

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD ELECTRONICALLY VIA ZOOM MEETING  
JULY 21, 2020 AT 7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. CLOSED MEETING SESSION
3. AGENDA ADDITIONS / DELETIONS
4. AGENDA ADOPTION
5. DELEGATIONS
6. CONFIRMATION OF MINUTES
  - a. Regular Council Meeting of June 16, 2020
7. MUNICIPAL PLANNING COMMISSION MEETING
8. OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES
  - a. Things To Do List
9. FINANCIAL
  - a. List of Accounts
  - b. Financial Report
10. COMMITTEES & REPORTS
11. CORRESPONDENCE – NO ACTION REQUIRED
  - a. Alberta Emergency Management Agency – Disaster Recovery Assistance
  - b. Alberta Environment & Parks – Alberta Beach Boat Launch
  - c. Alberta Health Services – AHS Covid-19 Community Update June 19, 2020
  - d. Alberta Health Services – AHS Covid-19 Community Update July 3, 2020
  - e. Alberta Health Services – AHS Covid-19 Community Update July 10, 2020
  - f. Alberta Infrastructure – Alberta Infrastructure Act & 20 Year Strategic Capital Plan
  - g. Alberta Municipal Affairs – Municipal Governance During Covid-19 June 19, 2020 Issue
  - h. Alberta Municipal Affairs – Economic Recovery Plan
  - i. Alberta Transportation Permitting Approvals – Covid-19 Update
  - j. Alberta Urban Municipalities Association – Outdoor Community Events
  - k. Alberta Urban Municipalities Association – Elected Officials Education Program Finance Course
  - l. Alberta Urban Municipalities Association – 2020 AUMA Awards
  - m. Alberta Urban Municipalities Association – Summer 2020 Municipal Leaders Caucus
  - n. Alberta Urban Municipalities Association – 2020 AUMA Convention
  - o. Canadian Federation of Independent Business – Support for Small Business Recovery
  - p. City of Cold Lake – Support to Revoke the Criminal Code Amendments of May 1, 2020
  - q. Gordon & Helen Gibson – Campground Manager Contract
  - r. North Saskatchewan Watershed Alliance – In Steam Newsletter June 2020
  - s. Alberta Urban Municipalities Association – Alberta Police Advisory Board
  - t. The Honourable Marty Deacon – National Health & Fitness Day
12. CORRESPONDENCE – REQUIRES ACTION
  - a. Canada Post – Request Extension of Lease
  - b. Community Futures Yellowhead East – Request for Partnership
  - c. Lifesaving Society – National Drowning Prevention Week Proclamation
13. NEW BUSINESS
  - a. Request for Decision – Letter of Consent (4403 – 50<sup>th</sup> Avenue)
14. QUESTION PERIOD
15. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA  
HELD ELECTRONICALLY  
VIA ZOOM MEETING  
JUNE 16, 2020 AT 6:45 P.M.**

**PRESENT:**

- Mayor .....Jim Benedict
- Deputy Mayor .....Angela Duncan
- Councillor .....Bud Love
- Councillor .....Judy Valiquette
- Councillor .....Daryl Weber
- CAO .....Kathy Skwarchuk

**CALL TO ORDER:**

Mayor Benedict called the meeting to order at 6:45 P.M.

**CLOSED MEETING SESSION:**

#097-20 CONFIDENTIAL MATTER – FOIP SECTION 16  
 MOVED BY Councillor Weber that the meeting be closed to the public at 6:45 P.M. due to section 16 of the Freedom of Information and Protection of Privacy (FOIP) Act to receive the correspondence from Onoway Regional Fire Service regarding an Alberta Beach purchase proposal.

CARRIED UNANIMOUSLY

Present for the closed meeting:

Mayor Jim Benedict, Deputy Mayor Angela Duncan, Councillor Bud Love, Councillor Judy Valiquette, Councillor Daryl Weber and C.A.O. Kathy Skwarchuk were in attendance for the closed meeting session.

#098-20 **MEETING RE-OPENED TO THE PUBLIC:**

MOVED BY Deputy Mayor Duncan that Council move to come out of closed meeting at 6:51 P.M.

CARRIED UNANIMOUSLY

The public was invited into the meeting at 6:51 P.M.

**MEETING RECONVENED:**

Mayor Benedict reconvened the meeting at 7:00 P.M.

**AGENDA ADDITIONS/DELETIONS:** None.

#099-20 **AGENDA ADOPTION:**

MOVED BY Councillor Love that the agenda be adopted as presented.

CARRIED UNANIMOUSLY

#100-20 **ONOWAY REGIONAL FIRE SERVICE – ALBERTA BEACH PURCHASE PROPOSAL:**

MOVED BY Deputy Mayor Duncan that the confidential correspondence from Onoway Regional Fire Service regarding an Alberta Beach purchase proposal be accepted for information and further discussion.

CARRIED UNANIMOUSLY

**DELEGATION:** None.

**CONFIRMATION OF MINUTES:**

#101-20 MOVED BY Councillor Love that the minutes of the Regular Council Meeting of May 19, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

#102-20 MOVED BY Deputy Mayor Duncan that the minutes of the Municipal Planning Commission Meeting of May 19, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

#103-20 MOVED BY Councillor Weber that the minutes of the Special Council Meeting of May 27, 2020 be adopted as presented.

CARRIED UNANIMOUSLY

**MUNICIPAL PLANNING COMMISSION MEETING:**

No Municipal Planning Commission meeting was held.

**OLD BUSINESS & BUSINESS ARISING FROM THE MINUTES:**

#104-20 **COVID-19 RE-OPENING PLANS – PARKS, PLAYGROUNDS & RECREATION FACILITIES:**  
 MOVED BY Deputy Mayor Duncan that the parks, playgrounds and recreation facilities re-open as per Alberta’s Relaunch Strategy provided that all Public Health Orders as well as all Provincial & Federal directives and guidelines are being followed and further that garage and yard sales be permitted provided that residents abide by all restrictions, however they be highly discouraged.

CARRIED UNANIMOUSLY

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#105-20 DEVELOPMENT PERMIT FEES FOR RETAINING WALLS AND LOT CONTOURING:  
MOVED BY Mayor Benedict that the development permit fees for replacement of retaining walls or lot contouring on lots damaged by the high water levels and flooding be waived for 2020 subject to the requirement for provincial and federal permits.

CARRIED UNANIMOUSLY

#106-20 LAND USE BYLAW REVIEW – WORK PLAN, TIMELINE & GENERAL DIRECTION OF PROJECT:  
MOVED BY Councillor Valiquette that Council approve the work plan, timeline, objective & general direction of the project for the Land Use Bylaw review submitted by Innovative Planning & Development.

CARRIED UNANIMOUSLY

**FINANCIAL:**

#107-20 LIST OF ACCOUNTS:  
MOVED BY Councillor Weber that the list of accounts in the amount of \$231,634.98 be accepted for information.

CARRIED UNANIMOUSLY

#108-20 DOYLE & COMPANY – DECEMBER 31, 2019 AUDITED FINANCIAL STATEMENTS & LETTERS:  
MOVED BY Councillor Love that the Audited Financial Statements & letters for December 31, 2019 from Doyle & Company be accepted as presented.

CARRIED UNANIMOUSLY

**COMMITTEE REPORTS:**

DEPUTY MAYOR DUNCAN:

ALBERTA BEACH AG SOCIETY AGLIPLEX OPERATIONS COMMITTEE – Deputy Mayor Duncan reviewed and submitted report on the May 27<sup>th</sup> meeting (attached).

EMERGENCY ADVISORY COMMITTEE – Deputy Mayor Duncan reviewed and submitted report on the May 27<sup>th</sup> meeting (attached).

LAKE ISLE & LAC STE. ANNE WATER QUALITY – Deputy Mayor Duncan reviewed and submitted report on the May 20<sup>th</sup> meeting (attached).

LAND USE BYLAW REVIEW COMMITTEE – Deputy Mayor Duncan reviewed and submitted report on the May 27<sup>th</sup> & June 12<sup>th</sup> meetings (attached).

TRIVILLAGE REGIONAL SEWER SERVICES COMMISSION – Deputy Mayor Duncan reviewed and submitted report on the May 28<sup>th</sup> meeting (attached).

WEST INTER-LAKE DISTRICT (WILD) WATER COMMISSION – Deputy Mayor Duncan reviewed and submitted report on the May 20<sup>th</sup> meeting (attached).

AEP MOORING DISTURBANCE STANDARD ENGAGEMENT SESSION – Deputy Mayor Duncan reviewed and submitted report on the May 21<sup>st</sup> meeting (attached).

LAKE LEVEL MEETING WITH MLA – Deputy Mayor Duncan reviewed and submitted report on the June 5<sup>th</sup> meeting (attached).

COUNCILLOR VALIQUETTE:

ALBERTA BEACH LIBRARY BOARD – Councillor Valiquette reviewed and submitted report on the June 9<sup>th</sup> meeting (attached).

COUNCILLOR WEBER:

COMMUNITY FUTURES YELLOWHEAD EAST – Councillor Weber reviewed and submitted report on the May 21<sup>st</sup> meeting (attached).

EAST END BUS COMMITTEE – Councillor Weber reviewed and submitted report on the June 15<sup>th</sup> meeting (attached).

COUNCILLOR LOVE:

ALBERTA BEACH MUSEUM & ARCHIVES – Councillor Love reviewed and submitted report on the June 10<sup>th</sup> meeting (attached). He further reported the Museum will be opening on July 1<sup>st</sup>, 2020.

PUBLIC WORKS ADVISORY COMMITTEE – Councillor Love reviewed and submitted report on the June 11<sup>th</sup> meeting (attached).

MAYOR BENEDICT:

PUBLIC WORKS ADVISORY COMMITTEE – Mayor Benedict reviewed and submitted report on the June 11<sup>th</sup> meeting (attached).

REGIONAL FIRE SERVICES STEERING COMMITTEE – Mayor Benedict reviewed and submitted report on the June 5<sup>th</sup> meeting (attached).

TRIVILLAGE REGIONAL SEWAGE SERVICES COMMISSION – Mayor Benedict reviewed and submitted report on the May 28<sup>th</sup> meeting (attached).

ALBERTA MUNICIPAL AFFAIRS – Mayor Benedict reported on the May 28<sup>th</sup> conference call with Minister Madu.

ALBERTA ENVIRONMENT & PARKS – Mayor Benedict reported on the May 29<sup>th</sup> conference call regarding lake accesses and the weeds and debris at the weir.

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**DEVELOPMENT PERMIT REPORT:**

The administration department submitted a report on the 2020 Development Permits issued to date.

#109-20

MOVED BY Councillor Weber that the committee reports be accepted for information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – FOR INFORMATION:**

**ALBERTA MUNICIPAL AFFAIRS – MUNICIPAL GOVERNANCE DURING COVID-19:**

Correspondence was received from Alberta Municipal Affairs regarding municipal governance during Covid-19 including the May 15<sup>th</sup> and May 29<sup>th</sup> issues.

**ALBERTA MUNICIPAL AFFAIRS – 2020 MSI CAPITAL & OPERATING ALLOCATIONS:**

A letter was received from Alberta Municipal Affairs confirming the 2020 MSI Capital & Operating Grant allocations.

**ALBERTA MUNICIPAL AFFAIRS – ALBERTA RELAUNCH ANNOUNCEMENT:**

Correspondence was received from Alberta Municipal Affairs confirming Stage 2 of Alberta's Relaunch strategy beginning on June 12<sup>th</sup> which also included guidance documents to support Stage 2 activities.

**ALBERTA MUNICIPAL AFFAIRS – ALBERTA RELAUNCH STAGE 2 UPDATE:**

An update was received from Alberta Municipal Affairs regarding Alberta's Relaunch Stage 2 which outlines what can open with restrictions.

**ALBERTA MUNICIPAL AFFAIRS – COVID-19 UPDATE TO ELECTED OFFICIALS:**

A letter was received from Alberta Municipal Affairs which included a Covid-19 update for elected officials.

**ALBERTA MUNICIPAL AFFAIRS – 2020 GTF ALLOCATION:**

A letter was received from Alberta Municipal Affairs confirming the 2020 GTF Grant allocation.

**ALBERTA HEALTH SERVICES – AHS COVID COMMUNITY UPDATE:**

A Covid-19 Community Update of June 8, 2020 was received from Alberta Health Services.

**ALBERTA SENIORS – NEWSLETTER & MINISTER'S STATEMENT ON COVID-19:**

Alberta Seniors & Housing forwarded their newsletter & message from the Minister regarding Covid-19.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – COMMUNITY ENGAGEMENT IN THE AGE OF COVID-19:**

Correspondence was received from Alberta Urban Municipalities Association regarding community engagement in the age of Covid-19 and the elected official's education program.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – VIRTUAL SESSION ON KEEPING LOCAL ELECTIONS LOCAL:**

Correspondence was received from Alberta Urban Municipalities Association regarding their virtual session on keeping local elections local.

**ALBERTA UNION OF PROVINCIAL EMPLOYEES – REQUEST FOR SUPPORT ON LETTERS TO GOVERNMENT OF AB:**

A letter was received from the Alberta Union of Provincial Employees requesting support on letters to the Government of Alberta regarding rural health care, education, policing and other services.

**COLLEEN KLOTZ – LAKE LEVELS ON LAC STE. ANNE:**

Correspondence was received from Colleen Klotz regarding lake levels on Lac Ste. Anne.

**HON. GERALD SOROKA, MP YELLOWHEAD – EVENTS & MEETINGS:**

Hon. Gerald Soroka, MP Yellowhead requested information on upcoming events & meetings.

**LAC STE. ANNE COUNTY – MEDIA RELEASE – LAC STE. ANNE RESPONDS TO RISING WATER LEVELS:**

Lac Ste. Anne County forwarded their media release Lac Ste. Anne Responds to Rising Water Levels.

**NORTH SASKATCHEWAN WATERSHED ALLIANCE – NEWSLETTER:**

North Saskatchewan Watershed Alliance forwarded their May 2020 Newsletter for information.

**SUMMER VILLAGE OF SOUTH VIEW – EMERGENCY MANAGEMENT LETTER TO MUNICIPAL COLLEAGUES:**

A letter was received from the Summer Village of South View regarding emergency management and the regional emergency management framework.

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**WILD WATER COMMISSION – INTER BASIN TRANSFER OPEN HOUSES:**

Correspondence was received from Wild Water Commission advising on the Inter Basin Transfer Virtual Open Houses being held on June 22<sup>nd</sup> and June 23<sup>rd</sup>.

