional management on information and privacy issues. In FY 2026-27, the ATIP Modernization Team supports the addition of two (2) PSE resources within the Alberta RCMP to bolster the ATIP Program and data collection.

1.2.3 Summary of Personnel Growth Assigned to Regional Administration – Fiscal Year 2026-27 and Beyond

Police Service Agreement	Allocation	Category of Employee					
		Rank/Group & Level (if available)	2026-27*	2027-28	2028-29	2029-30	2030-31
PPSA "K" Division	Contract Policing	RM	0	0	0	0	0
		S/Cst	0	0	0	0	0

		CM	0	0	0	0	0
		PSE	0	0	0	0	0

*Growth is 'approved in principle' by the contract partners for the 2026-27 Fiscal Year.

No increase of Regular Members and Support Staff resources to Regional Administration has been identified over five years beginning in FY 2026-27.

1.3 Regular Member Pay Raises

A non-contractual estimate of 3.5% has been put forward for inclusion in the MYFPs for planning purposes, and this figure has been acknowledged by CMC. Negotiated salary increases or those imposed through third party arbitration could result in increases below or above the planning rate. Given that the NPF has access to binding arbitration (in the absence of a negotiated settlement) there is inherent uncertainty in projecting settlements. As such, should Contract Partners wish to build contingencies into their planning figures to mitigate potential fluctuations in negotiated rates or the possibility of arbitration, they are encouraged to do so.

The anticipated costs associated with Regular Member Pay Raises for Fiscal Year 2025-26 are included within the Pay section of the supporting MYFP Financial tables (Excel).

1.4 Reservist Utilization

The Alberta RCMP Reserve Program was created as a tool to alleviate short-term pressures on operational units, and has evolved to continue to meet the ever-changing complexities of policing. Reservists can provide the much-needed relief to operational members and can also be a resource to meet cyclical demands for service, without adversely impacting ongoing priorities.

In order to align with the National Mandate and better meet operational needs, all reservists will fall under the Alberta RCMP's Recruiting/Reserve Policing. The Alberta RCMP Reservists will no longer be attached to a detachment or work area and all costs associated to the recruiting, medical, and training will be covered by the Alberta RCMP Reserve Program. There are currently 22 Reservists deployed as part of this program. For the 2025/26 fiscal year the Alberta RCMP is anticipating no growth in the Reservist Program and similarly to prior year will utilize seven Reservists.

SECTION 2 - ACCOMMODATION

According to Article 12 of the MPSA, municipalities with a population of 5,000 or more are responsible for providing and maintaining accommodations for their Municipal Police Service, at no cost to Canada. Regardless of whether municipalities are to provide their own accommodations or occupy federal government detachment facilities; municipalities with MPSAs are responsible for 100% of the costs for providing and maintaining these accommodations. This includes furnished office space, cell-block facilities, garage space, as well as 100% of operating and maintenance costs.

In order to support the financial planning for municipal accommodations, which includes upgrading, renovating and/or life cycling of building assets, discussions between the Town of Didsbury and the Detachment Commander should be shared with the Alberta RCMP Real Property Asset Management unit. This allows both parties to plan, budget, approve and provide guidance to ensure that it meets the standards set forth in policy.

The Town of Didsbury owns the existing RCMP Detachment and leases the space to the RCMP provincial resources.

2.1 Accommodation Program Charge

Not Applicable.

2.2 Greening Government

The RCMP continues to make progress in supporting the Greening Government Strategy, a Government of Canada directive to achieve net-zero carbon and climate-resilient operations by 2050. The RCMP is taking the following steps in order to meet reporting requirements:

2.2.1 Real Property

2.2.1.1 Waste Diversion (Facilities >10,000 m2)

Not Applicable.

2.2.1.2 Climate Resilience Vulnerability Assessments (CRiVA)

Not Applicable.

2.2.2 Fleet

2.2.2.1 Conversion to Electric Operational Vehicles

The Government of Canada's Greening Government Strategy has a requirement to achieve net-zero greenhouse gas emissions (GHGs) by 2050. In an effort to achieve net-zero GHG emissions for light-duty vehicles which fall under National Safety and Security Fleets (NSSF) by 2050, the RCMP has committed that 50% of the RCMP's (NSSF) light-duty fleet will be comprised of Zero Emission Vehicles (ZEVs) by 2030 and increasing to 100% by 2035. Discussions continue between RCMP and Government of Canada regarding this commitment, exact details regarding timeline and costing are unknown at this time but will be shared with CMC once determined.

The Alberta RCMP does not anticipate any costs related to the conversion to Electric Operational vehicles for Fiscal Years 2026-27 to 2030-31 (5FYs).

2.3 Real Property

2.3.1 Workplace Modernization

The move to a hybrid work environment has enabled the RCMP to consider flexible work arrangements for non-operational personnel, thanks to significant Government of Canada investments in new technology and related infrastructure. The RCMP will be exploring opportunities for modern, flexible, and technology-enabled portfolio changes to meet future needs of the force while supporting operations and government socio-economic objectives (e.g. greening, accessibility, Indigenous reconciliation).

To meet accessibility requirements and the goal of becoming barrier-free by 2040, an Accessibility Plan is under development that will identify buildings for undertaking Accessibility Audits. The cost of an Accessibility Audit is approximately \$20,000/building. In addition, as part of Budget 2024 the Government of Canada announced plans to reduce its office portfolio by 50%. The RCMP is working with PSPC to develop a long-term plan.

Until the Accessibility Plan is developed, divisions are unable to identify costs and timelines applicable to their individual jurisdiction.

SECTION 3 – EQUIPMENT

The accompanying financial documentation provides estimates for several groupings of equipment over the length of the Plan. Equipment purchases have been grouped into four areas focused on Criminal Operations, Informatics, Air Services and Police Vehicles.

Anticipated equipment costs are outlined in the Tables under Sections 3.1.6, 3.2.5 and 3.4.3 of this document.

3.1 Criminal Operations

3.1.1 Modernization of Intervention Equipment

The Alberta RCMP is committed to providing officers with lightweight, ergonomic and modern equipment that is readily available. Within this strategy, modern Pistols and Long Gun Rifles will have features that ensure the firearm is suitable for use by the widest demographic of police officer possible. Less lethal technologies, such as the Extended Range Impact Weapon provides officers with more opportunities to de-escalate dangerous situations rather than resorting to lethal force. In addition, Hard Body Armour have become lighter, allowing officers to wear it for longer periods of time and promoting optimal performance under hazardous conditions. Portable Ballistic Shields provide officers a form of ballistic protection should the need arise to rescue a member of the general public or a fellow officer in active shooter or similar situations. Breaching Equipment will also ensure officers are able to respond to an active threat as a result of entrances being barricaded. This strategy advances the vision of a modern police officer by ensuring RCMP officers have the appropriate tools to perform their duties as safely and effectively as possible.

3.1.1.1 Portable Ballistic Shields (PBS)

Research has identified a need for the PBS in a general duty capacity. In exigent circumstances, PBS can be deployed for preservation of life to affect a rescue of an officer or member of the general public in an open environment. As part of containment in open areas where no ballistic cover is available, PBS can provide increased ballistic protection from armour piercing rounds and would supplement the protection provided by Hard and Soft Body Armour. Costs are expected to be upwards of \$10,000 per item, multiplied by a recommended two PBS per the number of detachments. The RCMP is actively working through a two-stage procurement process. The Notice of Planned Procurement was posted and is now closed and it is anticipated that a Standing Offer will be in place in Fiscal Year 2025-26. The roll-out schedule will be dictated by vendor production capability, lot testing, timing and operational demand/priority.

Alberta RCMP's anticipated average costs associated with the implementation of PBS for Fiscal Years 2025-26 to 2027-28 are \$800,000/year. The forecast is based on deploying at least one PBS each in detachments in Fiscal Year 2025-26, 1/3 of locations in Fiscal Year 2026-27, and the rest in Fiscal Year 2027-28 (3 Fiscal Years) to reduce budgetary pressures.

3.1.1.2 Hard Body Armour (HBA)

HBA is currently assigned per operational police vehicle which does not provide immediate access to all officers and does not optimally fit everyone. There is also a need for a Gender Based Analysis Plus (GBA+) approach given the changing demographic of the RCMP. Contract has been awarded and is expected to

be available for 5 Fiscal Years (2025-26 to 2029-30) before re-solicitation. There are three sizes available with an average estimated cost of \$1,150 per frontline officer. It has been suggested that Alberta RCMP consider allocating their unit-issued HBA to all frontline officers and then calculate their remaining need, multiplied by an estimated \$1,150 per unit, to be purchased as required based on the 10-year lifecycle and proper fit. New officers will be issued HBA at Depot. An initial order of 5,000 units to replace expired and ill-fitting HBA, plus provisioning Depot was made. After the initial order, there is no forecast available because these will replace existing HBA one-for-one as needed.

Although there are plates in circulation that are well within their life expectancy, the Uniform and Equipment Program had ample supply when the ordering system went live on March 19, 2025 for replacement of expired HBAs set to accommodate orders and the capability to call-up more. The Alberta RCMP can expect to receive some product, starting as early as Q1 in Fiscal Year 2025-26, and the pricing in the cost breakdown remains accurate.

3.1.1.3 Extended Range Impact Weapons 40mm (ERIW)

Appropriate use of crisis intervention and de-escalation techniques often requires that the officers have time and distance. It was identified that front line officers did not have a less lethal intervention option that allowed them to maintain an increased distance from the subject. The initial delivery of ERIWs was completed in Fiscal Year 2024-25 with existing orders being received in the Albert RCMP and was removed from the pilot phase in February 2025. The actual cost per system is \$4,950 and a Standing Offer (SO) is anticipated to be put in place in Fiscal Year 2025-26. A SO for Extended Range Sponge Rounds has been awarded and is available for divisions to purchase on the annual bulk buy. Additional O&M costs could include the modular style vehicle rack which can accommodate any two of the Carbine, ERIW, or Shotgun at a cost of \$700 each and from the bulk buy, a higher ammunition cost of \$25/round which may cause cost increases for training and annual recertification (per trainee, an estimated 20 rounds are used in initial training and an estimated 8 to 10 rounds are used in annual recertification).

Alberta RCMP's anticipated average cost associated with the implementation of ERIW for the next two Fiscal Years 2025-26 and 2026-27 is \$346,290/year.

3.1.2 Pistol Modernization

The RCMP has concluded that the in-service 9mm Smith and Wesson (S&W) 5946 and 3953 general duty pistols must be replaced. The current pistols have been in service since 1995 and have exceeded their life expectancy. There is a need for Gender Based Analysis Plus (GBA+) given the changing demographic of the RCMP. In addition, there exists a tactical disadvantage to the pistol due to the lack of a mounted-flashlight. Forecasted costs for Pistol Modernization is \$2,415 per officer, plus an additional \$445 per officer for Pistol Transition Training costs. The Request for Proposal (RFP) submitted in June 2024, resulted in no compliant bids being received and a new RFP was posted in March 2025. It is anticipated that RFP completion and testing will occur early Fiscal Year 2025-26 and that training and limited product delivery will occur fall/winter of the same Fiscal Year. Roll-out will occur over a maximum of four Fiscal Years (2025-26 to 2028-29) with the first being 600 pistols for train the trainer followed by the delivery of up to 1/3 of the divisional allotment per Fiscal Year. Training at Depot will be priority and roll-out training sessions are being planned in the Divisions to ensure instructors are trained and prepared for roll out.

Alberta RCMP's anticipated average costs associated with the implementation of Pistol Modernization for

the next four Fiscal Years 2025-26 to 2028-29 is \$1,895,292/year. Although the National roll-out plan stated indicates that the implementation of Pistol Modernization should be planned for three years, Alberta RCMP's current training capacity estimates that will take up to four years for a complete roll-out.

3.1.3 General Duty (GD) Hand-Held Thermal Device

The RCMP are currently examining a number of historical and more recent critical incidents, as well as previous recommendations related to low-light operations and equipment that could augment RCMP officer and public safety during these incidents. Technology has significantly improved in recent years and the RCMP is examining potential options such as hand-held Thermal, InfraRed and Night Vision optics that may be suitable for general duty applications. A hand-held, rugged thermal optic will be best suited to considerably improve officer safety during these scenarios. The RCMP is currently examining various options and associated costs are estimated at \$4,000 per device with a recommended minimum of two devices per detachment. It is anticipated that the appropriate procurement vehicle will be posted in early Fiscal Year 2025-26 with a three-year roll-out commencing the same year as determined by production capacity of the vendor.

Alberta RCMP's anticipated average costs associated with the implementation of Pistol Modernization for the next three Fiscal Years 2025-26 to 2027-28 is \$304,000/year. The target deployment is for at least one Hand Held Thermal Device in every detachment this fiscal year with the second requirement issued through a phased approach in the next two fiscal years.

3.1.4 National Tactical Support Group Program (NTSGP) Equipment

Not Applicable.

3.1.5 National Marine Program – Thermal Flotation and Dry Suits

Not Applicable.

3.1.6 Criminal Operations Equipment Plan: 2025-26 to 2030-31

The Table below breaks out the Criminal Operations Equipment Plan for the Municipal Police Service for Fiscal Years 2025-26 to 2030-31.

Muni Under - Operational Equipment Plan							
Priority Level		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
1	Taser 7, Holsters and subscription	\$ 324,400	\$ 327,360	\$ 342,240	\$ 353,400	\$ 368,280	\$ 383,160
1	Portable Ballistic Shields	\$ 125,400	\$ 125,400	\$ -	\$ -	\$ -	\$ -
1	Replacement Equip (ASDs, TDD, Breaching Tool)	\$ 18,617	\$ 24,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
1	Extended Range Impact Weapons 40mm	\$ 39,576	\$ 39,576	\$ -	\$ -	\$ -	\$ -
1	Forward Looking Infrared (Thermal Imaging)	\$ 66,000	\$ 33,000	\$ 33,000	\$ -	\$ -	\$ -
1	Ammunition	\$ 48,192	\$ 49,638	\$ 51,127	\$ 52,661	\$ 54,241	\$ 55,868
1	Pistol Modernization	\$ 159,390	\$ 196,400	\$ 199,238	\$ 201,954	\$ 205,879	\$ -
1	Investigational Aids (Livescans, ATAK, TVs)	\$ 138,154	\$ 64,099	\$ 65,242	\$ 80,319	\$ 41,630	\$ 42,880
1	Protective Technical Services	\$ 289,785	\$ 180,964	\$ 186,954	\$ 163,812	\$ 169,360	\$ 173,375
1&2&3	Other Equipment (Fume Hood, Carry forward, C	\$ 80,407	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Operational Equipment Costs	\$1,289,921	\$1,040,437	\$ 902,800	\$ 877,147	\$ 864,389	\$ 680,282
	Body Worn Cameras (+DEMS)	\$ 958,610	\$1,078,716	\$ 1,119,000	\$ 1,119,000	\$ 1,119,000	\$ 1,119,000

3.2 Informatics Equipment

3.2.1 Information Management/Information Technology (IM/IT) Projects and Initiatives

As part of the RCMP's Digital Policing Strategy, known as "The Connected RCMP", the RCMP is focused on ensuring the organization has the right technology required to deal with the digital era's impacts on policing. This technology needs to be delivered quickly and in a way that meets the needs of citizens, businesses, partners, and RCMP employees. Since 2019, work has been done to define a future digital operating environment to make the RCMP a more data-driven and automation-enabled police force and advance the capabilities and efficiency of front-line policing through four target operating environments: improved situational awareness, advanced analytics, workflow automation, and partner and citizen engagement.

RCMP's Digital Policing Strategy provides an overarching roadmap for the RCMP and although there are no costs to contract partners directly associated with the Digital Policing Strategy itself, the IM/IT projects and initiatives identified below that fall under the umbrella of the Digital Policing Strategy will result in costs being incurred by the contract partners.