**ALBERTA HEALTH SERVICES – AHS COVID COMMUNITY UPDATE:**

A Covid-19 Community Update of June 12, 2020 was received from Alberta Health Services.

**ALBERTA MUNICIPAL AFFAIRS – LEGISLATIVE CHANGES FOR REGIONAL SERVICES COMMISSIONS:**

Correspondence was received from Alberta Municipal Affairs outlining the amendments & legislative changes for Regional Services Commissions.

**ALBERTA MUNICIPAL AFFAIRS – MUNICIPAL GOVERNANCE DURING COVID-19:**

Correspondence was received from Alberta Municipal Affairs regarding municipal governance during Covid-19 which included the June 12<sup>th</sup> issue as well as a municipal pandemic planning guide.

**HON. GERALD SOROKA, MP YELLOWHEAD – FEDERAL GAS TAX FUND:**

Correspondence was received from Hon. Gerald Soroka, MP Yellowhead regarding the Federal Gas Tax Fund.

#110-20

MOVED BY Councillor Weber that the correspondence be accepted for information.

CARRIED UNANIMOUSLY

**CORRESPONDENCE – REQUIRING ACTION:**

**ALBERTA BEACH MUSEUM – REQUEST FOR USE OF ALBERTA BEACH LOGO FOR HISTORY BOOK:**

#111-20

MOVED BY Mayor Benedict that Council approve the request from the Alberta Beach Museum for permission to use the Alberta Beach “catch the wave” logo on the Museum’s 100 year history book.

CARRIED UNANIMOUSLY

#112-20

**LAC STE. ANNE COUNTY – BEACHWAVE PARK – PROPOSED PLAYGROUND DEVELOPMENT:**  
MOVED BY Deputy Mayor Duncan that Lac Ste. Anne County and the Beachwave Park Stakeholders Committee be advised that Alberta Beach Council welcomes the committee’s goal towards upgrading the playground development at Beachwave Park; that Council will budget funding in 2021; that our public works department will provide in-kind contribution of labour and equipment for the project; and further that Council looks forward to further discussions with the stakeholder partners on the details of the project, the funding and the administration.

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

#113-20

**2020 ROADWORK QUOTES (O’HANLON PAVING, PARK PAVING & SPECTRE SYSTEMS):**  
MOVED BY Deputy Mayor Duncan that Council approve the O’Hanlon Paving quote for rehabilitation and paving on the following roads: 52 Street (from 49 Ave to 47 Ave); 52A Street (from 49 Ave to 47 Ave); 53 Street (from 50 Ave to 46A Ave); 51 Street (From 50 Ave to 46A Ave); 48A Avenue (from 53 St to 52A St); and an overlay on a portion of 47 street (from 50 Ave to 46 Ave) and further that Council approve Phase 2 road rehabilitation and paving if additional funding becomes available on the following roads: 48 Avenue (from 51 St to 53 St); 46 Avenue (from 46 St to 46A St); 46A Street (from 46 Ave to 45 Ave); and 46B Street (from 46 Ave to 45 Ave including the 46 Ave portion to 47 St) as recommended by the Public Works Advisory Committee.

CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

A question period was held and a brief discussion arose on enforcement of the Untidy & Unsightly Bylaw, clarification process on cleaning the accesses to the lake for removal of sand & debris blocking the culverts and ditches, and clarification that the Council agenda package is available on the Alberta Beach website.

**ADJOURNMENT:**

The meeting adjourned at 8:11 P.M.

\_\_\_\_\_  
Mayor – Jim Benedict

\_\_\_\_\_  
C.A.O. – Kathy Skwarchuk

# **Financial Report**

## **June 30, 2020**

BALANCE SHEET	Beg:000000000	End:30Jun2020	Type: A	C U	Name
<b>ASSETS</b>					
<b>CASH ON HAND:</b>					
CASH REGISTER FLOAT	100.00		1		A111
CASH ON HAND - PETTY CASH	100.00		1		A112
BANK	344,839.54		1		A121
INVESTED CASH - TERM DEPOSIT	0.00		1		A122
BANK T-BILL SAVINGS #25	1,064,001.71		1		A125
BANK CUSTOM PLAN #26 (1.3M)	0.00		1		A126
TOTAL CASH		1,409,041.25	2		TOTC
<b>ACCOUNTS RECEIVABLE:</b>					
TAXES & GRANTS-IN-LIEU REC	2,038,097.88		1		A210
RECEIVABLE FROM OTHER GOVTS:					
GST COLLECTED\PAID OUT-A230	8,429.00		1		A230
ITC	9,079.40		1		A231
GST SHARED SERVICES - A232	0.00		1		A232
CONDITIONAL PROV GRANTS	0.00		1		A248
RECEIVABLE OTHER LOCAL GOVT:	0.00		1		A250
ADMIN ACCOUNTS RECEIVABLE	17,379.62		1		A270
ADMIN RECEIVABLE - AFDA	4,162.73		1		A275
TRADE ACCOUNTS RECEIVABLE	0.00		1		A271
ALL OTHER RECEIVABLES	0.00		1		A290
TOTAL ACCOUNTS RECEIVABLE		2,050,664.37	2		TAR
<b>PREPAID EXPENSES</b>					
PREPAID EXPENSES	42,470.50		1		A412
REQUISITION UNDER\OVER LEVY	10,833.30		1		A413
SUPPLIES INVENTORY	8,969.99		1		A164
TAX SALE SURPLUS (BANK ACCT.)	0.00		1		A474
LAND HELD FOR RESALE	0.00		1		A570
<b>FIXED ASSETS:</b>					
ENGINEERING STRUCTURES	5,446,541.91		1		A610
ACCUM.AMORTIZATION-ENG.STRUC	2,984,953.39		1		A615
BUILDINGS	2,759,249.63		1		A620
ACCUM.AMORTIZATION-BUILDINGS	820,029.12		1		A625
MACHINERY & EQUIPMENT	867,528.11		1		A630
ACCUM.AMORTIZATION-MACH&EQ	612,878.35		1		A635
LAND	1,349,990.57		1		A640
ACCUM.AMORTIZATION-LAND	0.00		1		A645
VEHICLES	321,795.29		1		A650
ACCUM.AMORTIZATION-VEHICLES	289,228.53		1		A655
LAND IMPROVEMENTS	630,437.98		1		A660
ACCUM.AMORTIZATION-LAND IMPR	477,846.29		1		A665
TOTAL FIXED ASSETS		6,190,607.81	2		TFA
TOTAL ASSETS			3		TA
		9,712,587.22			
<b>SHORT TERM LOANS</b>					
SHORT TERM LOANS	0.00		1		L121
<b>ACCOUNTS PAYABLE</b>					
FEDERAL - G.S.T.	0.00		1		L230
Description	Beg:000000000	End:30Jun2020	Type: A	C U	Name

BALANCE SHEET	Beg:000000000	End:30Jun2020	Type: A	C U	Name
FEDERAL - REC GEN	5,225.00		1		L231
PAYROLL - ACCRUED HOLIDAY PA	1,739.45		1		L235
PAYROLL - AMEBSWITH	0.00		1		AMEBSWITH
PAYROLL - R.R.S.P.	0.00		1		RRSPACC
PAYROLL - UNION	0.00		1		UNION
PAYROLL - EMPL RECEIVABLES	0.00		1		EMPLREC
PAYROLL - AHC PREMIUM	0.00		1		AHCWITH
PAYROLL - CANADA SAV BOND	0.00		1		CANSAV
PAYROLL - ADVANCES	0.00		1		ADV
PAYABLE TO OTHER LOC GOVT	0.00		1		L270
TRADE ACCOUNTS PAYABLE	16,861.29		1		L270TP
KIDS IN ACTION	0.00		1		KIDSIA
BIKES FOR KIDS	0.00		1		84KIDS
VILLAGE MAP\BROCHURE	0.00		1		MAPAP
COMMUNITIES IN BLOOM	0.00		1		CIBLOOM
ALL OTHER PAYABLES	7,400.00		1		L290
DEPOSITS	28,791.50		1		L291
TOTAL ACCOUNTS PAYABLE		60,017.24	2		TAP
TAX SALE SURPLUS TRUST	0.00		1		L410
DEFERRED REVENUE	137,027.84		1		L411
DEFERRED REVENUE	0.00		1		L412
DEFERRED REVENUE	51,085.21		1		L413
RESERVES FOR OPERATING		0.00	2		L700
TAX RATE STABILIZATION		187,907.39	2		L701
ADMIN & P.W. INCOME-STAFF		0.00	2		L702
ADMIN & P.W. INCOME-VILLAGE		0.00	2		L703
INSURANCE PROCEEDS- HAYLAND		44,536.80	2		L704
DISASTER PREPAREDNESS		0.00	2		L705
STREET IMPROVEMENTS		0.00	2		L706
CAMPGROUND IMPROVEMENTS		0.00	2		L707
ECONOMIC DEVELOPMENT- 100 YR		2,625.00	2		L708
SALE OF PUBLIC LANDS		0.00	2		L709
SCHOOL PROJECTS		0.00	2		L710
DRAINAGE & WATER STUDY		0.00	2		L711
FCSS PAYOUT COUNTY		0.00	2		L712
REDEVELOPMENT PLAN		0.00	2		L713
TOTAL OPERATING RESERVES			3		L790
RESERVES FOR CAPITAL					
GENERAL CAPITAL		910,985.22	2		L750
ADMINISTRATIVE EQUIPMENT		6,803.01	2		L761
LAGDON RECONSTRUCTION		10,205.00	2		L762
PARK RESERVE SALE PROCEEDS		0.00	2		L763
PARKS AND RECREATION DEV		34,494.45	2		L764
PUBLIC WORKS EQUIPMENT		40,959.73	2		L765
CAMPGROUND DEVELOPMENT		0.00	2		L766
FIREHALL		0.00	2		L767
MSI GRANT RESERVES		0.00	2		L799
ADMINISTRATIVE BUILDING		28,622.92	2		L768
PATROL EQUIPMENT		25,164.00	2		L770
Description	Beg:000000000	End:30Jun2020	Type: A	C U	Name



BALANCE SHEET		Beg:000000000	End:30Jun2020	Type: A	C U	Name
AMIP GRANT RESERVES		0.00		2		L771
EAST END BUS		0.00		2		L772
TOTAL CAPITAL RESERVES			1,057,234.33	3		L760
TOTAL EQUITY IN FIXED ASSETS		6,190,607.81		2		L800
ACCUMULATED SURPLUS - 31\12\94	2,160,080.83-			1		L900
ADJUSTED SURPLUS (PRIOR PERIOD	551,829.92-			1		L902
SURPLUS FROM 1\1\95	3,232,120.40			1		L901
APPROPRIATED SURPLUS	0.00			1		L905
CURRENT FUNDS USED FOR TCA	0.00			1		L910
CURRENT AMORTIZATON EXPENSE	1,225,399.57			1		L915
NET BOOK VALUE OF TCA DISPOSAL	235,936.38			1		L920
CONTRIBUTED TCA	0.00			1		L925
TOTAL SURPLUS		1,981,545.60		2		ACCUMSURP
TOTAL LIABILITIES			9,712,587.22	3		TL
PROOF			0.00	3		PROOF
DAY OF <u>June 30</u> , 2020						
Description	Beg:000000000	End:30Jun2020	Type: A	C U	Name	

Analysis: INCOME STATEMENT

INCOME STATEMENT		(1)	(2)
Period 1: -	--- Begin	01Jan2020	01Jan2020
	End	31Dec2020	30Jun2020
	--- Type	B	A
(less) Period 2: -	--- Begin	000000000	000000000
	End	000000000	000000000
	--- Type		
Ratios:	% of Account		
Graphs:	# of Columns,Scale	0 0	0 0

Description	2020 BUDGET	2020 ACTUAL
REVENUE		
RESIDENTIAL TAXES (MUNICIPAL)	828,890.11	828,890.13
RESIDENTIAL TAXES (SCHOOL)	441,687.15	441,687.12
COMMERCIAL TAXES (MUNICIPAL)	95,794.42	95,632.86
COMMERCIAL TAXES (SCHOOL)	38,313.49	38,248.86
FARM TAXES (MUNICIPAL)	78.38	78.39
FARM TAXES (SCHOOL)	41.77	41.77
POWER & PIPELINE (MUNICIPAL)	16,598.87	16,598.87
POWER & PIPELINE (SCHOOL)	6,638.81	6,638.80
DIP \ MACH & EQUIP (MUNICIPAL)	1,670.68	1,670.68
DIP \ MACH & EQUIP (SCHOOL)	80.23	80.23
DESIGNATED INDUSTRIAL (DI)	138.51	138.51
MUNICIPAL SERVICES TAX	709,770.00	708,070.00
LIBRARY LEVY	0.00	0.00
MISC. OTHER LEVY	0.00	0.00
TOTAL TAXES	2,139,702.42	2,137,776.22
PENALTIES & COSTS ON TAXES	26,000.00	25,946.05
FRANCHISE - ATCO GAS	28,000.00	12,097.31
FRANCHISE - FORTIS	30,000.00	14,939.36
INVESTMENT INCOME	20,000.00	10,649.38
PROVINCIAL GRANTS		
RESTRUCTURING GRANT	0.00	0.00
CONDITIONAL FGTF	0.00	0.00
CONDITIONAL AMIP GRANT	0.00	0.00
CONDITIONAL MSI GRANT	22,446.00	147,451.00
FROM RESERVE\DEF.REV.	0.00	0.00
OTHER	0.00	1,935.97
ADMIN		
ADMINISTRATIVE SERVICE	4,800.00	4,800.00
SALES OF GOODS & SERVICES	494.19	222.08
TAX CERTIFICATES	100.00	330.00
PHOTOCOPIES\FAXES\POSTAGE	500.00	279.17
PENALTIES\COSTS - N.S.F. FEES	300.00	350.00
HAWKER PEDDLER LICENSES	0.00	355.00
RENTAL AND LEASE	21,800.00	14,148.39
PROV\FED CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
PATROL		
SALES TO OTHER LOCAL GOV'T	21,655.00	0.00
SALES OF GOODS & SERVICES	0.00	0.00
Description	2020 BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	2020 BUDGET	2020 ACTUAL
FINES	4,000.00	1,172.15
SALE OF FIXED ASSETS	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
FIRE DEPARTMENT - DONATIONS	0.00	0.00
FEES DUE TO COUNTY FROM UNPAID	0.00	0.00
RENTAL & LEASE	24,000.00	12,000.00
UTILITIES REIMBURSEMENT	3,800.00	0.00
PROVINCIAL CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	6,800.00	0.00
TRANSFER FROM RESERVES	0.00	0.00
DISASTER SERVICES	0.00	0.00
AMBULANCE GRANT	0.00	0.00
AMBULANCE STATION RENTAL	10,200.00	5,100.00
ANIMAL LICENSES	500.00	370.00
BY-LAW FINES	500.00	45.00
COMMON SERVICES		
PUBLIC WORKS SERVICES	0.00	0.00
SALES OF GOODS & SERVICES	1,000.00	0.00
RENTAL AND LEASE	42,000.00	23,320.00
CONDITIONAL GRANT	0.00	0.00
SALE OF FIXED ASSETS	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
ROADS		
CONDITIONAL GRANT	0.00	0.00
SALE OF TCA	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
STORM SEWER & DRAINAGE		
CONDITIONAL GRANT	0.00	0.00
GRANTS FROM LOCAL AGENCIES	0.00	0.00
SEWER		
LOCAL IMPROVEMENT CHGS	0.00	0.00
SEWER REVITALIZATION	245,700.00	246,000.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
SOLID WASTE		
CONTRACT WITH OTHER MUNICIPAL	0.00	0.00
SALE OF GOODS & SERVICES	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	0.00	0.00
ECONOMIC DEVELOPMENT	0.00	0.00
Description	2020 BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	2020 BUDGET	2020 ACTUAL
MUNICIPAL PLANNING	0.00	0.00
DEVELOPMENT PERMITS	2,000.00	2,495.24
COMPLIANCE CERTIFICATES	500.00	200.00
SUBDIVISION APPLICATIONS	0.00	0.00
ENCROACHMENT AGREEMENTS	0.00	0.00
PROV CONDITIONAL GRANT	0.00	0.00
TRANSFER FROM RESERVES\DEF.REV	137,028.00	0.00
SALE OF PUBLIC LAND	0.00	0.00
PIER & MARINA	0.00	0.00
TRANSFER RESERVE\DEF.REV.	51,085.00	0.00
PARKS		
FEDERAL\PROVINCIAL GRANT(ICAP)	0.00	0.00
CONDITIONAL GRANT	0.00	0.00
UNCONDITIONAL GRANT	0.00	0.00
GRANT FROM LOCAL AGENCIES	0.00	0.00
PARKING LOT REVENUE	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
RECREATION FACILITIES		
SALE OF SERVICE - FEES\CHARGES	0.00	0.00
REGIONAL RECREATION	24,058.00	12,030.00
GRANT FROM LOCAL AGENCIES	0.00	0.00
CONDITIONAL PROVINCIAL GRANT	0.00	0.00
TRANSFER FROM RESERVE\DEF.REV.	2,000.00	0.00
CAMPGROUND		
USER FEES (SEASONAL)	175,000.00	185,000.00
WEEKEND SITES	0.00	1,800.00
CAMPGRD CABIN RENTAL	3,200.00	0.00
SALES OF GOODS & SERVICES	800.00	3,073.82
WINTER STORAGE	21,000.00	900.00
DEBIT MACHINE ADJUSTMENTS	0.00	0.00
RENTAL & LEASE	5,600.00	3,200.00
M.R.T.A. GRANT	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00
CULTURE		
LIBRARIAN WAGE REIMBURSEMENT	0.00	0.00
GAIN ON SALE OF FIXED ASSET	0.00	0.00
TOTAL OPERATING REVENUE	3,076,568.61	2,867,986.14
CAPITAL:		
CAPITAL PURCHASES-ADMIN	6,460.00	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	0.00	0.00
Description	2020 BUDGET	2020 ACTUAL

Analysis: INCOME STATEMENT

Description	2020 BUDGET	2020 ACTUAL
CAPITAL PURCHASES-RECREATION	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	6,460.00	0.00
CAPITAL PROJECTS:		
CAPITAL PROJECT-ROADS	644,000.00	0.00
CAPITAL PROJECT-SHOP	0.00	0.00
CAPITAL PROJECT-DRAINAGE	14,600.00	0.00
CAPITAL PROJECT-WALK PATHS	0.00	0.00
CAPITAL PROJECT-47 ST UPGRADE	0.00	0.00
CAPITAL PROJECT-ADMIN BLDG	150,000.00	0.00
TOTAL	808,600.00	0.00
TOTAL CAPITAL REVENUE	815,060.00	0.00
REQUISITIONS:		
SCHOOL FOUNDATION	0.00	0.00
ASFF	475,928.20	227,136.62
OVER\UNDER LEVY UTILIZED	10,833.30	0.00
DESIGNATED INDUSTRIAL	138.51	0.00
TOTAL REQUISITIONS	486,900.01	227,136.62
BUSINESS INCOME PROFIT	0.00	0.00
TOTAL	3,404,728.60	2,640,849.52
Description	2020 BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

EXPENSE STATEMENT		(1)	(2)
Period 1: -	--- Begin	01Jan2020	01Jan2020
	End	31Dec2020	30Jun2020
	--- Type	B	A
(less) Period 2: -	--- Begin	000000000	000000000
	End	000000000	000000000
	--- Type		
Ratios:	% of Account		
Graphs:	# of Columns, Scale	0 0	0 0

Description	2020 BUDGET	2020 ACTUAL
<b>COUNCIL</b>		
COUNCIL HONORARIUMS - MAYOR	9,550.00	4,775.10
COUNCIL HONORARIUMS	33,579.00	16,789.50
MEETING FEES	14,000.00	6,375.00
HONOURARIUM DEDUCTIONS	1,700.00	0.00
COUNCIL TRAVEL	2,000.00	625.54
CONFERENCES\CONVENTIONS	2,000.00	0.00
INTERNET & PHONE EXPENSE	6,000.00	6,000.00
COUNCIL PROMOTIONAL	9,000.00	6,000.00
MISC. SUPPLIES	1,000.00	10.98
TOTAL	78,829.00	40,576.12
<b>ADMINISTRATION</b>		
ADMINISTRATOR	111,700.00	56,061.72
SALARIES	172,780.00	85,437.02
PAYROLL TO\FROM BUS INC	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL DEDUCTIONS	49,800.00	29,023.27
SCP PAYROLL	0.00	0.00
FROM\TO RESERVE	0.00	0.00
TRAINING	1,000.00	0.00
TRAVEL	200.00	0.00
FREIGHT, POSTAGE, DELIVERY	3,200.00	0.00
TELEPHONE\INTERNET\SATELLIT	4,000.00	1,630.88
ADVERTISING	1,500.00	373.17
SUBSCRIPTIONS\MEMBERSHIPS	2,700.00	2,433.24
PRINTING	1,500.00	475.00
LEGAL	3,000.00	301.77
AUDITOR	11,200.00	11,735.38
SERVICE CONTR-PHOTO,FAX,POS	5,000.00	2,568.14
SERVICE CONTR - ALARM	500.00	300.00
PURCHASED EQUIPMENT REPAIR	7,000.00	4,875.73
CONTRACT - JANITOR	6,000.00	3,000.00
INSURANCE	50,000.00	553.86
W.C.B.	9,700.00	1,639.00
STATIONERY & SUPPLIES	4,500.00	3,518.49
JANITORIAL SUPPLIES	750.00	537.26
MISCELLANEOUS SUPPLIES	3,000.00	681.82
VILLAGE PROMOTION	3,000.00	1,140.00
100 YEAR ANNIVERSARY	0.00	2,353.69
UTILITIES	5,300.00	3,044.95
DEBT REPAYMENT	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00
Description	2020 BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET	2020 ACTUAL
BANK CHARGES	850.00	253.92
TAX REBATES & CANCELLATIONS	0.00	0.00
OTHER & BLDG REPAIRS	8,500.00	2,262.87
BAD DEBT EXPENSE	0.00	0.00
CAPITAL PURCHASES	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	466,680.00	214,201.18
ELECTION \ CENSUS		
SALARIES & WAGES	0.00	0.00
ADVERTISING	0.00	0.00
GOODS & SUPPLIES	0.00	0.00
TOTAL	0.00	0.00
ASSESSMENT SERVICES		
ASSESSMENT SERVICES	24,870.00	10,900.00
TOTAL	24,870.00	10,900.00
PATROL		
ADMINISTRATION	0.00	0.00
SALARIES & WAGES	48,825.00	9,217.50
PROVINCIAL POLICE FUNDING	45,215.00	0.00
CITIZENS ON PATROL	0.00	0.00
PAYROLL DEDUCTIONS	9,000.00	656.54
TRAINING & DEVELOPMENT	500.00	0.00
MILEAGE & SUBSISTENCE	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00
TELEPHONE	5,500.00	3,340.99
ADVERTISING & PROMOTION	350.00	0.00
AUX PROG\CRIME PREVENTION	0.00	0.00
EQUIPMENT REPAIR	2,000.00	0.00
VEHICLE REPAIR	5,000.00	0.00
JANITOR EXPENSES	0.00	0.00
LICENSES & PERMITS	0.00	0.00
STATIONERY & OFFICE SUPPLIES	300.00	0.00
MISC. SUPPLIES	2,500.00	369.99
UNIFORMS & ACCOTREMENTS	2,000.00	0.00
FUEL & OIL	3,500.00	56.24
UTILITIES	3,600.00	2,030.05
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	128,290.00	15,671.31
BY-LAW ENFORCEMENT		
BYLAW\ANIMAL CONTROL	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00
POUND FEES	500.00	0.00
GENERAL GOODS AND SERVICES	500.00	0.00
SIGNS	0.00	0.00
TOTAL	1,000.00	0.00
Description	2020 BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET	2020 ACTUAL
<b>FIREFIGHTING</b>		
FIRE DEPARTMENT HONORAIUMS	0.00	0.00
TELEPHONE	150.00	75.50
FIRE CONTRACT	86,421.00	43,210.50
JANITOR EXPENSES	0.00	0.00
GOODS AND SUPPLIES	700.00	802.50
MISCELLANEOUS	2,000.00	0.00
BUILDING REPAIR	2,000.00	625.98
UTILITIES	7,500.00	1,703.69
CAPITAL	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
<b>TOTAL</b>	<b>98,771.00</b>	<b>46,418.17</b>
<b>DISASTER SERVICES</b>		
GENERAL GOODS AND SERVICES	8,500.00	21,754.69
TO RESERVE\DEF.REV.	0.00	0.00
<b>AMBULANCE SERVICES</b>		
AMBULANCE CONTRACT	0.00	0.00
BUILDING REPAIRS	4,300.00	2,651.03
UTILITIES	4,200.00	2,239.19
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
<b>TOTAL</b>	<b>8,500.00</b>	<b>4,890.22</b>
<b>COMMON SERVICES</b>		
PUBLIC WORKS MANAGER	0.00	0.00
PUBLIC WORKS WAGES	195,000.00	138,213.96
EXTRA PERSON	0.00	0.00
STEP & SCP PAYROLL	24,500.00	8,780.19
PAYROLL DEDUCTIONS - MGR	0.00	0.00
PAYROLL DEDUCTIONS	40,000.00	15,118.40
PAYROLL DEDUCTIONS - STEP	1,300.00	0.00
FROM\TO RESERVE	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00
TRAINING & DEVELOPMENT	1,000.00	0.00
MILEAGE & SUBSISTENCE	200.00	79.12
POSTAGE, FREIGHT & DELIVERY	0.00	0.00
TELEPHONE	2,700.00	1,049.19
PURCHASED SERVICES	4,300.00	3,221.73
EQUIPMENT REPAIR	30,000.00	32,671.79
VEHICLE REPAIR	15,000.00	13,985.07
EQUIPMENT RENTAL	3,000.00	0.00
GENERAL GOODS	9,500.00	8,314.53
SIGNS	2,000.00	0.00
NON BUDGETED ITEMS	0.00	0.00
SAFETY SUPPLIES	2,500.00	923.13
FUEL & OIL	18,000.00	15,235.53
UTILITES - SHOP	14,000.00	7,213.82
BOAT LAUNCH MTCE	0.00	0.00
CAPITAL PURCHASES	0.00	0.00
Description	2020 BUDGET	2020 ACTUAL



Analysis: EXPENSE STATEMENT

Description	2020 BUDGET	2020 ACTUAL
CAPITAL PROJECTS	0.00	0.00
CAPITAL PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	363,000.00	244,806.46
ROADS AND STREETS		
GRAVEL\SAND\ETC.	18,000.00	8,208.78
CRACK FILLING\LINE PAINTING	15,000.00	2,537.48
UTILITIES - STREET LIGHTS	92,000.00	39,362.94
ROAD PROJECTS	0.00	0.00
ROAD PROJECTS	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	125,000.00	50,109.20
STORM SEWER AND DRAINAGE		
GENERAL SUPPLY-CULVERTS	20,000.00	13,670.84
DRAINAGE PROJECTS	0.00	0.00
DRAINAGE STUDY	0.00	0.00
TOTAL	20,000.00	13,670.84
WATER SYSTEM		
WATER COMM. OPERATING	18,260.90	0.00
WATER COMM. DEBENTURE	40,923.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	59,183.90	0.00
SANITARY SEWER		
TVRSCC MAINTENANCE AGREE	242,980.00	121,490.00
TVRSCC SEWER REVITALIZATION	245,700.00	0.00
TVRSCC DEB. - LAGOON	85,826.00	42,913.00
TVRSCC UPGRADE	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	574,506.00	164,403.00
GARBAGE COLLECTION		
GARBAGE WAGES	50,000.00	0.00
GARBAGE CONTRACT	0.00	0.00
REGIONAL LAND FILL	20,000.00	4,394.42
RECYCLING	7,000.00	3,473.80
ANNUAL WASTE ROUND-UP	0.00	0.00
FUEL & OIL	6,000.00	0.00
TRUCK REPAIRS & MAINTENANCE	5,000.00	2,229.53
CAPITAL PURCHASES	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	88,000.00	10,097.75
COMPOST FACILITY		
PURCHASED SERVICE - CLEANUP	3,000.00	6.09
GENERAL SUPPLIES	0.00	0.00
TOTAL	3,000.00	6.09
Description	2020 BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET	2020 ACTUAL
MUNICIPAL PLANNING		
CONTRACT - DEVELOPMENT OFF	21,600.00	10,800.00
MUNICIPAL PLANNING	500.00	0.00
GENERAL GOODS & SUPPLIES	500.00	97.50
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	22,600.00	10,897.50
ECONOMIC DEVELOPMENT		
ADVERTISING AND PROMOTION	500.00	0.00
TELEPHONE AND UTILITIES	0.00	0.00
REVENUE & COST SHARE STUDY	137,028.00	56,676.55
GENERAL GOODS & SUPPLIES	500.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	138,028.00	56,676.55
LAC STE. ANNE FOUNDATION	38,134.99	28,960.47
PIER\BOAT LAUNCH	51,085.00	0.00
PIER TO RESERVE\DEF.REV.	0.00	0.00
RECREATION & FACILITIES		
REGIONAL RECREATION	30,073.00	30,073.00
GENERAL GOODS & SUPPLIES	10,000.00	4,350.78
EAST END BUS	11,210.71	0.00
LSA PHYSICIAN RECRUITMENT	0.00	0.00
UTILITIES	5,000.00	2,296.45
CAPITAL PURCHASES	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	56,283.71	36,720.23
PARKS		
CONTRACT SERVICES	10,000.00	2,400.00
GENERAL GOODS & SUPPLIES	5,000.00	2,450.07
UTILITIES	4,700.00	2,025.45
PARKING LOT EXPENSES	3,388.00	3,388.37
PARK PROJECTS	0.00	0.00
PARK PROJECTS	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	23,088.00	10,263.89
CAMPGROUND:		
ADVERTISING & SIGNS	0.00	71.72
POSTAGE, FREIGHT, DELIVERY	0.00	0.00
TELEPHONE & SATELLITE	1,800.00	910.74
PRINTING	200.00	623.94
CAMPGROUND MANAGER CONTRACT	45,850.00	8,000.00
CAMPGROUND SUMMER HELP	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
EQUIPMENT REPAIR	300.00	407.75
Description	2020 BUDGET	2020 ACTUAL