Discussions are ongoing on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

3.2.1.1 Computer Aided Dispatch Next Generation (CAD NG)

The RCMP is currently developing a Statement of Requirements/Statement of Work (SOW/SOR) for a Request for Proposal (RFP) through procurement to replace the RCMP's Computerized Integrated Information and Dispatch System (CIIDS) with a commercial off the shelf Computer Aided Dispatch (CAD) system. The RCMP continues to maintain its existing CAD system, with more upgrades planned before the end of the contract to maintain efficient tools for police operations. All RCMP jurisdictions within Provinces and Territories are currently working with the CIIDS/CAD, with the exception of British Columbia and Halifax District who have implemented the Versaterm application (which remains out of scope for this update). Though the specific mechanics on how this rate will be calculated are still to be determined, the RCMP is currently targeting implementation of the system starting in FY 2028/29. Rate updates will be provided as this initiative is further developed.

3.2.1.2 Electronic Major Case Management (eMCM)

The RCMP is looking at maximizing the effectiveness and efficiency of RCMP business and police operations through the national implementation of a new eMCM solution. The Evidence and Reporting (E&R) system, currently being used for eMCM was not designed to address the overall needs of Major Case Management as it is cumbersome to use, requires redundant data entry, and does not facilitate the management of unstructured data collected. It has limited analytical capability and has been broadly deployed locally with limited to no capability for data sharing or administration. As a result, in March 2020, a contract was awarded to Xanalis for the implementation of their commercial off-the-shelf software

solution called “PowerCase”. This enhanced solution provides the required capabilities, flexibility and scalability to manage major case investigations at various levels of complexity while complying with the Information Management policies, standards, and practices.

Various risks are being monitored in relation to equipment, configuration, and testing. The project is working in close collaboration with the vendor, Shared Services Canada and various stakeholders to ensure a successful deployment of this solution. The planning and design phases have been completed and testing is underway. Testing cycles have indicated issues that are being resolved along with updated requirements for disclosure to ensure the end users are provided the best viable product. Another release is expected in Feb/March 2025 followed by a Disclosure Release, testing, training and a phased deployment. Timelines are being re-evaluated due to the testing delays and will be provided once solidified.

3.2.1.3 Status and Messaging Model (SAMM)

The SAMM, mobile component of the Computerized Integrated Information and Dispatch System (CIIDS), application was implemented in the mid-1990’s and has received limited upgrades due to the old technology platform it was built on. It is now considered to be at “end of life” and there are stability concerns with maintaining SAMM until the CIIDS Computer Aided Dispatch (CAD) application is replaced. The Gartner and Accenture CAD market assessments identified SAMM as a major pain point for our officers that creates an increased risk to officer safety as it is susceptible to crashes which leaves them off the Operational Communications Centre’s (OCC) radar from a dispatch perspective.

The RCMP has continued to keep a “lights on” approach with SAMM, but due to the increased safety concerns for officers and members of the general public, the RCMP is proceeding with a project to replace SAMM with Bell CAD Mobile as an interim sole source solution until the CAD Next Generation (NG) project is complete in approximately 5 FYs. The project began a pilot starting in November 2023 and was completed on June 27, 2024. The Vendor corrected identified items and the test team and QCS are currently working through testing cycles with the full implementation to be completed by the end of FY 2025-26.

3.2.1.4 Blue Force Tracking (BFT) formerly Android Team Awareness Kit (ATAK)

The BFT project team has completed the roll-out of the Team Awareness Kit (TAK) software suite to all officers. This suite consists of the ATAK software used on RCMP issued smart phones and tablets for front line responders, and the WinTAK software designed for use on RCMP desktops and tablets for the command and control component of the incidents. Although the BFT suite of applications are currently available at no charge, the adoption of this kit will result in additional costs which includes the purchase and licensing of servers, purchasing of new hardware (smart phones and tablets), airtime service fees, etc. The estimated cost is based on \$60/Member FTE Utilization/year beginning in FY 2024-25.

Requiring dedicated staffing in Divisions and NHQ in order to maximize situational awareness, interoperability and officer safety in critical situations, the BFT Enhancement Project is in its pre-planning stages to address divisional requirements that could not be met by the scope of The Blue Force Tracking (BFT) Enterprise (Z-00908) Project. BFT Enhancements will particularly focus on the interoperability with

both internal and external partners and procure a third-party vendor for development and maintenance support through a formal Request for Proposal (RFP) process.

3.2.2 Digital Collaboration and Information Management (DCIM)

The RCMP requires an enterprise solution to allow for alignment to an evolving digital environment which will support the management of electronic administrative and employee information and collaboration across multiple devices and platforms. This impacts both operational effectiveness of RCMP Divisions and the ability to meet GC directives and legislated requirements (such as ATIP and legal holds). The solution will allow for improved access to high availability, authentic, reliable and timely information, allowing front-line members to better support decision-making and day-to-day activities more efficiently. Meeting this need effectively for business lines across the RCMP requires the careful design of business applications (user-facing software) and records management tools. To do this, the Analytics, Data and Information Management (ADIM) branch launched the Digital Collaboration and Information Management (DCIM) Project. This project was approved at the Investment Oversight and Prioritization Committee (IOPC) in September 2024 for Project Approval and Expenditure Authority. Some professional services resources were onboarded in October 2024, and additional resources have been identified for upcoming project activities.

The DCIM project solution will leverage Microsoft 365 (M365) suite including SharePoint Online (SPO), One Drive, and Exchange Online. It will deploy a centralized, Protected B modern information management solution that is hosted on cloud-based Software as a Service (SaaS) technology and aligns with the RCMP's use of M365. This solution offers significant savings of time, effort, maintenance, integration, and licensing costs as well as meets information management user experience (UX) requirements.

An enterprise modern information management solution must be available to the entire enterprise across multiple devices to provide the best value to the organization. The DCIM project's objective is to implement an effective enterprise modern information management solution for the RCMP through modernizing approaches to digital information management and collaboration to improve the RCMP's ability to use information effectively, improve business processes with updated information flows and meet legislative and regulatory responsibilities surrounding the management of information. The work represents phase 1 of the DCIM project that will implement the base functionality for the modern information management solution requirements while phase 2 and 3 will build on functionality such as further collaboration and file sharing capabilities with external partners and stakeholders. Phase 2 and 3 will be run as separate and distinct projects.

The DCIM project has been asked to accelerate onboarding for the organization. The next steps for the DCIM project will be to complete a revised plan for onboarding along with the design and build activities, initiate training development, finalize security and privacy compliance activities and execute the pilots that are planned for early 2025.

Discussions are ongoing within RCMP NHQ on the development of a national rate(s) which will encompass expenditures related to current and future operational systems projects, as well as enterprise information management solutions, and will be supported through annual Multi-Year Plan(s) (MYP). Though the specific mechanics on how these rate(s) will be calculated are still to be determined, the RCMP is currently

targeting implementation starting in FY 2027-28 at the earliest. CMC will continue to be consulted on the development and implementation of this rate.

3.2.3 RCMP Network Modernization

The RCMP is located at over 950 locations across Canada, many of which are not in urban centres. RCMP operations rely on a robust, available and reliable network to enable access to our critical business applications and services. Alberta RCMP is requiring increases to their network capacity to enable modern applications across their sites ensuring continued availability and access to Alberta RCMP's operational systems and supporting ongoing police operations and administrative services. Network modernization in partnership with Shared Services Canada (SSC) will aim to address the following:

- Procurement of new technologies for enhancing nationwide network capacity.
- Implementation of new and emerging connectivity technologies for RCMP's remote and northern sites.
- Implementation of new, modernized wide area network technology that will further enhance cloud applications and off-loaded non-critical traffic for priority of operational traffic.

This operational initiative is a generational investment in the RCMP's national digital networking ecosystem which will open the door for greater resiliency, national Cloud connectivity, and better access to RCMP national data centers.

The RCMP's digital network must be modernized to ensure that the continued availability and access to core police operational and administrative systems is maintained. Without the necessary additional network capacity, many of the RCMP's sites in the North and other remote locations across Canada will not be fully enabled to leverage modern policing applications. Working with SSC, the RCMP will ensure that the continued availability and access to core police operational information systems is maintained. RCMP with the support of SSC will manage the deployment of the network enhancement tools including the ongoing evolution and changes to the RCMP's national digital network footprint.

SSC has upgraded bandwidth to 50 locations to date this year in order to support Body Worn Camera roll-out, including 20 Northern locations using Low Earth Orbital Satellite. SSC has completed initial large procurement for new technologies for enhancing nationwide network capacity and continues to pilot the technology. Full roll-out to all locations is anticipated to commence in Q1 FY2025-26.