Analysis: EXPENSE STATEMENT

Description	2020 BUDGET	2020 ACTUAL
GENERAL GOODS & SUPPLIES	2,500.00	1,618.39
JANITORIAL SUPPLIES	300.00	474.00
WASTE DISPOSAL	2,300.00	606.54
FUEL & OIL	700.00	104.67
REPAIR MATERIALS	4,000.00	634.44
CONSTRUCTION MATERIALS	6,000.00	439.68
UTILITIES	24,000.00	6,508.23
IMPROVEMENTS	2,000.00	0.00
DEBIT\VISA BANK FEES	400.00	180.00
CAMPGROUND PROJECTS	0.00	0.00
CAMPGROUND PROJECTS	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00
TOTAL	90,350.00	20,580.10
CULTURE		
SALARIES & WAGES	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00
UTILITIES	0.00	0.00
GRANT TO LIBRARY	10,500.00	0.00
YELLOWHEAD REGIONAL LIBRARY	4,469.00	2,234.51
TOTAL	14,969.00	2,234.51
LOSS ON SALE OF FIXED ASSET	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00
CAPITAL:		
CAPITAL PURCHASES-ADMIN	6,460.00	6,460.00
CAPITAL PURCHASES-PATROL	0.00	0.00
CAPITAL PURCHASES-PUBLIC WORKS	42,000.00	35,361.43
CAPITAL PURCHASES-RECREATION	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00
TOTAL	48,460.00	41,821.43
CAPITAL PROJECTS:		
CAPITAL PROJECTS-ROADS	644,000.00	0.00
CAPITAL PROJECTS-SHOP	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	14,600.00	800.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00
CAPITAL PROJECTS-FIREHALL LOT	0.00	19,891.47
CAPITAL PROJECTS-ADMIN BLDG	150,000.00	2,590.43
TOTAL	808,600.00	23,281.90
TOTAL CAPITAL EXPENSES	857,060.00	65,103.33
BUSINESS INCOME EXPENSES	0.00	0.00
TOTAL	3,404,728.60	1,068,941.61
Description	2020 BUDGET	2020 ACTUAL

2020 Development Permits							***High Lighted are NEW***
Permit #	Date	Municipal	Lot	Block	Plan	Proposal	Approved
19DP36-01 (from 2019)	20-Feb-20	5024 - 50 Avenue	6	5	3321BQ	2 Wall Signs	Approved - MPC - Feb 18-20
20DP01-01		5007 - 56 Street	11	12	201BT	Deck - Front Yard Variance	Approved - MPC - Feb 18-20
20DP02-01	4-Apr-20	5619 Ste. Anne Crescent	33	4	6376KS	Storage Shed (20 X 24)	Approved
20DP03-01	5-Apr-20	4324 - 50 Avenue	1	A	3510BZ	Replacement of Storage Shed	Approved
20DP03-02 (Revised )	16-Apr-20	4324 - 50 Avenue	1	A	3510BZ	Replacement of Storage Shed	Approved - revision made to the size
20DP04-01	3-May-20	5007 - 57 Street	14	7	201BT	Replace roof W/trussess	Approved
20DP04-02	22-Jun-20	5007 - 57 Street	14	7	201BT	Demo\Construct SDD	Approved
20DP05-01	20-Jun-20	4828 - 50 Avenue	1	9	9221264	24'x28' Garage Pave Prkg Lot & Side Area	Approved
20DP06-01		5007 - 56 Street	11	12	201BT		MPC - May 19, 2020 - Refused
20DP07-01	12-May-20	4935 - 50 Avenue	4,5	7	3321BQ	Admin Bldg - Roof Replacement	Approved
20DP08-01	28-May-20	4511 - 46B Street	37	1	898MC	Demolition of Garage	Approved
20DP09-01	29-May-20	4819 - 60 Street	24	5	722MC	Demo & Rebuild Home	Approved
20DP10-01		5012 - 57 Street	3	10	201BT	Landscaping - Crushed stone on lot	MPC - July 21, 2020
20DP11-01	11-Jun-20	4407 - 43 Avenue	6	2	O423757	Modular Home (SDD)\Garage	Approved
20DP12-01	14-Jun-20	5819 - 51 Avenue	10	9	3653HW	Lot Grading	Approved
20DP13-01	11-Jun-20	4407 - 43 Avenue	6	2	O423757	Construct Detached Garage	Approved
20DP14-01	21-Jun-20	5811 - 51 Avenue	8	9	3653HW	Lot Grading\Retaining Wall	Approved
20DP15-01		4819 - 52 Street	12	11	3321BQ	Construction of SDD	Approved
20DP16-01	6-Jul-20	5815 - 50 Avenue	9	5	722MC	Demolition & Construction of SDD	Approved
20DP17-01	9-Jul-20	5815 - 50 Avenue	9	5	722MC	Detached Garage	Approved
20DP18-01	1-Jul-20	4403 - 43 Avenue	7	2	O423757	Accessory Bldg (Shed)	Approved
20DP19-01	5-Jul-20	5107 - 51 Avenue	15	4	3321BQ	Lot Grading	Approved

July 9, 2020

Kathy Skwarchuk, Chief Administrative Officer  
Alberta Beach  
Box 278  
Alberta Beach, AB T0E 0A0

Dear Ms. Skwarchuk,

**RE: Acknowledgment of Application for Disaster Recovery Assistance**

Thank you for your application dated June 24, 2020, requesting disaster recovery assistance following the overland flooding event experienced by your municipality May 27 – June 3, 2020.

AEMA Recovery Branch is continuing to collect applications from communities that are impacted by spring flooding to determine whether the event meets the criteria to a Disaster Recovery Program (DRP) as set out in the provincial Disaster Assistance Guidelines. We may not have a decision regarding a DRP for several months; however, we encourage you to closely track the costs your community incurs for flood response and repairs that are potentially DRP eligible. This will ensure a timely processing of your claim should a DRP be approved.

AEMA Community Recovery Services staff will continue to liaise with your community and provide updates on the status of your DRP application on a regular basis. If you require further information, please contact your Recovery Team Lead (primary) or regional AEMA Field Officer listed below.

Sincerely,



Brenda Fioretti  
Acting Director, Community Recovery Services

cc: Mark Pickford, AEMA Field Officer, [mark.pickford@gov.ab.ca](mailto:mark.pickford@gov.ab.ca)  
Evan Surridge, Municipal Recovery, Team Lead, [evan.surridge@gov.ab.ca](mailto:evan.surridge@gov.ab.ca)  
Shari Ives, DEM, Alberta Beach, [si@secondwindenterprises.com](mailto:si@secondwindenterprises.com)

**aboffice@albertabeach.com**

---

**From:** AEP Minister <AEP.Minister@gov.ab.ca>  
**Sent:** Monday, July 13, 2020 3:34 PM  
**To:** aboffice@albertabeach.com; jblakeman@lsac.ca  
**Cc:** Lac Ste. Anne-Parkland; Corinne Kristensen; Paul Sandhu  
**Subject:** Alberta Beach Boat Launch  
**Attachments:** 104981 - Mayor Jim Benedict and Reeve Joe Blakeman.pdf

Please find attached the response from Honourable Jason Nixon, Minister of Environment and Parks, regarding your email.

Thank you,

Office of the Minister  
Environment & Parks  
323 Legislature Building  
T: 780.427.2391 F: 780.422.6259 [aep.minister.ca](http://aep.minister.ca)



Classification: Protected A



104981

ALBERTA  
ENVIRONMENT AND PARKS

*Office of the Minister  
Government House Leader  
MLA, Rimbey-Rocky Mountain House-Sundre*

JUL 13 2020

His Worship Jim Benedict, Mayor  
Village of Alberta Beach  
Box 278  
Alberta Beach AB T0E 0A0  
[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

Reeve Joe Blakeman  
County of Lac Ste. Anne  
56521 Range Road 65  
[jblakeman@lsac.ca](mailto:jblakeman@lsac.ca)

Dear Mayor Benedict and Reeve Blakeman:

My colleague Shane Getson, MLA for Lac Ste. Anne-Parkland, forwarded a copy of your letter regarding the Alberta Beach boat launch on Lac Ste. Anne. I understand the Village of Alberta Beach seeks permission to charge user fees, apply for grant funding and get an ongoing maintenance permit to help increase efficiency. As Minister of Environment and Parks, I welcome the opportunity to provide the following information.

I regret I was not able to meet with you in March and, unfortunately, Environment and Parks does not have a grant program for this type of project. As the disposition holder, the Village of Alberta Beach is responsible for maintenance and operations of the boat launch and wharf structure under DLO740690. Because the Village of Alberta Beach constructed the boat launch on Crown land, it is under a licence of occupation agreement with the province. This means to seek maintenance of the structure, the village would require a *Water Act* approval to undertake maintenance or repairs, but no further *Public Lands Act* approvals are required under this disposition. For more information regarding the village's proposed repairs and *Water Act* approval, please contact Paul Sandhu, Water Administration Engineer, in our Spruce Grove office, at 780-960-8639 (dial 310-0000 for a toll-free connection to any Government of Alberta number), or at [paul.sandhu@gov.ab.ca](mailto:paul.sandhu@gov.ab.ca).

With regard to the annual lease agreement, rental costs are specified in "Ministerial Order 01/2020: public lands fees, rents and other amounts payable order" (found at [open.alberta.ca](http://open.alberta.ca)). A \$50 per year rental fee is applied where the licence of occupation is held by a municipal government or public body.

Regarding the collection of fees, the village can submit a written request to the department to amend the disposition to allow for collecting fees. Upon receipt of a written request, Environment and Parks will consider issuing an amendment to the village's disposition, including a clause that specifically states a village can collect fees. I encourage you to explore options for charging user fees with Corinne Kristensen, Director of Provincial Approvals, in our Edmonton office, at 780-427-9116, or at [corinne.kristensen@gov.ab.ca](mailto:corinne.kristensen@gov.ab.ca).

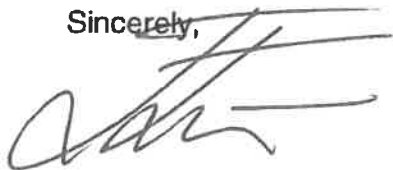
1/2

The Municipal Sustainability Initiative may help support local infrastructure priorities, although this does not include routine maintenance. Funding is distributed to municipalities after legislative approval of the program budget, submission of sufficient project applications, and submission and/or certification of a statement of funding and expenditures.

You can find more information at [www.alberta.ca](http://www.alberta.ca) by searching for "Municipal Sustainability Initiative." I also encourage the village and Lac Ste. Anne County to continue working together to explore possible partnerships with other villages around the lake through inter-municipal development planning and other processes.

Thank you again for taking the time to write. The Government of Alberta is working to protect Alberta's natural splendour for future generations.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Nixon', written over the word 'Sincerely,'.

Jason Nixon  
Minister

cc: Shane Getson  
MLA, Lac Ste. Anne-Parkland

Corinne Kristensen  
Environment and Parks

Paul Sandhu  
Environment and Parks



cc: Council

**aboffice@albertabeach.com**

**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** June 19, 2020 3:39 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS COVID Community Update - June 19, 2020

[View this email in your browser](#)



# COVID-19 Update

This e-newsletter was developed as part of AHS' response to COVID-19 to keep you informed of decisions being made to protect and support Albertans, key public health information, and opportunities for you to connect with AHS. AHS is committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your families, colleagues and staff.

As Alberta moves into Phase 2 of re-launching the province, updates specific to COVID-19 will change. However, AHS continues to have valuable information to share.

If you know of someone else who would benefit from receiving this information directly from AHS, please invite them to subscribe by emailing [Community.Engagement@ahs.ca](mailto:Community.Engagement@ahs.ca). And please [respond to this short survey](#) to let us know if you're receiving the information you need, in a format that is working for you.

You can unsubscribe from this e-newsletter by clicking the "Unsubscribe" button at the bottom.

## Today's Update

- **Cases in Alberta**
- **COVID-19 Testing for Healthcare Workers**
- **Verna's Weekly Video Message**
- **Support for Those Living with Severe Disabilities**
- **Asymptomatic Testing and Self-isolation**
- **Recognizing Alberta's Indigenous People**
- **AHS COVID-19 Podcast – National Indigenous People's Day**
- **Breaking the Silence: A Virtual Event Supporting Mental Health**
- **\$10,000 Eldon and Anne Foote Visual Art Prize awarded to Edmonton-based Dene and Niitsitapi (Blackfoot) artist Lauren Crazybull**
- **Learn more about AHS' Newest Advisory Council**
- **Health Advisory Council Recruitment Continues**
- **Mental Wellness Moment - Suicide, Self-harm and COVID-19**
- **Supporting our Communities during COVID-19**
- **Celebrities Celebrating AHS**
- **Shout Outs**

- **Sharing the Love: Thanking our People**
- **Community Acts of Kindness**

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## COVID-19 Status

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As of June 18, a provincial total of 7,579 individuals have been confirmed with COVID-19, of which 489 are active. Of the total people who have had confirmed cases of COVID-19 in Alberta, we suspect 669 cases may have been acquired in the community from an unknown source (these cases are not included in outbreak data). Currently, there are 34 people in hospital, with six in an intensive care unit. 6,938 Albertans have now recovered.