****This initiative is to be funded by Canada with no impact to Contract Partners. This item is included for information purposes only**.**

3.2.4 Next Gen 9-1-1

Not Applicable

3.2.5 Informatics Plan: 2025-26 to 2030-31

The Table below breaks out the Informatics Plan for the Municipal Police Service for Fiscal Years 2025-26 to 2030-31.

Municipalities Under 15K - Technology Plan							
Priority Level		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
1	Tech Rentals/Software	\$ 210,675	\$ 216,996	\$ 223,506	\$ 230,211	\$ 237,117	\$ 244,231
1	Radios (All AFFRCS) + Equipment	\$ 128,066	\$ 832,506	\$ 871,493	\$ 912,351	\$ 955,170	\$1,000,045
1	Radio Parts and Consumables	\$ 83,504	\$ 86,009	\$ 88,589	\$ 91,247	\$ 93,984	\$ 96,804
1	Mobile Work Stations & in-car equipment	\$ 150,280	\$ 154,788	\$ 159,432	\$ 164,214	\$ 169,141	\$ 174,215
1	Workstation Life Cycling & Contingency	\$ 129,075	\$ 132,948	\$ 136,936	\$ 141,044	\$ 145,275	\$ 149,634
2	Licenses and software expansion	\$ 9,725	\$ 10,017	\$ 10,318	\$ 10,627	\$ 10,946	\$ 11,274
2	Repairs and Maintenance	\$ 58,278	\$ 60,027	\$ 59,439	\$ 61,223	\$ 63,059	\$ 64,951
	Total Technology Forecast	\$ 769,603	\$1,493,291	\$1,549,712	\$1,610,917	\$1,674,693	\$1,741,154
	Telecommunications (non-billable)	\$ 136,327	\$ 140,416	\$ 144,629	\$ 144,629	\$ 144,629	\$ 144,629

3.3 Air Services

Not Applicable.

3.4 Police Vehicles

3.4.1 General Duty

Police vehicles are subject to an evergreen cycle requiring regular replacement. Working within the RCMP's Strategic Fleet Management Framework with regard to the Land Fleet Rationalization Plan and deployment standards, Alberta RCMP has taken a strategic and measured approach with lifecycles for vehicles varying from 5-8 years (typically reaching lifecycle based on mileage rates/usage and condition). This approach takes into consideration both the varied operational requirements of Alberta RCMP's various contract and non-contract partners in consideration of the capacity and available resources to provide Fleet Services for the whole Division.

Estimated inflation associated with vehicle costs and fit up, unscheduled replacements, lifecycle requirements, as well as capacity, were all built into the five-year forecast. However, it should be noted that due to unpredictable and non-controllable factors (such as market conditions, supply chain constraints, unforeseen divisional priority changes), the expenditures are expected to vary from the initial forecast. At this time, it is unknown what the impact of the evolving U.S. Tariffs situation may be, tariffs are not considered or factored into this forecast.

3.4.2 Specialized Vehicles

Not Applicable.

3.4.3 Police Vehicle Plan: 2025-26 to 2030-31

The Table below identifies anticipated costs associated with the Municipal Detachment Police Vehicles for Fiscal Years 2025-26 to 2030-31.

Municipalities Under 15K Population - Police Vehicles Plan						
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Vehicles	2,321,800	2,193,400	2,348,800	2,412,800	2,476,800	2,540,800
Fit-Up	516,195	476,300	508,080	520,880	536,080	550,080
Contingency	258,700	185,600	191,600	191,600	203,600	209,600
Equipment	25,000	-	-	-	-	-
Total Police Vehicle Costs	3,121,695	2,855,300	3,048,480	3,125,280	3,216,480	3,300,480

SECTION 4 – DIVISIONAL ADMINISTRATION AND OTHER OPERATIONAL EXPENDITURES

4.1 Well Being Ambassadors

Mental health and wellness has been identified as an emerging area of concern and as a key priority within the RCMP and across the federal government. Currently, the RCMP Mental Health Champions (MHC) assumes these duties in addition to their regular duties, placing undue pressure on individuals who do not have sufficient time to fully support and effectively promote employee well-being initiatives.

Well-Being Ambassadors ensure coordinated and collaborative implementation of key initiatives in response to survey results (PSES, Pulse Survey) by establishing action plans across the country, raise awareness of the importance of mental health and how the various programs and services protect, support and strengthen overall well-being.

The psychological health and safety policy marks a pivotal step in fostering a supportive workplace culture, but its success hinges on the active development and implementation of a robust Psychological Health and Safety Management System (PHSMS) ensuring alignment with the *National Standard for Psychological Health and Safety in the Workplace*. Well-Being Ambassadors play a vital role in ensuring this system is not only created effectively but also sustained to promote long-term well-being among employees. Their responsibilities span advocacy, planning, implementation, monitoring, and continuous improvement, ensuring the policy's goals translate into actionable outcomes.

Once the psychological health and safety policy is in place, Well-Being Ambassadors will assume a dual role: (1) facilitating the creation of a PHSMS aligned with the policy, and (2) ensuring its effective implementation across all levels of the organization. This dual responsibility positions them as leaders in cultivating a workplace where psychological well-being is prioritized alongside physical safety.

This initiative is considered implemented and it is anticipated that contract partners will begin incurring expenses in FY 2025-26.

The Alberta RCMP has one resource performing these duties. The anticipated costs associated with Well Being Ambassadors for FYs 2026-27 to 2030-31 (5 FYs) are \$111,697/year and are based on EDS-02 public servant 2024 salary pay rate including O&M and excluding Employee Benefit Plan. Forecasted costs are identified in Table 6 - Division Administration and Other Direct/Indirect Costs.

4.2 National Reintegration Program (NRP)

The RCMP approved an NRP in spring 2021 which focuses on building officers' confidence in order to support them in a respectful and safe return to operational duties following occurrences such as, but not limited to, an officer-involved shooting, involvement in any form of traumatic or critical incident, gradual return to work, or return from long term absence. The NRP facilitates a structured, supportive return to duty, enhancing operational readiness, improving member confidence, performance, and morale. The Program has emerged as a proven standard of support for officers and has expanded across the Country. The National Reintegration Program has been launched nationally and there is a Course Training Standard to ensure consistent delivery of services.

Reintegration Coordinators play a vital role in the Program, ensuring seamless referrals, timely access to services, and increased program awareness. This initiative is considered fully implemented and full-time Reintegration Coordinators are available in every division. It is anticipated that contract partners will begin incurring expenses in FY 2025-26 as costs are migrated to Divisions.

The Alberta RCMP has three Reintegration Coordinators regular member positions, two of them are currently filled. The anticipated costs for FYs 2026-27 to 2030-31 (5 FYs) are \$299,107/year per member and are based on a Sergeant 2024 salary pay rate including O&M, Overtime and capital, excluding Employee Benefit Plan.

4.3 Training Requirement

Demands within mandatory training programs, including pistol and carbine training, annual operational skills, have substantially increased over the past few years due to requirements stemming from the RCMP's response to the McNeil Report. In addition, as new equipment being rolled-out as part of the modernization of intervention equipment, mandatory training must be maintained to meet operational requirements. This fiscal year, implementation of identified training requirement for the Tactical Vehicle Intervention Techniques training will begin which is anticipated to slightly increase training costs for 2025-26.

Upcoming equipment such as the Portable Ballistic Shield, Forward Looking Infrared (FLIR) and the new Pistol Conversion are forecasted to begin rolling out in 2025-26 fiscal year. The estimated training cost per member for Pistol Modernization is \$445 which will include targets, travel costs, simunition barrels and ammunition. The Extended Range Impact Weapon will require one day training with an annual recertification. With a higher ammunition cost, this may cause cost increases for training.

As of January 2023, block training has resumed as a five-day course that is mandatory for all police officers to complete on a three-year cycle. Approximately one-third of provincial police officers will require block training on an annual basis. In the past half of the police officers were completing their training in Alberta, however due to capacity constraints and the five-day course, the majority of those resources will travel to Regina Depot to complete their training. This will increase costs for travel and potentially overtime for those travelling out of province. An initiative to increase Block Training capacity is being considered and reviewed, this will aid in the reduction of travel costs incurred to ensure members are trained accordingly.

Muni Under - Training Plan						
Priority	2025/26	2026/27	2027/28	2028/29	2029/30	2030/2031
Non-Negotiable	\$ 262,084	\$ 269,946	\$ 278,045	\$ 286,386	\$ 294,978	\$ 303,827
Operational Requirement	\$ 34,465	\$ 35,499	\$ 36,563	\$ 37,660	\$ 38,790	\$ 39,954
Business Enhancement	\$ 309,381	\$ 318,663	\$ 328,223	\$ 338,069	\$ 348,211	\$ 358,658
Other	\$ 87,318	\$ 89,937	\$ 92,636	\$ 95,415	\$ 98,277	\$ 101,225
Total	\$ 693,248	\$ 714,045	\$ 735,466	\$ 757,530	\$ 780,256	\$ 803,664

SECTION 5 – SPECIAL PROJECTS AND INITIATIVES

5.1 Emergency Response Team (ERT)

Not Applicable.

5.2 Cybercrime

The National Integrated Operations Council (NIOC) Sub-Committee on cyber is exploring methods that contract partners may use in order to increase RCMP capacity to investigate cybercrime. This may include creating dedicated investigative teams to respond to cybercrime outside of the scope of the federal mandate. There has been recent advancement within some jurisdictions who are now considering a defined approach to addressing cybercrime. Considerations are being given to dedicating capacity with a mandate to undertake law enforcement activities targeting cybercrime. The NC3 is providing support to divisional partners as they examine options.

Since seeking CMC's input and feedback on this initiative in September 2022, and the ensuing RCMP Touchpoint meeting in January 2024, several jurisdictions are now considering a defined approach to addressing cybercrime. NC3 continues to provide support to divisional counterparts as they examine options with considerations being given to specifically dedicate capacity with a mandate to undertake law enforcement activities targeting cybercrime.

Based on current data, approximately 140 RCMP National Cybercrime Solution (NCS) and 50 external partner (Police Agency – P3) users across Canada were activated in Fiscal Year 2024-25. For Fiscal Year 2025-26 it is anticipated that P3 users will increase with current plans for an onboarding of an additional 20+ agencies. From a technical perspective the onboarding of RCMP users/teams is straight forward, but requires training. The overall implementation plan will depend on each province & territory and how they would like the RCMP to proceed in their division. It is hopeful that this initiative will be fully operational in Fiscal Year 2025-2026.

Continued discussions between divisions, contract partners and the RCMP Program to determine the best way forward. As such, divisions are unable to identify costs and timelines associated with this initiative at this time.

5.3 Corporate & Human Resources Enterprise Resource Planning (ERP) Modernization (2022-26)

Providing effective and efficient police services requires a robust Enterprise Resource Planning (ERP) system to sustain Corporate and Human Resource management functions such as Finance, Property Management, Procurement Services, Training, Staffing, Recruitment, etc. In order for Corporate and HR support functions to remain relevant and effective today and into the future, the RCMP plans to make significant investments over a multi-year period to implement the following strategic transformations:

Corporate System Modernization (S4 - SAP) Update: The RCMP has secured the services of a Systems Integrator (SI) to advance the project with planning and initial design that began in Fiscal Year 2024-25. The development of a new system will begin in Fiscal Year 2025-26.

Member Pay System Modernization (Vendor TBD) Update: The current Member Pay system will no longer be supported as of December 2027. The RCMP is working with Public Services and Procurement Canada (PSPC) to examine the feasibility of Dayforce as the replacement pay-system solution by

December 2027. The transition to a new pay solution will ensure end-to-end testing and provide some contingency time before MPS is no longer supported.

A dedicated project team from the RCMP is also working with PSPC and Ernst & Young (EY) / Dayforce consultants, under the direction of the executive director, National Compensation Services and an Assistant Deputy Minister Committee from the RCMP and PSPC, to ensure the best outcome for our members. A final decision on the Dayforce solution will be made following the conclusion of this work by Public Services and Procurement Canada (PSPC), in consultation with the RCMP, likely mid 2025 following the Federal Election.

HR System Modernization (Vendor TBD) Update: The replacement and modernization of the Human Resources Management Information System (HRMIS) v8.9 platform is the focus of an internal options analysis and is progressing in line with branch priorities and current capacity in order to secure long-term system stability and support the HR transformation agenda.

RCMP will realize these broad business outcomes:

- Operational support to Contract Policing – Provide efficient business processes and systems.
- Modernization – support common, shared systems that replace outdated technologies and reduce customizations.
- Cost Effectiveness – deliver affordable and sustainable management services.
- Standardization – enable streamlined processes and common data structures across the RCMP.
- Integration – enhance internal and external national integration and collaboration.

The RCMP will continue to engage and communicate its plans for system modernization and the associated business transformation with our Contracting Partners and key stakeholders to ensure the alignment of strategic priorities. Until this occurs, divisions are unable to identify costs and timelines associated with this initiative.

5.4 Uniform Modernization (New Uniform)

As part of an ongoing effort to modernize operational uniforms, the RCMP is looking at new uniform articles that better meet the unique needs of its mandate, operational requirements and considerations related to a diverse workforce.

5.4.1 Duty Shirt

A contract was awarded to a Canadian manufacturer on December 19, 2024. The end goal is to have 2 styles of shirts to accommodate both internal and external soft body armour (SBA):

Style 1 - For wear under external SBA:

The first style to be rolled out - the new, modernized navy-blue duty shirt, is designed to be worn under the external SBA. This style will also offer a female fit version as part of the RCMP uniform for the first time. There will be limited quantities of the new duty shirts available upon initial rollout. Uniformed members will continue to wear their grey duty shirt, along with the new duty shirt, until a stable inventory of the new duty shirt is in place. The current phased roll-out plan is to launch in August 2025 with L Division which will provide an opportunity to stabilize requirements around sizing and fit to avoid a future large volume of returns and exchanges. Some divisions are not likely to see deliverables until late Fiscal Year

2025-26. The cost for the short sleeve shirt will increase from \$29 to \$72 each, and the long sleeve will similarly increase from \$35 to \$87.

Style 2: Button-up style shirt for wear over internal SBA

The second style, is a button-up navy-blue duty shirt that is designed to be worn over an internal SBA carrier. This style is currently in development as an alternative to the new duty shirt and will not be included in the initial roll out.

5.4.2 Hijab

The initial wear trial was launched in Fall 2022 to test samples of a modernized hijab with improved style, fabric, comfort, safety, durability and fit. Based on the feedback collected from trial participants, the proposed design of the next RCMP-issued hijab was updated, and a second wear trial was conducted in the summer of 2024 due to the limited results after the first survey. A second survey is underway and results are expected by the end of fiscal 2024-25.

5.4.3 Inclusive Respirator:

In 2020, the RCMP began to explore the development of new respirator options for frontline officers who have facial hair for religious, cultural, medical and/or gender identity reasons. A project was initiated through Innovative Solutions Canada (ISC), a procurement program the RCMP participates in, designed to connect government departments with Canadian small businesses. In Fiscal Year 2022-23, several successful prototypes were identified but Alberta-based Win-Shield Medical Devices was selected to complete in-depth research and testing of all elements of their prototype which is currently in the final testing phase and set to conclude in January 2025. Consultation and input have been, and continues to be sought out from various internal stakeholders including CBRNE, the Uniform and Equipment Program, and members in a number of operational roles. Based on this feedback from the most recent testing, Win-Shield sent a second prototype for wearing in early November 2024. Awaiting survey feedback for the second prototype.

The development of the respirator has been completed and is awaiting necessary certifications for operational use.

Alberta RCMP anticipates that all uniform modernization requirement will be unit-purchased and roll-out is expected to be implemented from FY 2025-26 and ongoing.

5.5 Crypto Currency:

Crypto Currency, as a criminal enabler, is a serious threat to Canadian infrastructure and the economy, and its use is prevalent in operational investigations across the RCMP. Sixty-five percent of RCMP Crypto Currency files are fraud complaints falling under the Contract Policing mandate which represents a growing crisis that requires urgent attention.