There have been a total of 152 lives lost in Alberta related to COVID-19. We extend our condolences to the families and loved ones of all of these Albertans, as they grieve the loss of someone dear to them at this difficult time.

A total of 364,729 COVID-19 tests have been completed since the start of the pandemic.

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## Things You Need to Know

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### **COVID-19 Testing for Healthcare Workers**

We continue to update the testing data for healthcare workers in the AHS Healthcare Worker COVID-19 Testing dashboard. These statistics provide the total number of AHS, Covenant Health and Alberta Precision Laboratories (APL) employees and physicians tested, including a breakdown of the number of positive tests and those who have been confirmed to have been exposed in the workplace.

As of June 17:

- 29,135 employees (AHS, APL, and Covenant combined) have been tested for COVID-19, and of those tested, 244 (or 0.84 per cent) have tested positive.
- Of the 244 employees who have tested positive, 38 (or 15.6 per cent) acquired their infection through a workplace exposure (with 21 of the 244 positive results still under investigation as to the source of infection).
- 1,754 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and of those tested, 30 (or 1.71 per cent) have tested positive.
- Of the 30 physicians who have tested positive, one (or 3.3 per cent) acquired their infection through a workplace exposure (with two of the 30 positive results still under investigation as to the source of infection).

### **Verna's Weekly Video Message**

When I (Verna) think about the many reasons for our early successes in managing the COVID-19 pandemic, they all have one thing in common — and that's preparation. Many of our teams started work preparing for the arrival of this novel coronavirus three months before it arrived in our province, and this advance work provided us the tools to respond early and aggressively when the first case was confirmed in the province 15 weeks ago.

We're a proactive organization that doesn't just plan for today and tomorrow — we're always planning months and years ahead. It should come as no surprise, then, that our People portfolio is looking ahead to how our teams will work together for the second half of 2020 and into next year — anticipating we'll be still managing the pandemic, while trying to keep Albertans and each other safe. As part of this preparation work, we recently posted the [COVID-19 Relaunch Playbook](#).

The playbook contains information and resources to ensure proper safety, cleaning and physical distancing measures are implemented consistently across AHS. Whether your team has remained on site throughout the pandemic, you're planning to return to the workplace, or you're continuing to work remotely, we want to ensure you have the resources you need to feel safe, healthy, valued and included at work.

In my vlog this week, I'm joined by Todd Gilchrist, Vice President, People, and Brad Dorohoy, Senior Program Director, Talent Management Strategies, to talk about the origins of the COVID-19 Relaunch Playbook, how it was developed, and the information you'll find in it. This is excellent viewing — and reading — for anyone wondering what the next few months might look like as we continue to manage the pandemic.



#### **Support for Those Living with Severe Disabilities**

Albertans living in their homes with neurologic conditions and severe physical disabilities depend on caregivers for a broad range of daily living functions. Recognizing this, AHS has developed a number of resources to support those living with severe disabilities, and their care providers, during COVID-19.

In May, AHS launched the [Rehabilitation Advice Line](#) to support community needs (1-833-379-0563). This toll-free phone line continues to provide guidance on activities and exercises to support physical functioning, and strategies to manage daily activities. It also provides links to rehabilitation services available for in-person or virtual access, and to supportive community organizations and resources.

AHS has also developed new guidance related to unique infection prevention and control considerations for these individuals, as well as a COVID-19 Communication Rights Toolkit, which provides resources and supports for people living with hearing/speech issues.

The phone line can be reached at 1-833-379-0563, and all other resources can be accessed through [ahs.ca/covid](https://ahs.ca/covid) under "Resources for Specific Health Conditions".

#### **Asymptomatic Testing and Self-isolation**

Thinking of getting asymptomatic testing, but not sure what that means for isolation? Here's the deal: if you have **no** symptoms of illness, you are **not** required to self-isolate while waiting for your asymptomatic test results. If your test results are **negative** and you have **no** symptoms of illness, you also **do not** need to self-isolate.

You are legally-required to self-isolate if you have tested positive for COVID-19, have a known exposure to the virus, or have travelled outside of the country in the last 14 days. If you test positive, your close contacts will be considered exposed and they will also be required to self-isolate.

For complete isolation requirement details, please visit [alberta.ca/isolation.aspx](https://alberta.ca/isolation.aspx)

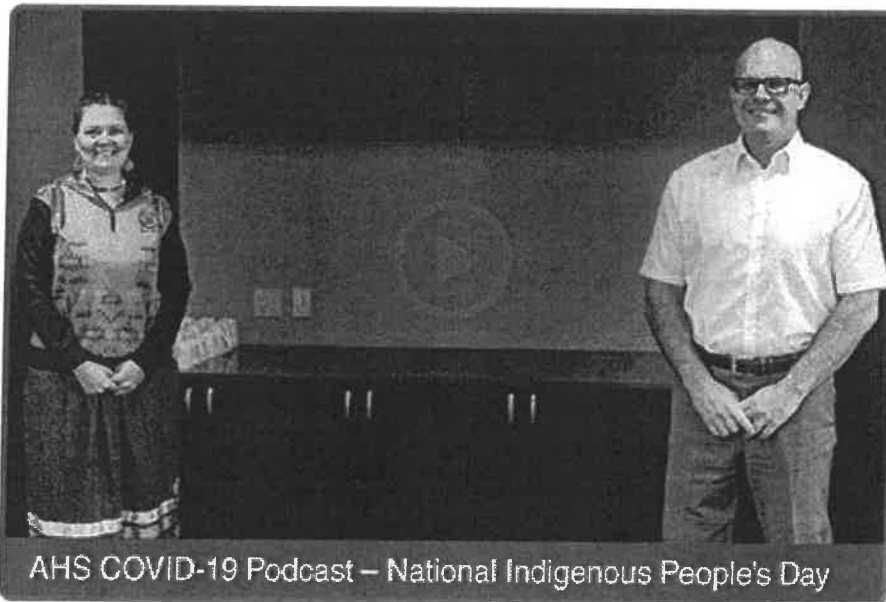
#### **Recognizing Alberta's Indigenous People**

National Indigenous Peoples Day is June 21. It's an opportunity to recognize and celebrate the cultures and stories of First Nations, Inuit and Métis peoples across this land. By focusing on building greater understanding and awareness, we can combat racism and build a better and more inclusive health system.

Using our online engagement platform, [Together4Health](#), AHS staff, physicians, volunteers and the public can celebrate Indigenous culture by contributing to an interactive cookbook, participating in Zoom learning sessions, taking part in creating a photo gallery and telling the inspirational stories of Indigenous youth. You can also watch videos on AHS Social Media, where we will share stories and celebrate the contributions of Indigenous people here in Alberta.

#### **AHS COVID-19 Podcast – National Indigenous People’s Day**

In this [AHS COVID-19 podcast](#), Todd Gilchrist, AHS Vice President, People, and Nadine McRee, Executive Director of the Indigenous Health Program, talk about National Indigenous Peoples Day, the unique contribution of Indigenous peoples and culture to our province and healthcare system, and how we are celebrating during the COVID-19 pandemic.



#### **Breaking the Silence: A Virtual Event Supporting Mental Health**

Starting on Monday, June 20<sup>th</sup>, your daily exercise can provide even more benefits than usual.

[Breaking the Silence](#) is a virtual five kilometre walk/run that will raise funds and awareness for local charities working to improve mental health in Alberta. Supporting mental health has never been more critical and if you'd like a chance to stretch your legs, get some fresh air and further the conversation around mental health, please consider signing up.

If you'd like to participate, you can register [here](#). You can start your own team or join one of the six AHS teams:

- [AHE](#)
- [Break the Silence](#)
- [Edmonton Hope and Wellness](#)
- [Intensive Service Super Fun Run Club](#)
- [RN'ers](#)
- [Team AHS](#)

Funds raised through this event will support the Mental Health Foundation, CASA, Some Other Solutions Society for Crisis Prevention, Centre for Suicide Prevention, The Alex and the Canadian Mental Health Association (Central Alberta).

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## Get Involved

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**\$10,000 [Eldon and Anne Foote Visual Art Prize](#) awarded to Edmonton-based Dene and Niitsitapi (Blackfoot) artist Lauren Crazybull**

Lauren Crazybull was awarded the 2020 Eldon and Anne Foote Visual Art Prize for her painting of friend Elijah Cardinal-Whitford, *Power & Vulnerability*. The portrait was from Crazybull's 2019 debut solo show *The Future All at Once*, which was hosted by the University of Alberta Hospital's McMullen Gallery. The portrait was nominated by the McMullen Gallery, on behalf of the Friends of University Hospitals. Read the full [McMullen Gallery nomination](#) or the [2020 Foote Prize award](#).

#### **Learn More about AHS' Newest Advisory Council**

The SOGIE PAC (Sexual Orientation, Gender Identity & Expression Provincial Advisory Council) is hosting a webinar to introduce the public to PAC members and AHS support staff, and to provide an overview of the role and priorities of the Council. SOGIE intends for this to be the first in a series of opportunities to connect with community members and identify future partnerships.

You must register to attend this webinar, scheduled for **Tuesday, June 23, from 6:30-7:30 p.m.** Please contact [SOGIE.PAC@albertahealthservices.ca](mailto:SOGIE.PAC@albertahealthservices.ca).

#### **Health Advisory Council Recruitment Continues**

Recruitment is currently underway for volunteer members to serve on Health Advisory Councils (HACs) in Northern Alberta in the Tamarack and Lakeland Communities HAC areas (see the map [here](#)). Members of Council come from a wide variety of backgrounds with equally varied interests and reasons for joining. More information can be found on our website, where we profile members each month from across the province (visit the Meet our Council Members page [here](#)).

For more information about our Councils and to apply, visit us [online](#).

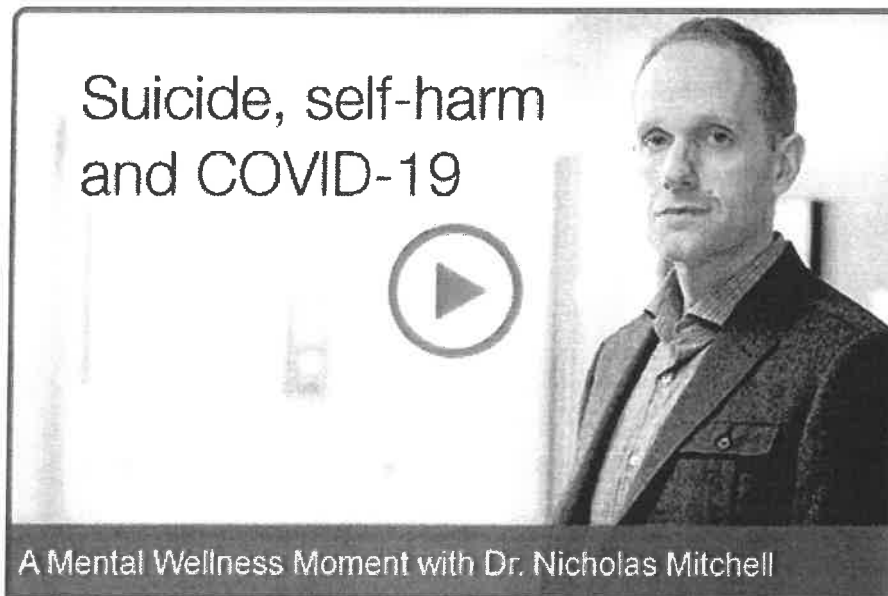
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## **Be Well - Be Kind**

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#### **Mental Wellness Moment - Suicide, Self-harm and COVID-19**

People can be more likely to act on self-harming impulses during times of stress and crisis, such as the current pandemic. In this Mental Wellness Moment, Dr. Nicholas Mitchell talks about the [signs that people might be thinking of harming themselves](#) and what [you can do if you spot these signs in someone](#).



#### **Supporting our Communities during COVID-19**

As we continue to fight this pandemic, there are many individuals and families needing support now more than ever. This includes access to food, shelter and mental health supports. If you are interested in donating to a COVID-19 relief fund in your community, you can do so through the United Way, or one of our [69 foundation partners](#) who raise funds for healthcare across Alberta. Donations can be made by donating up to five vacation days, a one-time donation, or payroll deduction donations over several payroll cycles until June 30.

### **Celebrities Celebrating AHS**

Musicians, athletes, and artists all around the country keep sending messages of gratitude and support for our frontline healthcare staff.

Today's thank you message comes from Dallas Arcand, a three-time World Champion Hoop Dancer and multi-disciplinary artist from the Alexander First Nation (Kipohtakaw) Treaty 6 in Alberta.

"I would like to express my gratitude, special thanks and acknowledgments to all the frontline healthcare workers in Alberta and beyond," he says. "You are putting yourself in front of this global pandemic to make sure that the rest of us are safe, so thank you so much."

In this video, [Arcand plays a song with the traditional native flute](#) as a gesture of gratitude and to send blessings to our staff and their families.

Stay tuned and follow AHS on [social media](#) for more celebrity shout-outs.



### **Shout Out**

Across our organization, teams have shown their genuine appreciation for each other throughout the pandemic. You have been sharing your love for each other for months and it's been heartening to witness these acts of encouragement each week. Today, we have a shout out for our protective services teams and recognition for the psychiatry team at the PLC.

*I am a manager of one of the dementia units at Centennial Centre for Mental Health and Brain Injury. I just wanted to quickly thank you and your team for being there for the Apollo Nursing Staff. We have been using protective services regularly...Protective Services have been very personable, professional and use a good approach with our dementia patients. We want them to know how grateful we are for them.*

*-Melayne Smith*

*Thank You U25 Inpatient Psychiatry Team at the Peter Lougheed Centre: to all psychiatrists, hospitalists, nurses, occupational and recreational therapists, social workers, psychologists, pharmacists, spiritual care staff, housekeeping staff, kitchen staff and every member of the team, thank you for keeping things together and working as a team. Without you, everything would have fallen apart. Thank you for being kind to one another during this period and always. Thank you for being patient. Thank you for listening. Thank you for the Timmies, pizzas and crunchies.*

*Thank you for being you. I am proud to be part of this great team. One Love, Unit 25 Inpatient Psychiatry Team, Peter Lougheed Centre.*

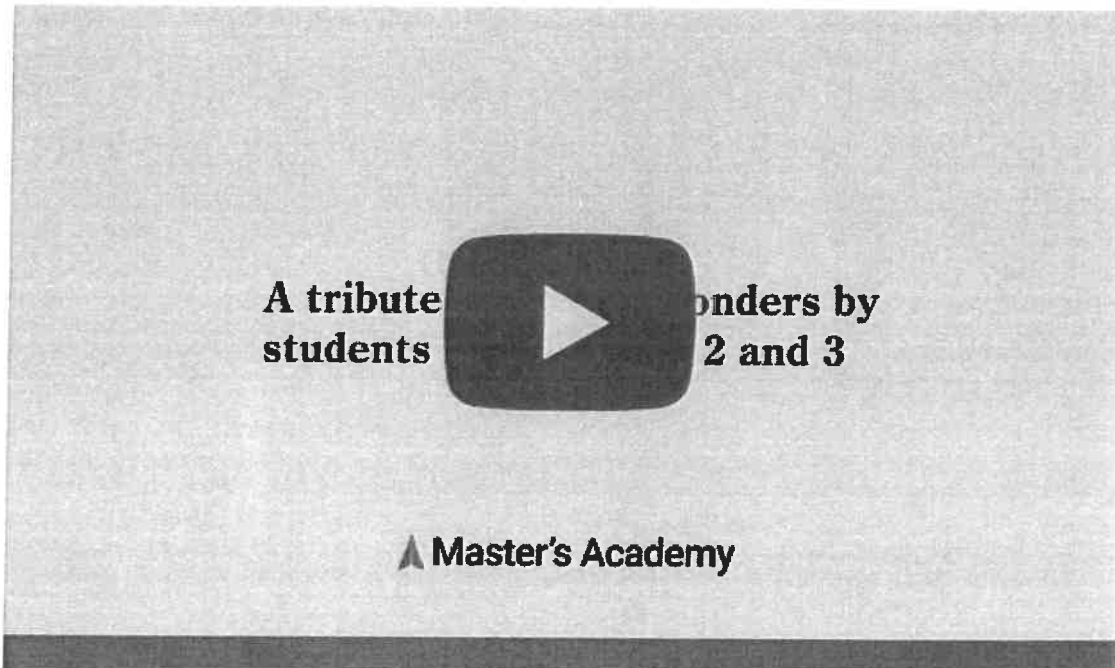
*-Tolulope RN, BN*

**Sharing the Love: Thanking our People**

Messages of gratitude keep pouring in from across the province and beyond, during the COVID-19 pandemic. Read these inspiring posts and share some of your own at [ahs.ca/sharingthelove](https://ahs.ca/sharingthelove).

**Community Acts of Kindness**

Today, we have a very touching tribute to first responders and frontline healthcare workers from some very talented children. This group of grade 2 and 3 students from Masters Academy in Calgary has come together virtually to blend their harmonies and show their support for teams across AHS. We are so appreciative of the efforts Albertans have made to tell us that what we have done has been valued and recognized by the citizens of our province.



Thank you for your ongoing work and example in adhering to the health protocols and measures that will keep Albertans safe as we move forward into relaunch. Washing our hands, staying home with symptoms, masking in our facilities and whenever we are in the community and can't ensure safe physical distancing, and avoiding congested public places continue to be some of the important ways we can reduce the spread of infection. This is especially important for our vulnerable populations who are relying on every one of us to protect them from COVID-19.

Thank you for another week of your incredible efforts to manage COVID-19 and re-initiate our pre-pandemic activities.

With gratitude and appreciation,

**Dr. Verna Yiu**  
AHS President & CEO

**Dr. Laura McDougall**  
Senior Medical Officer of Health

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**Our mailing address is:**

10101 Southport Road SW, Calgary, AB, T2W 3N2

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**Alberta Health  
Services**

**Physical  
distancing  
works**



aboffice@albertabeach.com

re: Council

**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** July 3, 2020 6:20 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS Together4Health Headlines - COVID Community Update

[View this email in your browser](#)



# Together Health

# Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**. As Alberta moves through Phase 2 of re-launching the province, we have shifted our original COVID-19 Update to keep you informed of decisions being made to continue to protect and support Albertans, key public health information, and opportunities for you to connect with AHS.

AHS is committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your families, colleagues and staff. If you know of someone else who would benefit from receiving this information directly from AHS, please invite them to subscribe by emailing [Community.Engagement@ahs.ca](mailto:Community.Engagement@ahs.ca). And please [respond to this short survey](#) to let us know if you're receiving the information you need, in a format that is working for you.

You can unsubscribe from this e-newsletter by clicking the "Unsubscribe" button at the bottom.

## Today's Update:

- **COVID-19 Status**
  - Cases in Alberta
  - COVID-19 Testing for Healthcare Workers
- **Things You Need to Know**
  - Verna's Weekly Video Message
  - Updated AHS Family Support and Visitation Guidelines
- **Join the Conversation**
  - Helicopter EMS (HEMS) Review: An Alberta Solution
  - Provincial Pediatric Consultations
  - AHS takes ownership of new regional hospital in Grande Prairie
- **Be Well - Be Kind**
  - Staying Healthy & Connected during COVID
  - Celebrities Celebrating AHS

## COVID-19 Status

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### Cases in Alberta

As of July 2, a provincial total of 8,202 individuals have been confirmed with COVID-19, of which 542 cases are active. The average number of daily cases confirmed this week is 52, a 32 per cent increase from the week before. In total in Alberta, we believe 797 individuals have acquired COVID-19 in the community from an unknown source, not connected to a known exposure or an outbreak. Currently, there are 44 people in hospital, with eight in an intensive care unit. 7,505 Albertans have now recovered.

There was another life lost in Alberta related to COVID-19 this week, for a total of 155 Albertans lost since the start of the pandemic. We continue to extend our condolences to the families and loved ones of these people as they grieve during this difficult time.

A total of 464,070 COVID-19 tests have been completed since the start of the pandemic.

### COVID-19 Testing for Healthcare Workers

We continue to update the testing data for healthcare workers. These statistics provide the total number of AHS, Covenant Health and Alberta Precision Laboratories (APL) employees and physicians tested, including a breakdown of the number of positive tests and those who have been confirmed to have been exposed in the workplace.

As of June 30:

- 32,758 employees (AHS, APL, and Covenant combined) have been tested for COVID-19, and of those tested, 260 (or 0.79 per cent) have tested positive.
- Of the 260 employees who have tested positive, 38 (or 14.6 per cent) acquired their infection through a workplace exposure (with 30 of the 260 positive results still under investigation as to the source of infection).
- 1,975 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and of those tested, 32 (or 1.62 per cent) have tested positive. Of the 32 physicians who have tested positive, two (or 6.3 per cent) acquired their infection through a workplace exposure (with two of the 32 positive results still under investigation as to the source of infection).

## Things You Need to Know

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### Verna's Weekly Video Message

Alberta Health Services has already made countless decisions related to COVID-19 and with countless more decisions to come in the months ahead. And because AHS is a learning healthcare organization, decisions are always based on the best data available and the best evidence. That's why we're so fortunate to have outstanding Analytics and Public Health Surveillance teams that, from the first days of 2020, have provided us with the best possible information which we use to shape and guide our COVID-19 response.

[In my \(Verna's\) latest vlog](#), I am joined by Dr. Stafford Dean, Chief Data and Analytics Officer; Dr. Hussain Usman and Dr. Jason Cabaj, Executive Director and Medical Officer of Health respectively for Public Health Surveillance and Infrastructure; and another Jason — Dr. Jason Scarlett, a health system engineer with Strategic Analytics. Together we talk about how they and their teams gather data, what they do with the data, and the impact their work has on population health and measures to prepare the health system for dealing with a pandemic.



**Updated AHS Family Support and Visitation Guidelines**

Based on valuable feedback received from our people, patients and families, we implemented enhanced family support and visitation guidelines on Thursday, July 2, which now include outdoor visits in acute care, unaccompanied outdoor access for patients, and patient off-site passes, where safe and deemed suitable by sites and care teams.

Certain site-based services will also resume for inpatient use, including AHS site-based hairdresser/barber services, specific community support groups (e.g. Alcoholics Anonymous), in-person meetings with legal services and visits with community faith/religious leaders. Previous updates included ambulatory clinics, pediatrics and neonatal intensive care units, and maternity/postpartum units.

Existing guidelines for Designated Essential Visitors in continuing care environments will be maintained according to the orders of the Chief Medical Officer of Health.

Learn more about these new and previous updates at [ahs.ca/visitation](https://ahs.ca/visitation).

**Join the Conversation**

**Helicopter EMS (HEMS) Review: An Alberta Solution**  
 Helicopter air ambulances provide a vital service to Albertans across the province. The Helicopter EMS Review, launched in November 2019, is examining current standards, governance and funding. We want Albertans to share their perspectives, and invite you to participate in one of our Zoom webinars on Thursday, July 16.

To register, please email us at [HEMSReview@ahs.ca](mailto:HEMSReview@ahs.ca).



**Provincial Pediatric Consultations**

As Alberta re-opens in the midst of an ongoing pandemic, it's understandable that parents with medically fragile or immune-compromised children would have unique concerns and questions. Alberta Health Services doesn't have all the answers but we want to provide as much support and guidance as we can. First, we need to better understand the challenges so we can better support you. We have begun by launching a survey to understand what information parents need



to feel confident and supported in keeping your children and families healthy in these unusual times. The [survey](#) closes July 8. This survey is just the first step - your feedback will help inform how we move forward, together. Learn more and register to stay involved as this consultation process continues at [Together4Health](#).

### **AHS takes ownership of new regional hospital in Grande Prairie**

Keys to a new regional hospital in Grande Prairie were officially presented to Alberta Health Services (AHS) in a ceremony held on June 26.

"AHS is thrilled to see construction of the new Grande Prairie regional hospital project completed," says Stacy Greening, Senior Operating Officer for AHS in Grande Prairie. "We thank Alberta Infrastructure, Dialog Design, Clark Builders, Graham Construction and all of the contractors involved for their hard work and perseverance on this project."

The new hospital — slated to open next year — features single inpatient rooms, which include medical, surgical and rehabilitation, intensive care, cardiac care, obstetrics, neonatal intensive care and pediatric beds. There are two radiation vaults in the new state-of-the-art cancer centre, bringing radiation therapy services to the community and the surrounding region — a first for northern Alberta.

Read more [here](#).

## **Be Well - Be Kind**



### **Staying Healthy & Connected During COVID**

Ernest and Nyna Marr have danced and dined together for all of their 58 years of marriage. With the help of community partners and Zoom, COVID-19 hasn't gotten in the way of their social and quality time.

On a typical Saturday, you would find Ernest and Nyna Marr, both 82 years old, dancing at Lundgren Centre. Now you may find the couple, married for 58 years, dancing in their living room to the light of a computer screen. The pair are taking part in the Saturday Senior Jammers, part of a schedule of interactive social and health programming delivered via Zoom and known as Innisfail Connects. Read their full story [here](#).

### **Celebrities Celebrating AHS**

Musicians, models, athletes, and artists across the country keep sending messages of gratitude and support for our frontline healthcare staff. Today's thank you message comes from [Alpine Olympian and World Cup medalist, Manny Osborne-Paradis](#).

"Thank you so much for working in the frontlines, working countless hours, and keeping us all safe during these uncertain times," he says. "You guys are the best."

Stay tuned and follow AHS on [social media](#) for more celebrity shout-outs.



#### **Sharing the Love: Thanking our People**

This week, we want to share the love as far and wide as we can, so we've included a whole collection of messages to show support for our teams. These messages have come to us from AHS staff and physicians who were inspired by colleagues around them. You deserve to be recognized for all you are doing each day for Albertans and each other.

#### *AHS on the fly*

*COVID-19 has changed the way we travel. For Canadians abroad, it is integral they receive the information they need surrounding COVID-19 so they can keep themselves and their loved ones safe.*

*On May 19, 2020, the Government of Alberta announced that they would be instituting COVID-19 Screening of all international arrivals into Calgary and Edmonton.*

*Alberta Health Services staff stepped up to help with the airport screening, with staff being deployed from their departments to provide fellow Canadians with all the information they need to navigate COVID-19 and welcome them home with a smile.*

*On June 30, most of the screening staff returned to their regular departments, with a few staff remaining at the Calgary International Airport. While most people enjoyed a physically-distanced Canada Day, screening teams were working hard at the airport, showing off their Canadian pride with decorated PPE.*

*"Both of AHS' airport teams have seen many Canadian citizens repatriated from abroad over the past four months. We share a "welcome home" with our fellow citizens. The smiles and sense of relief on their faces just adds to the meaning of Canada Day."*

*- Scott Fortier, Provincial Director of Accreditation & Quality and Patient Safety Education*



**Screening teams spread sunshine**

*I want to share a message of gratitude with the COVID-19 screening desk nurses (particularly those at the Pincher Creek Health Centre). These nurses have been a ray of sunshine through such a traumatic and unnerving time. They have become the face of the hospital, and have calmed nerves and eased the tension when entering our building.*

- April

**Foods Services' appreciation**

*The Retail Food Service (RFS) Team at the University of Alberta Hospital (UAH), Edmonton, appreciates the work done by our healthcare and essential services heroes each day during these challenging times. The whole RFS Team at the UAH came together to create the collage below as a thank you note for our peers, and healthcare and essential services heroes.*

- Rayan

**Alberta Healthy Living MVPs**

*In March, when the pandemic took hold in Canada, my Alberta Healthy Living Program team were identified as staff who could be redeployed to meet the needs of the organization. In a matter of days, they were redeployed into very important pre-screening roles at both South Calgary Health Centre and Sheldon Chumir Health Centre. One day they were working with patients in the community providing chronic disease management education, training, support and the next they were taking temperatures of patients and staff entering the building. Ensuring that staff and patients were safe was of great importance to this team. They took great pride in helping everyone who came through the door. I wanted to thank them for their incredible work. I could not be more proud to work alongside these individuals. They are my heroes. Thank you AHLP MVPs. You have made a difference in the lives of many.*

- Teresa

**Mental Health and Addictions helplines**

*Kudos to the amazing (Mental Health and Addictions) team that responded heroically to COVID-19 by increasing capacity, training staff, adapting in real time to help Albertans in these challenging times. You make a difference!*

- Jim

**World leaders in testing**

*I got an asymptomatic test for COVID-19 done yesterday and I now have a new found appreciation for our frontline workers and the healthcare system. I got my test results in one day. We are spearheading the world in fighting the pandemic and couldn't be more fortunate and proud to call Alberta home. I am proud to be an Albertan. Thank you so much!*

- Anonymous

**Clowns who care**

*AHS' award winning Caring Klowns volunteers, Sunny Ray and Ducky, physically-distanced using a hockey stick, while singing "You are my Sunshine" to brighten the day of seniors and residents at the Ponoka Hospital and Care Centre. "The Klowns were lots of fun. And I loved hearing them sing you're my sunshine," says Myrna, resident at Ponoka Hospital and Care Centre. Caring Klowns also visited long-term care residents outside their windows, waving, singing and smiling.*

*Ponoka Piston Poppers, a group of Ponoka residents who own vintage cars, drove by the staff parking lot and the front of the hospital waving at seniors. The 18-member car club thought it was a great idea to participate in this fun activity and boost the morale of seniors isolated during this difficult time. Marilyn, a resident at the hospital, was delighted to see the parade, and she spotted her favourite car, a Model T4, because her parents had one. These are some activities Volunteer Resources and the Recreation Therapy department hosted during Seniors' Week (June 1-7), to show appreciation for seniors, recognize their contributions and remember that they're an important part of our community.*

- Yolanda



Thank you for your ongoing work to manage COVID-19 and protect Albertans. We know this journey has had many challenges and that we will collectively continue to face this pandemic across our province for the foreseeable future. With July underway, we hope you will find time for relaxation, summer fun and a break from the pressures of work. Celebrate all you've done to keep our patients, families and each other safe over the past months and don't forget to take a moment to read these inspiring posts and share some of your own at [ahs.ca/sharingthelove](https://ahs.ca/sharingthelove).