Crypto Currency is a technical subject matter that is highly susceptible to loss, which requires specific expertise to properly understand and manipulate. With a current market capitalization of approximately \$ 3.7 Trillion (December 2024), and an increase in global accessibility, an increase of Crypto Currency in criminal investigations has been observed. Failure to ensure proper mechanisms and support are in place for the investigation and subsequent search and seizure of evidence, puts the RCMP at risk of financial liability, creating negative case law, and loss of reputation. Dedicating resource(s) to oversee operations will ensure investigators have access to the knowledge and skills necessary to safely manage the inherent

risks associated with the technology, and will increase opportunities for illicit asset recovery and forfeiture.

RCMP is exploring methods that contract partners may use in order to increase RCMP capacity to investigate Crypto Currency-enabled crime. This may include integrating dedicated provincial resources into existing Federal Crypto Currency Teams to respond to Crypto Currency files outside of the federal mandate. Given that there are structures and initiatives already established, immediate front-line operational support could be achieved through allocation of designated resources into these teams. It is recommended that the designated PT resources be embedded within the existing Crypto Currency Tactical Operational Support (CTOS) teams that are already operating in Vancouver, Calgary, Toronto and Montreal.

Given the complexity of the subject matter and the need for specialized complements of knowledge, the CTOS team will be responsible for the identification and/or hiring of the PT resources.

It is hopeful that this initiative will commence in Fiscal Year 2025-26 and will be fully operational in Fiscal Year 2026-27 but it will depend on each contract partner and how they direct the RCMP to proceed across each division. Continued discussions between divisions, contract partners and the RCMP Program to determine how this initiative best suits their jurisdictions is required.

At this point, although it is anticipated that this initiative will be fully operational in Fiscal Year 2026-27, it is understood that it is in the early stages of development and therefore, costs cannot be determined. As such, divisions to are unable to identify costs applicable to their individual jurisdiction.

5.6 Ongoing Commissions, Assessments and Reports (includes MCC Recommendations, MMIWG Inquiry & Discoveries of Unmarked Graves/Truth and Reconciliation)

5.6.1 Missing and Murdered Indigenous Women and Girls (MMIWG) Inquiry

The National Inquiry released its Final Report on June 3, 2019 and the Government of Canada (GoC), through Crown- Indigenous Relations and Northern Affairs Canada (CIRNAC), led the response and released the Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ People National Action Plan and Federal Pathway in 2021. Engagement continues with contract partners and Indigenous organizations at the national level while the Indigenous Support and Services (ISS) directorate within Contract and Indigenous Policing continues to review RCMP actions aligning and addressing the Calls for Justice. Continued additions or modifications to current policy, recruitment, Indigenous engagement and training remain part of the RCMP's plan.

The RCMP's Contract & Indigenous Policing (C&IP) business line has authored two separate guides for families, inspired by the testimony of families during the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG). They address three specific concerns: lack of information from police, confusion about the criminal justice system (CJS), and jurisdiction. They are trauma-informed and provide information to family, friends and other interested parties. The guides are not specific to the RCMP and can be used by any police service or victim services in Canada, including self-administered First Nations police services. The guides use the word "police" rather than the RCMP. The guides have been endorsed and reviewed by two Canadian Association of Chiefs of Police (CACP) committees: Policing with Indigenous People and Victims of Crime. Although the RCMP is the author, the CACP has a letter in each guide, supporting their use by other police services. The guides were highlighted in the February 2024 CACP Police Chief Magazine article. The CACP are a co-sponsor of the guides.

- The Guide for Families of Missing Persons covers: making a report, investigations, media, long-term missing persons, supports for families, and a worksheet to assist in making a report.
- The Guide for Families of Homicide Victims is unique in that it covers the entire criminal justice system, not just the police investigation. Thus, it covers investigations (including the medical examiner's responsibilities), appeals, sentencing, young offenders, corrections, parole, supports for families, messages from faith communities and a glossary.

Although the Guides include considerable information specific to Indigenous families, the content aims to provide information for all families of missing persons and homicide victims, which includes information on financial and other supports. They are also inclusive of 2SLGBTQIA+ people. The English and French versions of the guides are ready for printing. The Inuktitut versions will be the next language to be released. Translation is complete for most of the Indigenous languages (Inuktitut, Cree, Michif, Mi'kmaq, Ojibwe and Cree) and other languages (Spanish, Arabic, simplified and traditional Chinese, Hindi, and Tagalog), and will be completed this fiscal year or early 2025-26. All of the translation for the Missing Persons guide is complete.

5.6.2 Discoveries of Unmarked Graves/Truth and Reconciliation

The tragic discoveries of hundreds of children buried on, or near, the grounds of former residential schools have brought renewed attention to this dark time in Canada's history. The RCMP may be asked to assist in activities in response to the Calls to Action. RCMP contributions will be culturally sensitive and trauma-informed, and will take place in partnership with CIRNAC, local Indigenous communities and organizations, as well as with the input of a number of local, provincial/territorial and federal departments and agencies. In addition, fulfilling the Truth and Reconciliation Commission of Canada's Calls to Action 73 to 76 requires the active participation of all levels of government, Indigenous leaders and communities, Residential School survivors, churches and current landowners. The RCMP is fully committed to supporting CIRNAC and the rest of the GoC in the implementation of these recommendations, and to reconciliation with Indigenous communities.

SECTION 6 – FINANCIAL SUMMARY AND PROJECTIONS

The MYFP Table at the end of this section provides a financial summary for the Town of Didsbury. It is also attached in Excel format for your reference. This summary includes the previous year actual (2024-25), the current year planned forecast (2025-26) and the five years on which this MYFP is based (2026-27, 2027-28, 2028-29, 2029-30 and 2030-31). Forecasts are identified in both 100% and 70% terms.

Adequate funding is critical to providing policing services to ensure the safety of your community and its citizens. Based on the forecasts identified within the financial tables, the estimated basic average cost per RM for 2025-26 has decreased to \$172,800 in 70% terms, and is projected to increase to \$182,079 in 2026-27 in 70% terms.

Indirect costs have also been impacted by the pay raise for RMs; including the Division Administration rate. This rate is determined by the sum of several cost categories, including the cost of core administration, members on special leave (such as medical leave), and health-care costs, and allocating the total costs by the number of working FTE members in the province. With increased health-care costs and more RMs on special leave, the Division Administration rate is forecasted at a rate of \$46,516 per working member for the 2025-26 fiscal year.

The annual estimate of costs for the Town of Didsbury for the 2025-26 Fiscal Year, based on a working member FTE utilization of 3.00, is estimated at \$589,899.

In order for your community and the Alberta RCMP to more strategically plan for policing expenditures, the total expenditures (listed above) will be divided into quarters and reflected equally on each quarterly invoice in the 2025-26 Fiscal Year; similar to an equalized payment plan, and will be reconciled following Quarter 4. Your community's estimated quarterly invoice payments for 2025-26 are as follows:

Quarterly Invoice Amount	25-26 Estimated Quarterly Invoice
Quarter 1 (April 1, 2025 - June 30, 2025)	147,475
Quarter 2 (July 1, 2025 - September 30, 2025)	147,475
Quarter 3 (October 1, 2025 - December 31, 2025)	147,475
Quarter 4 (January 1, 2026 - March 31, 2026)	147,475

***Projected pay raises are not included in the 2025/26 pay forecast.**

In order to minimize the risk of significant over or under payment, the RCMP will review actual expenditures in comparison to the forecast throughout the year and adjust accordingly if there are significant variances.