With gratitude and appreciation,

**Dr. Verna Yiu**  
AHS President & CEO

**Dr. Laura McDougall**  
Senior Medical Officer of Health

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**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** July 10, 2020 4:01 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS Together4Health Headlines - COVID Community Update

[View this email in your browser](#)



Together  Health

# Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**. As Alberta moves through Phase 2 of re-launching the province, we have shifted our original COVID-19 Update to keep you informed of decisions being made to continue to protect and support Albertans, key public health information, and opportunities for you to connect with AHS.

AHS is committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your families, colleagues and staff. If you know of someone else who would benefit from receiving this information directly from AHS, please invite them to subscribe by emailing [Community.Engagement@ahs.ca](mailto:Community.Engagement@ahs.ca). And please [respond to this short survey](#) to let us know if you're receiving the information you need, in a format that is working for you.

You can unsubscribe from this e-newsletter by clicking the "Unsubscribe" button at the bottom.

## Today's Update:

- **COVID-19 Status**
  - Cases in Alberta
  - COVID-19 Testing for Healthcare Workers
  - Edmonton Zone - Misericordia Update
- **Things You Need to Know**
  - Reminder of International Travel Advisories
  - New Rehabilitation Advice Line Available to Albertans
  - Verna's Weekly Video Message
  - Emergency Coordination Centre: Looking Back and Forward
  - AHS Podcast - Importance of Immunization
- **Join the Conversation**
  - Join the Calgary Cancer Centre and Bring Hope to Patients
  - Register for a Public Webinar: Helicopter EMS (HEMS)
- **Be Well - Be Kind**

- Wellness Blooms for gardeners in Grande Prairie
- Sharing the Love: Thanking our People
- COVID-19 Badge of Honour

## COVID-19 Status

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### Cases in Alberta

As of July 9, a provincial total of 8,519 individuals have been confirmed with COVID-19, of which 584 cases are active. The average number of daily cases confirmed this week is 46, a 10 per cent decrease from the week before. Currently, there are 46 people in hospital, with seven in an intensive care unit. 7,774 Albertans have now recovered.

There were six deaths in Alberta related to COVID-19 this week, for a total of 161 Albertans lost since the start of the pandemic. We know this means that many more people are grieving during this difficult time and we offer our genuine sympathies as the families and loved ones of these Albertans mourn these losses.

A total of 507,169 COVID-19 tests have been completed since the start of the pandemic.

### COVID-19 Testing for Healthcare Workers

We continue to update the testing data for healthcare workers. These statistics provide the total number of AHS, Covenant Health and Alberta Precision Laboratories (APL) employees and physicians tested, including a breakdown of the number of positive tests and those who have been confirmed to have been exposed in the workplace.

As of July 6:

- 33,958 employees (AHS, APL, and Covenant combined) have been tested for COVID-19, and of those tested, 267 (or 0.79 per cent) have tested positive.
- Of the 267 employees who have tested positive, 38 (or 14.2 per cent) acquired their infection through a workplace exposure (with 35 of the 267 positive results still under investigation as to the source of infection).
- 2,027 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and of those tested, 32 (or 1.58 per cent) have tested positive.
- Of the 32 physicians who have tested positive, two (or 6.3 per cent) acquired their infection through a workplace exposure (with two of the 32 positive results still under investigation as to the source of infection).

### Edmonton Zone Emergency Operation Centre Update – Misericordia Hospital Outbreak

On July 8, due to the ongoing transmission of COVID-19, the difficult decision was made to place the Misericordia Community Hospital, a Covenant Health facility in Edmonton, under a full facility outbreak.

The full facility outbreak extends to all adult and children's services including the Emergency Department. No patients are being admitted to the hospital and day procedures and visits have been postponed or rescheduled at another Edmonton hospital. All services at the Misericordia are temporarily closed to incoming patients. Patients are being contacted and will be cared for and/or rescheduled at another Edmonton Zone hospital.

Patients within the hospital will continue to receive the treatment, care and support they need. Visitors are now restricted to end-of-life situations only.

These measures are in place to reduce the risk of further transmission and allow the facility to focus on current patients, staff and physicians.

As of yesterday, there were 16 patients at the hospital who have tested positive for COVID-19 in relation to this outbreak. In addition, 16 staff members have tested positive. Sadly, six patients linked to this outbreak have passed away. Our thoughts are with their family members and loved ones during this difficult time.

This is an extremely challenging situation for the site, as well as all of the other facilities in the Edmonton

Zone, which are working together to respond to this situation and assist by taking on additional patients. Edmonton Zone has worked cooperatively and responded remarkably together through this entire pandemic response. Once again, teams are rising up to meet the challenge that COVID-19 presents.

## Things You Need to Know

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### Reminder of International Travel Advisories

As we head into the summer vacation season, please remember that both the Governments of [Canada](#) and [Alberta](#) continue to advise against all travel outside of Canada and all cruise ship travel. As well, all travellers arriving in Alberta from outside of Canada are legally required to self-isolate for 14 days, [per the Chief Medical Officer of Health's order](#).

### New Rehabilitation Advice Line Available to Albertans

AHS has launched the Rehabilitation Advice Line; a toll-free telephone service which provides free rehabilitation advice and general health information for Albertans over 18 years of age facing existing physical disabilities related to neurological conditions, musculoskeletal conditions, those awaiting or recovering from bone and/or joint surgery, and Albertans recovering from COVID-19.

Albertans can call any day between 10 a.m. and 6 p.m. and speak to a occupational therapist or physiotherapist. Visit the [website](#), [Facebook](#), or [Twitter](#) for more information.

### Verna's Weekly Video Message

Back in May, I (Verna) invited some members of the Emergency Coordination Centre (ECC) to my vlog to talk about their work. Since then, our ECC has continued to be the nerve centre for our pandemic response, overseeing our actions across all portfolios across the province, as well as with government, the executive leadership team and many of our other partners.

As we move further into re-launch, I thought it would be worthwhile to do a [follow-up vlog](#) to talk about [what's happened since](#), and [what the next few months have in store](#) for the ECC. Joining me to discuss are Cheryl Bourassa, Executive Director of Emergency/Disaster Management; Tom Watts, Director of Emergency/Disaster Management; Chris McKiernan, Director of Provincial Strategies and Performance with Emergency/Disaster Management; and Samantha James, Analyst of Surveillance and Reporting.



### Emergency Coordination Centre: looking back and looking forward

As you can see from today's vlog, the Emergency Coordination Centre (ECC) has been essential in our ongoing response to COVID-19. While we are still in the midst of that response, it's important we look back to see what enables our successes and where we can improve. To that end, Emergency/Disaster

Management (E/DM) conducted a review of ECC operations with a variety of individuals and teams to get their feedback.

Some of the strengths noted in the review include regular communications from the CEO and Senior Medical Officer of Health (what you're reading now), the Incident Management Operating System, and the use of task forces, including the Personal Protective Equipment and Indigenous Health task forces, to target specific work. Areas for improvement include training additional people in ECC operations, integrating non-clinical areas like Information Technology and Facilities Maintenance and Engineering within ECC Operations earlier, and clarifying when ELT approval on certain actions is required.

Similar to our ongoing Beyond COVID work, the review also identified what worked well in the ECC setting and could be retained across the organization moving forward. This included expedited decision making processes, measures introduced to support shelter populations, and the connections and relationships developed with Indigenous Health, the Zones and First Nations communities. This is only a small sample of E/DM's findings in the review. A more comprehensive review will be undertaken at a later date, and will help to further inform our Beyond COVID recommendations.

The ECC enabled us to act with extraordinary focus and speed and it eliminated the barriers and constraints that slow us down. It ensured that contributors at all levels were united in their efforts toward the achievement of a single goal.

It worked because everyone involved knew what they were accountable for. People trusted the direction they were given, and in turn, they were trusted to make the decisions delegated to them. We marshalled the strengths and intelligence of our organization in a way that was incredibly focused and tightly coordinated at the zone and provincial levels. That is what allowed us to deliver results and value in a remarkably quick and efficient fashion.

Thank you to everyone involved in the ECC, as well as the Zone Emergency Operation Centres. It's not an easy job, and you are doing us proud.

#### **AHS Podcast – Importance of Immunization**

We know that vaccines are safe and effective – much safer than the diseases they protect against. If you are immunized against a disease it not only protects you, but you are also protecting others, because you are not spreading that disease. The pandemic has given us a glimpse into how quickly infections can spread and how serious they can be when a population has no immunity to a disease. [In this podcast, Dr. Kristin Klein](#), AHS Medical Officer of Health with the Communicable Disease Team, talks about the importance of immunizations particularly during the COVID-19 pandemic.



**Join the Conversation**

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### **Join the Calgary Cancer Centre and Bring Hope to Patients**

Hope is an invaluable contributor to health for many in a health battle, such as those facing cancer. The team leading the planning and development of the Calgary Cancer Centre is therefore collecting stories of hope to share with cancer patients. During these unique times, the project team is expanding their focus; asking Albertans to share what brings them hope during physical distancing.

You can share what brings you hope by posting a photo or message on the [Calgary Cancer Centre's Together4Health project page](#); those messages of hope will be shared on screens for patients, caregivers and staff at Tom Baker Cancer Centre and Holy Cross Centre.

In addition to collecting messages of hope, the Calgary Cancer Project posts regular updates about the construction of the new Calgary Cancer Centre, hosts a Q&A and provides other opportunities for patients, families, staff, physicians and the community to help realize the [vision](#) of the new Calgary Cancer Centre (CCC) throughout the planning, design and construction stages.

Share what brings you hope and learn more [here](#).



### **Register for a Public Webinar: Helicopter EMS (HEMS)**

AHS is hosting 2 public webinars on Thursday, July 16 to inform the Helicopter EMS (HEMS) Review. The Review aims to more clearly define the role of HEMS providers, unify practices and procedures across the province, and determine the effective funding model to ensure the best provision of care for Albertans.

Sessions will be held at 1 p.m. and 7 p.m. To register, please email us at [HEMSReview@ahs.ca](mailto:HEMSReview@ahs.ca). For the latest information and to share your perspectives, visit our the [HEMS Together4Health page](#).

## **Be Well - Be Kind**

### **Wellness blooms for gardeners in Grande Prairie**

Staff and volunteers are really 'digging' wellness at the Queen Elizabeth II (QEII) Hospital this spring. Teams have adopted flowerbeds on the hospital grounds to plant some cheer and brighten the season for staff, patients and others who come across the blooms.

The GROWing commUNITY flowerbed project includes community volunteers. Flowers were donated to the Grande Prairie Regional Hospital Foundation by various merchants in the area, including Home Depot, Dunvegan Gardens, Echo Hill Farms, Rona, Home Hardware and Canadian Tire. Meanwhile, Costco donated water and snacks for participants. The gift plants include bright annuals as well as hardy perennials to ensure blooms return in the years to come. Read more [here](#).



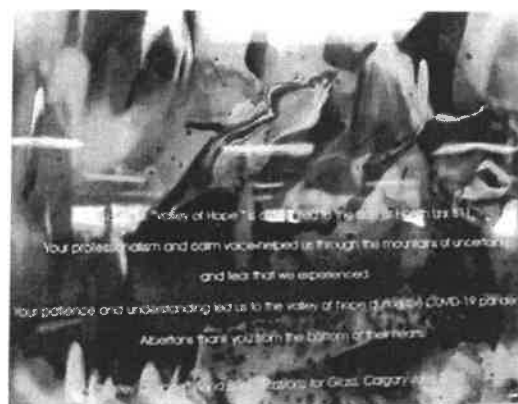
### **Sharing the Love: Thanking our People**

Again this week, we have a collection of messages to share as we continue to manage COVID-19 in Alberta. Please know that the notes here are just a small representation of the appreciation we have received from Albertans.

*A local Calgary artist gifted Health Link with a beautiful glass art piece in appreciation for the support that Health Link 811 has provided Albertans throughout the COVID-19 pandemic. She described her inspiration for her art piece below.*

*This art has come truly from the bottom of my heart as I am remembering the first few weeks of COVID-19 outbreak, and how much work and dedication went in to organizing the call centre for Albertans. I can only imagine the pressure and stress of everyone involved as Albertans feared this unknown virus. As an artist I can only express my thank you through my art. This artwork represents the voice of those around me.*

- Anna Bilek



*A BIG thank you to all the doctors, nurses, attendants, techs, EMS, and everyone who provides their very best care, and to Dr. Hinshaw for her calm, compassionate and honest leadership that Albertans can understand and learn from.*

- Anonymous

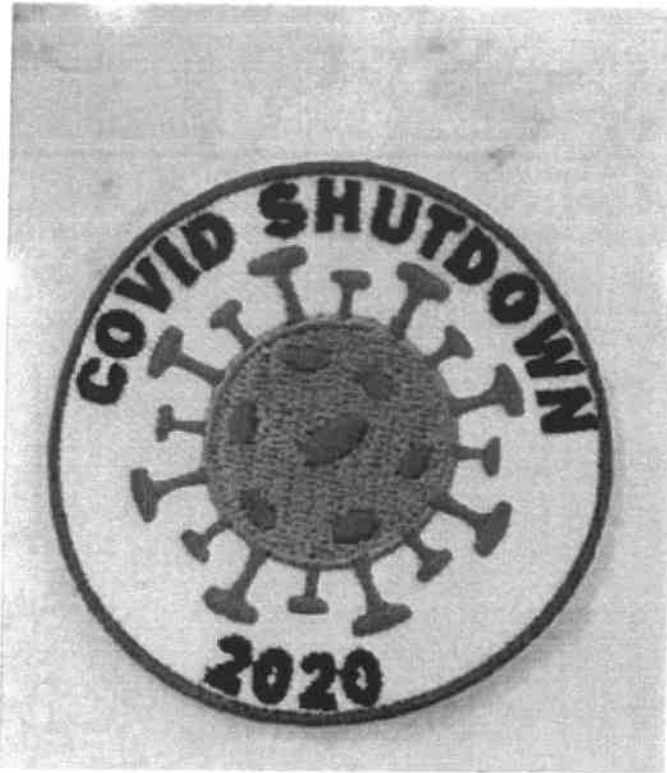
*Thank you so, so, so very much for all the sacrifices and care you show throughout the hours, days, weeks, months, years.*

- Lindsay Allen

### **COVID-19 Badge of Honour**

If there were badges for managing COVID-19, we have no doubt that countless Albertans would have earned one over the past five months. Apparently, if you're a Beaver, you may have already received one for your hard work to adhere to public health guidelines and orders. The six year old nephew of one of our staff member's got his badge in the mail for being a good citizen during Alberta's efforts to stay home and protect each other. We know it was well deserved, Xavier. Congratulations for earning your COVID-19 badge.