Contract Policing Year to Date Report
2025-2026

Division: K
Contract Type: Municipal
Contract Partner: Didsbury
Customer Number: 87167

Established Positions	23-24	24-25 YTD	25-26 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	352.00	352.00	364.00
Police Dog	291.21	279.44	320.90
	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
Pay	Pay*	030 - Pay - Members	33,382,277	35,463,614	40,101,000
		030 - Pay - Members Prior Year Retro	-	1,217,629	-
Pay Total			33,382,277	36,681,243	40,101,000
O&M	CADC Credits		0	-33,692	-
	Administration		7,069	11,390	12,000
	Air Services		-	-	-
	CROPS		466,839	750,079	1,289,921
	Fleet (Vehicle Fit-up)		327,433	389,327	492,395
	Informatics		515,192	373,919	769,603
	Secret Expense (580)		27,201	38,931	45,000
	Training		460,771	532,995	693,248
	Unit O&M		3,427,779	3,585,644	4,269,000
O&M Total			5,232,283	5,648,592	7,571,167
Capital	Fleet		1,263,001	2,115,032	2,522,500
Capital Total			1,303,997	2,131,342	2,522,500
Grand Total			39,918,557	44,461,178	50,194,667

Total Pooled Direct Costs 39,918,557 44,461,178 50,194,667

Pooled Indirect Costs

Type	Indirect Category	Indirect Item	23-24	24-25 YTD	25-26 Forecast
Rate	Member EBP	Member Superannuation	19.44%	20.13%	20.13%
		Member CPP	3,830	4,149	4,253
		Member EI	1,180	1,239	1,270
	Non-Member EBP	Non-Member Superannuation	9.86%	9.86%	9.30%
		Non-Member CPP	3,830	4,149	4,253
		Non-Member EI	1,420	1,479	1,516
	Member Rate	Cadet Training Program	4,726	5,044	5,331
		CRCC/ERC/PCC	836	834	834
		ERA	122	122	122
		Legal Services	211	209	212
		PDSTC	42,535	45,168	46,646
		PROS	764	901	908
		Recruiting	1,463	1,607	1,996
		Body Worn Cameras	-	-	2,570
		Division Administration	43,876	47,271	46,516
	Member EBP	Member Superannuation	6,328,382	7,383,934	8,072,331
		Member CPP	1,115,250	1,159,438	1,364,749
		Member EI	343,642	346,277	407,595
	Non-Member EBP	Non-Member Superannuation	-	-	-
		Non-Member CPP	-	-	-
		Non-Member EI	-	-	-
	Member Rate	Cadet Training Program	1,376,258	1,409,495	1,710,718
		CRCC/ERC/PCC	243,431	233,017	267,589
		ERA	35,592	34,153	39,220
		Legal Services	61,472	58,274	68,051
		PDSTC	-	-	-
		PROS	222,482	251,831	291,396
		Recruiting	426,040	449,060	640,516
		Body Worn Cameras	-	-	824,713
		Division Administration	12,777,171	13,209,408	14,926,980

Total Pooled Indirect Costs 22,929,720 24,534,889 28,613,859

Adjustments to Pooled Costs

Shared Services	354,902	407,793	407,793
CCVE Adjustment incorrectly charged to Grande Prairie	-	-	-
Total Adjustments to Pooled Costs	354,902	407,793	407,793

Total Pooled Costs 100% 63,203,179 69,403,860 79,216,319
Total Pooled Costs 70% 44,242,225 48,582,702 55,451,423

Per capita Rate (Cost Per Member) 100% 217,036 248,368 246,857
Per capita Rate (Cost Per Member) 70% 151,926 173,857 172,800

Didsbury Established Positions	4.00	4.00	4.00
Didsbury Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	3.05	3.13	3.00
Estimated Pooled Direct and Indirect Costs for Didsbury	463,373	543,803	518,399

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNI_UNDER_COST_TYPE	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
DIDSBURY	Non Pooled - CS	031 - Extra Duty Pay - Mem	31,376	37,758	45,000
Grand Total			31,376	37,758	45,000

Total Costs at 70% 21,963 26,431 31,500

Location	Non-Pooled Costs	Commitment Item Number/Name	23-24	24-25 YTD	25-26 Forecast
DIDSBURY	Non Pooled - No CS	213 - Corps of Commission	9,514	16,459	20,000
		830 - Furniture & Fixtures	885	43,165	20,000
Grand Total			10,399	59,624	40,000

Total Costs at 100% 10,399 59,624 40,000

Adjustments After Contract Partner Share	-	-	-
Body Worn Cameras	-	-	-
Total Adjustments	-	-	-

Total Costs (After Final Adjustments) 495,735 629,858 589,899

Quarterly Invoice Amount	25-26 Estimated Quarterly Invoice
Quarter 1 (April 1, 2025 - June 30, 2025)	147,475
Quarter 2 (July 1, 2025 - September 30, 2025)	147,475
Quarter 3 (October 1, 2025- December 31, 2025)	147,475
Quarter 4 (January 1, 2026 - March 31, 2026)	147,475

*Projected pay raises are not included in the 2025/26 pay forecast.



Contract Policing Year to Date Report
2026-27 to 2030-31

Division: K
Contract Type: Municipal
Contract Partner: Didsbury
Customer Number: 87167

Established Positions	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	379.00	385.00	391.00	394.00	398.00
Police Dog	329.20	333.70	338.70	344.20	349.70
	-	-	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Pay	Pay*	030 - Pay - Members 030 - Pay - Members Prior Year Retro	43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
Pay Total			43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
0	Administration		12,300	12,608	12,923	13,246	13,577
	Air Services		-	-	-	-	-
	CROPS		1,040,437	902,800	877,147	864,389	680,282
	Fleet (Vehicle Fit-up)		476,300	508,080	520,880	536,080	550,080
	Informatics		1,493,291	1,549,712	1,610,917	1,674,693	1,741,154
	Secret Expense (580)		48,000	51,000	54,000	57,000	60,000
	Training		714,045	735,466	757,530	780,256	803,664
	Unit O&M		3,997,000	4,096,925	4,199,348	4,304,332	4,411,940
O&M Total			7,781,373	7,856,592	8,032,745	8,229,996	8,260,697
Capital	Fleet		2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Capital Total			2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Grand Total			53,890,373	56,275,992	58,833,145	61,603,396	64,317,097

Total Pooled Direct Costs	53,890,373	56,275,992	58,833,145	61,603,396	64,317,097
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Pooled Indirect Costs

Type	Indirect Category	Indirect Item	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Rate	Member EBP	Member Superannuation	20.13%	20.13%	20.13%	20.13%	20.13%
		Member CPP	4,359	4,468	4,580	4,694	4,812
		Member EI	1,302	1,334	1,368	1,402	1,437
	Non-Member EBP	Non-Member Superannuation	9.34%	9.34%	9.34%	9.34%	9.34%
		Non-Member CPP	4,359	4,468	4,580	4,694	4,812
		Non-Member EI	1,554	1,592	1,632	1,673	1,715
		Cadet Training Program	5,996	5,996	5,996	5,996	5,996
	Member Rate	CRCC/ERC/PCC	834	834	834	834	834
		ERA	122	122	122	122	122
		Legal Services	218	218	222	225	228
		PDSTC	54,873	54,873	54,873	54,873	54,873
		PROS	917	926	936	936	936
		Recruiting	2,372	2,372	2,372	2,372	2,372
		Body Worn Cameras	2892	2892	2892	2892	2892
		Division Administration	49,424	50,007	51,364	52,762	54,202
	Member EBP	Member Superannuation	8,802,849	9,235,443	9,701,855	10,204,501	10,730,498
		Member CPP	1,435,049	1,491,032	1,551,207	1,615,806	1,682,666
		Member EI	428,591	445,311	463,283	482,576	502,544
	Non-Member EBP	Non-Member Superannuation	-	-	-	-	-
		Non-Member CPP	-	-	-	-	-
		Non-Member EI	-	-	-	-	-
		Cadet Training Program	1,973,883	2,000,865	2,030,845	2,063,823	2,096,801
	Member Rate	CRCC/ERC/PCC	274,510	278,263	282,432	287,018	291,605
		ERA	40,235	40,785	41,396	42,068	42,740
		Legal Services	70,858	72,904	75,107	77,471	79,890
		PDSTC	-	-	-	-	-
		PROS	301,896	309,090	316,898	322,044	327,190
		Recruiting	780,862	791,536	803,396	816,442	829,488
		Body Worn Cameras	952,046	965,060	979,520	995,426	1,011,332
		Division Administration	16,270,291	16,687,280	17,396,901	18,160,578	18,954,435

Total Pooled Indirect Costs	31,331,071	32,317,569	33,642,840	35,067,755	36,549,189
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Adjustments to Pooled Costs

Shared Services	407,793	407,793	407,793	407,793	407,793
Total Adjustments to Pooled Costs	407,793	407,793	407,793	407,793	407,793

Total Pooled Costs 100%	85,629,237	89,001,353	92,883,778	97,078,944	101,274,079
Total Pooled Costs 70%	59,940,466	62,300,947	65,018,645	67,955,261	70,891,856

Per capita Rate (Cost Per Member) 100%	260,113	266,711	274,236	282,042	289,603
Per capita Rate (Cost Per Member) 70%	182,079	186,697	191,965	197,430	202,722

Didsbury Established Positions	4.00	4.00	4.00	4.00	4.00
Didsbury Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	4.00	4.00	4.00	4.00	4.00
Estimated Pooled Direct and Indirect Costs for Didsbury	728,317	746,790	767,861	789,718	810,888

Additional Costs (Non-Pooled Costs) Billed by Location

Location	MUNI_UNDER_COST_TYPE	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
DIDSBURY	Non Pooled - CS	031 - Extra Duty Pay - Mem	46,575	48,205	49,892	51,639	53,446
Grand Total			46,575	48,205	49,892	51,639	53,446

Total Costs at 70%	32,603	33,744	34,925	36,147	37,412
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Location	Non-Pooled Costs	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
DIDSBURY	Non Pooled - No CS	213 - Corps of Commission 830 - Furniture & Fixtures	41,000	42,025	43,076	44,153	45,256
Grand Total			41,000	42,025	43,076	44,153	45,256

Total Costs at 100%	41,000	42,025	43,076	44,153	45,256
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Total Costs (After Final Adjustments)	801,919	822,558	845,861	870,018	893,556
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SIGNATURES

This Multi-Year Financial Plan is presented in accordance with the provisions of the MPSA. The RCMP remains committed to balancing operational requirements with the sound stewardship of public resources in a complex and evolving landscape.

In acknowledgement of your support for the above multi-year plan and the 2025-26 FTE utilization target, forecast and quarterly invoice amount, please review and sign the Approval in Principle included at the end of this document by June 1, 2025.

Signature Block of Detachment Commander
Didsbury Municipal Police Service

Date:

I acknowledge receipt of this Multi-Year Financial Plan (MYFP) that has been prepared as required under Article 17.1 of the MPSA. This MYFP, including the proposed budget and any changes to the number of personnel, is approved “in principal” only and will be considered as part of the Municipal annual budget development process. At the conclusion of our budget process, we will supply the Detachment Commander a budget letter which will include confirmation of any changes in the number of Members and Support Staff for the Municipal Police Service and an explanation for any difference between the most recent projected budget figure and the approved budget, including any suggestions for addressing the difference.

Signature Block of Mayor/CEO
Town of Didsbury

Date:



Contract Policing Year to Date Report
2026-27 to 2030-31

Division: K
Contract Type: Municipal
Contract Partner: Didsbury
Customer Number: 87167

Established Positions	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Net Member FTE Utilization (less Special Leave: Medical, Maternity, etc.)	379.00	385.00	391.00	394.00	398.00
Police Dog	329.20	333.70	338.70	344.20	349.70
	-	-	-	-	-

Pooled Direct Costs

Resource Type	DIV_Responsibility_Center	Commitment Item Number/Name	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Pay	Pay*	030 - Pay - Members	43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
		030 - Pay - Members Prior Year Retro	-	-	-	-	-
Pay Total			43,730,000	45,879,000	48,196,000	50,693,000	53,306,000
0 Administration	Air Services		12,300	12,608	12,923	13,246	13,577
	CROPS		-	-	-	-	-
	Fleet (Vehicle Fit-up)		1,040,437	902,800	877,147	864,389	680,282
	Informatics		476,300	508,080	520,880	536,080	550,080
	Secret Expense (580)		1,493,291	1,549,712	1,610,917	1,674,693	1,741,154
	Training		48,000	51,000	54,000	57,000	60,000
	Unit O&M		714,045	735,466	757,530	780,256	803,664
			3,997,000	4,096,925	4,199,348	4,304,332	4,411,940
	O&M Total		7,781,373	7,856,592	8,032,745	8,229,996	8,260,697
	Capital	Fleet	2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Capital Total			2,379,000	2,540,400	2,604,400	2,680,400	2,750,400
Grand Total			53,890,373	56,275,992	58,833,145	61,603,396	64,317,097

Total Pooled Direct Costs	53,890,373	56,275,992	58,833,145	61,603,396	64,317,097
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Pooled Indirect Costs

Type	Indirect Category	Indirect Item	26-27 Forecast	27-28 Forecast	28-29 Forecast	29-30 Forecast	30-31 Forecast
Rate	Member EBP	Member Superannuation	20.13%	20.13%	20.13%	20.13%	20.13%
		Member CPP	4,359	4,468	4,580	4,694	4,812
		Member EI	1,302	1,334	1,368	1,402	1,437
	Non-Member EBP	Non-Member Superannuation	9.34%	9.34%	9.34%	9.34%	9.34%
		Non-Member CPP	4,359	4,468	4,580	4,694	4,812
		Non-Member EI	1,554	1,592	1,632	1,673	1,715
	Member Rate	Cadet Training Program	5,996	5,996	5,996	5,996	5,996
		CRCC/ERC/PCC	834	834	834	834	834
		ERA	122	122	122	122	122
		Legal Services	215	218	222	225	228
		PDSTC	54,873	54,873	54,873	54,873	54,873
		PROS	917	926	936	936	936
		Recruiting	2,372	2,372	2,372	2,372	2,372
		Body Worn Cameras	2892	2892	2892	2892	2892
		Division Administration	49,424	50,007	51,364	52,762	54,202
	Member EBP	Member Superannuation	8,802,849	9,235,443	9,701,855	10,204,501	10,730,498
		Member CPP	1,435,049	1,491,032	1,551,207	1,615,806	1,682,666
		Member EI	428,591	445,311	463,283	482,576	502,544
	Non-Member EBP	Non-Member Superannuation	-	-	-	-	-
		Non-Member CPP	-	-	-	-	-
		Non-Member EI	-	-	-	-	-
	Member Rate	Cadet Training Program	1,973,883	2,000,865	2,030,845	2,063,823	2,096,801
		CRCC/ERC/PCC	274,510	278,263	282,432	287,018	291,605
		ERA	40,235	40,785	41,396	42,068	42,740
		Legal Services	70,858	72,904	75,107	77,471	79,890
		PDSTC	-	-	-	-	-
		PROS	301,896	309,090	316,898	322,044	327,190
		Recruiting	780,862	791,536	803,396	816,442	829,488
		Body Worn Cameras	952,046	965,060	979,520	995,426	1,011,332
		Division Administration	16,270,291	16,687,280	17,396,901	18,160,578	18,954,435

Total Pooled Indirect Costs	31,331,071	32,317,569	33,642,840	35,067,755	36,549,189
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Adjustments to Pooled Costs

Shared Services	407,793	407,793	407,793	407,793	407,793
Total Adjustments to Pooled Costs	407,793	407,793	407,793	407,793	407,793

Total Pooled Costs 100%	85,629,237	89,001,353	92,883,778	97,078,944	101,274,079
Total Pooled Costs 70%	59,940,466	62,300,947	65,018,645	67,955,261	70,891,856

Per capita Rate (Cost Per Member) 100%	260,113	266,711	274,236	282,042	289,603
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DIDSBURY	Non Pooled - No CS	213 - Corps of Commission	41,000	42,025	43,076	44,153	45,256
		830 - Furniture & Fixtures	-	-	-	-	-
Grand Total			41,000	42,025	43,076	44,153	45,256

Total Costs at 100%	41,000	42,025	43,076	44,153	45,256
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REGULAR COUNCIL MEETING Request for Decision (RFD)

Vision: The Place to Grow.

Mission: Creating the Place to Grow.

MEETING DATE:	September 9, 2025
SUBJECT:	Council Reports
ORIGINATING DEPARTMENT:	Legislative Services
ITEM:	9

BACKGROUND/PROPOSAL:

Council members will each provide a verbal report on any business or committee activity in which they have participated.

ALIGNMENT WITH STRATEGIC PLAN

5. Governance & Organizational Excellence

RECOMMENDATION

To accept the September 9, 2025 Council Reports as information.