Xavier got an unexpected badge from Beavers today. I laugh every time I look at it! #funnynotfunny #inneedabadgetoo



As we head into another summer weekend - whether you are working, starting a vacation, or just taking a break - please know that in our eyes you've earned your badge for your efforts to help keep yourself, your friends, neighbours and colleagues safe. Stay healthy, Alberta, and enjoy some sunshine.

With gratitude and appreciation,

**Dr. Verna Yiu**  
AHS President & CEO

**Dr. Laura McDougall**  
Senior Medical Officer of Health

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**aboffice@albertabeach.com**

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**From:** Infrastructure Minister <Infrastructure.Minister@gov.ab.ca>  
**Sent:** June 24, 2020 11:53 AM  
**Cc:** INFRAS Engagement  
**Subject:** Alberta Infrastructure Act and 20-Year Strategic Capital Plan: Engagement Opportunity

Good morning,

As part of our government’s commitment to invest in public infrastructure projects that will help build a prosperous future and benefit Albertans for years to come, we need your input. On June 22, 2020, I was pleased to announce (see [news release](#)) our engagement on two key commitments, the Alberta Infrastructure Act and 20-Year Strategic Capital Plan.

Our government is preparing to bring forward the Alberta Infrastructure Act, which is intended to serve as a legislated governance framework for capital planning in Alberta. The Alberta Infrastructure Act supports the government’s commitment to transparent and rigorous capital funding decisions, and will help Albertans better understand how their taxpayer money is spent on capital infrastructure. In addition, the Alberta Infrastructure Act will also legislate the release and regular review of a 20-Year Strategic Capital Plan.

The 20-Year Strategic Capital Plan will serve as a high-level framework for future provincial decisions on priority infrastructure projects. The 20-Year Strategic Capital Plan will reflect how Alberta is anticipated to change over the next 20 years, and what that means for how infrastructure is designed and used by Albertans for generations to come. The 20-Year Strategic Capital Plan will not be a definitive list of infrastructure projects, nor will it provide specific funding levels. It is intended to be a visionary document that considers long-term trends, potential impacts and priorities for provincial infrastructure, and how our government will meet the needs of Albertans into the future.

As a leader in your field, it is important you have a say in how Alberta plans for and prioritizes its capital funding. With input from our key stakeholders, our government can ensure that we have the information we need to develop the Alberta Infrastructure Act and 20-Year Strategic Capital Plan that suits the needs of Albertans for years to come. The Government of Alberta has created a survey on [alberta.ca](http://alberta.ca), where you are encouraged to share your feedback on the Alberta Infrastructure Act and 20-Year Strategic Capital Plan. You can find the survey [here](#) along with [background information](#) about the Alberta Infrastructure Act and 20-Year Strategic Capital Plan.

The survey will remain open until August 10, 2020, and you are also welcome to send written submissions as additional input via email to [infras.engagement@gov.ab.ca](mailto:infras.engagement@gov.ab.ca) by August 10, 2020. We understand that there are many emergent priorities you and your organization may be facing due to the impacts of COVID-19, and we hope you will be able to send your feedback and ideas for capital planning during this seven week window.

Now more than ever we are seeing the importance of strategic investment in Alberta’s buildings, roads, bridges, and more. Infrastructure is a critical part of Alberta’s recovery plan as a key driver of our economy, public services and our government’s finances. These investments are vital to stimulating our economy and keeping Albertans working during times of uncertainty and economic downturn. We want to get this right, and your feedback is critical to the development of this important work.



Thank you in advance for your participation in this engagement opportunity. If you have any immediate questions please do not hesitate to reach out to [infras.engagement@gov.ab.ca](mailto:infras.engagement@gov.ab.ca).

I look forward to hearing from you.

Sincerely,

Prasad Panda  
Minister

Classification: Protected A

## Notifications

COVID-19: Alberta is in Stage 2 of relaunch. Continue acting safely to prevent the spread while supporting Alberta businesses. Find out how.



[Home](#) → [Government](#) → [Connect with government](#) → [Government news](#)  
Jun 22, 2020

### Media inquiries

## Input wanted on infrastructure planning

Albertans are invited to provide input to help develop the *Alberta Infrastructure Act*, as well as government's 20-Year Strategic Capital Plan.

People can visit [alberta.ca](http://alberta.ca) until Aug. 10 to share their feedback. Responses from the online survey will assist government in developing the *Alberta Infrastructure Act*, which will outline how government will plan for and prioritize capital spending. Input collected will also help inform development of a 20-Year Strategic Capital Plan, which will guide government's approach to long-term planning for infrastructure.

"Infrastructure is a critical part of Alberta's relaunch plan to protect jobs and get our province back to work. What we build today will impact the education, health care, and social services we deliver in the future. We are investing in critical projects today, that will help ensure our province remains the best place to live, work and raise a family, while creating jobs when they are needed most. We want to hear and learn from industry, tradespeople and everyday Albertans on how we can best address the infrastructure needs of the province."

*Prasad Panda, Minister of Infrastructure*

The *Alberta Infrastructure Act* and 20-Year Strategic Capital Plan will help with forward planning of all types of infrastructure, including the SUCH sector (schools, universities, colleges and health), irrigation and rural broadband projects, roads, bridges, and infrastructure critical to support natural resource development.

## Quick facts

- The *Alberta Infrastructure Act* is expected to be introduced in the fall 2020 legislative session.

- The 20-Year Strategic Capital Plan is expected to be released by early 2021.

## Related information

- [Alberta Infrastructure Act and 20-Year Strategic Capital Plan survey](#)
- [Capital Planning In Alberta – What You Need to Know](#)

## Media inquiries

- [Hadyn Place](#)  
[780-643-6322](#)

*Press Secretary, Minister of Infrastructure*

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Home



Ca: Council

**aboffice@albertabeach.com**

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** June 19, 2020 1:50 PM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance - COVID 19 - June 19 Issue  
**Attachments:** FAQ June 19 AR101410.pdf

AR101410

Dear Chief Administrative Officers:

As a follow up to my message of June 12, 2020, we continue our efforts to ensure you have the tools necessary to carry on with your important governance and management work as we move further into the relaunch strategy, including the lapse of the provincial state of public health emergency on Monday, June 15, 2020.

Attached is a Frequently Asked Questions document covering information about the implications of the state of public health emergency lapse on the provincial relaunch strategy and ways to assist with efforts to open your community safely.

I encourage you to continue to visit [alberta.ca](http://alberta.ca) for the latest COVID-19 information, including the status of any public health orders. Past issues of the Frequently Asked Questions document can be found at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx).

I hope these updates provide you with the timely information and answers you need. Please reach out if you have any remaining questions to ensure we address them to the best of our ability.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment – Frequently Asked Questions

# Municipal Governance

## During the COVID-19 Outbreak

Frequently Asked Questions – June 19, 2020

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Although future updates will continue to be released on a bi-weekly basis, Municipal Affairs is committed to making information available when required to ensure municipalities have timely and relevant information as soon as possible as the province and municipalities deal with the COVID-19 pandemic.

The following information addresses questions received since the expiration of the provincial public health emergency declaration. In addition, Alberta Health has provided guidance for the operation of taxis, limos and rideshares.

### Municipal Affairs Updates

Previous COVID-19 updates are available at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx)

## Public Health Emergency

**Is the provincial relaunch strategy affected by the expiration of the provincial state of public health emergency declaration?**

**NO.** Alberta's Relaunch Strategy is key to the safe reopening of Alberta's economy for the long term. The Relaunch Strategy includes triggers and measures for moving through phases 1 and 2 successfully.

Municipalities are encouraged to continue to visit [Alberta's Relaunch Strategy](#) for the most up-to-date information and to stay current on the status of the relaunch strategy.

**Do the social distancing or group size gathering orders end when the provincial public health emergency declaration expires?**

**NO.** The public is still encouraged to follow key public health measures such as group gathering size and social distancing as a means to keep COVID-19 under control while we reopen Alberta's economy.

**Can businesses and recreation facilities open without any provincially imposed restrictions since the provincial public health emergency declaration has ended?**

**NO.** All public health guidance on gathering size, physical distancing and hygiene must be followed. Sector guidance documents are available [online](#) to help businesses reopen and resume operations safely. As outlined on the [Alberta's Relaunch Strategy](#) website, there are businesses and facilities that are not yet allowed to reopen in stage 2 (e.g., buffets, nightclubs, vocal concerts, trade shows, concerts and festivals).

**Are there any federal orders in place impacting municipalities?**

**NO.** Municipalities are creations of provincial legislation, and as such, must follow provincial legislation. Federal jurisdiction would only be imposed through a declaration of a national state of emergency, which has not happened at this time. Municipalities do have relationships and agreements with the federal government that may be impacted or affected by federal priorities; however, these would be negotiated not imposed.

**Can a municipality still maintain a pandemic SOLE, create local enforceable restrictions and provide for the staged opening of businesses and facilities?**

**YES.** If a municipality determines that an emergency exists in the municipal boundaries that requires coordination or action to protect the safety, health and welfare of people, a pandemic SOLE can be declared and municipalities can then restrict travel into, out of, and within the municipality and close municipal properties. They can also make plans for repurposing public and private facilities such as community centres or hotels to house people with COVID-19 symptoms to self-isolate. The *Emergency Management Act* does not include powers to close a business, or reduce the capacity of businesses operating in the municipality.

**Can a municipality maintain physical gathering restrictions by declaring a local pandemic SOLE under the recent amendments to the *Emergency Management Act (EMA)*?**

**NO.** If a municipality determines that an emergency exists in their boundaries that requires action to protect the safety, health and welfare of people, a SOLE can be declared; however, municipal powers are specifically identified in the *EMA* and restrictions on gatherings and social distancing are not included within those municipal powers

**When the provincial public health emergency declaration expires or ends, does the special enforcement authority for community peace officers also come to an end?**

**NO.** The powers will remain in place until August 14, 2020.

### Municipal Advisory Services

If you have further questions, please call:

780-427-2225 or toll-free by first dialing  
310-0000 or email [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca)

## Taxis, Limos and Rideshares

**Are there guidelines available to assist with the operation of taxis, limos and rideshares?**

**YES.** Municipalities are encouraged to make the following information available to companies operating within their municipalities.

Under current Chief Medical Officer of Health Orders, operators or drivers are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the General Relaunch Guidance, the guidance for taxis, limos and rideshares, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

Alberta Health recognizes the unique challenges faced by operators and drivers of taxis, limos and rideshare services and has created guidance to help reduce the risk of COVID-19 transmission and keep drivers and patrons safe. All operators and drivers are asked to develop and implement policies and procedures that align with the General Relaunch Guidance and Guidance for Taxis, Limos and Rideshares. These materials may be updated as more is learned about COVID-19 and as Alberta progresses through its relaunch strategy. As such, operators and drivers should check the [alberta.ca/COVID19](http://alberta.ca/COVID19) website regularly for updates. Under the direction of the Chief Medical Officer of Health, the Government of Alberta is also advising Albertans to wear facemasks as an extra measure to prevent the spread of COVID-19 in the community when physical distance of two metres cannot be maintained. Guidance is available online.



**aboffice@albertabeach.com**

---

**From:** MA Minister <Minister.MunicipalAffairs@gov.ab.ca>  
**Sent:** July 2, 2020 11:03 AM  
**To:** MA Minister  
**Cc:** Paul Wynnyk  
**Subject:** Economic Recovery Plan  
**Attachments:** CEO.pdf

Good morning,

Please find the attached correspondence from Minister Madu.

Regards,

Office of the Minister  
Municipal Affairs

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**ALBERTA**  
**MUNICIPAL AFFAIRS**

*Office of the Minister*  
*MLA, Edmonton - South West*

July 2, 2020

To all Chief Elected Officials:

On June 29, the Premier announced the province's multi-billion dollar economic recovery plan. Recognizing the critical role that Alberta's communities play in our economy, the plan identifies up to \$500 million in support for our local governments as they recover from the pandemic and invest in infrastructure that supports economic productivity. This funding will help you complete shovel-worthy projects, create jobs in your communities related to the projects, and drive future economic growth. Along with this provincial investment, we are asking municipalities to commit to red tape reduction efforts to incentivize new, job-creating private sector investment.

The shovel-worthy projects you have been submitting were critical in helping us assess municipal needs, as well as your readiness to complete these projects. You will receive more information on how this funding will be allocated, and how your municipality can access it, in the near future. Since program details are coming soon, I encourage you to start planning and preparing to initiate your projects, especially if they can proceed this year. I can tell you that this program will be simple and easy to administer to ensure the province does its part in minimizing red tape.

We are also hopeful that we will receive clarity soon on any available federal funding to assist municipalities in responding to the pandemic. We are working with the federal government to ensure that this funding can be used to meet municipal needs and priorities.

I look forward to sharing more information with you shortly, and continuing to work with you to support Alberta's recovery.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kaycee Madu', written over a horizontal line.

**Kaycee Madu, QC**  
**Minister**

cc: Chief Administrative Officers  
Paul Wynnyk, Deputy Minister of Municipal Affairs



**aboffice@albertabeach.com**

---

**From:** TRANS Permitting Approvals <TRANS.PermittingApprovals@gov.ab.ca>  
**Sent:** Monday, July 13, 2020 11:47 AM  
**Subject:** COVID-19 UPDATE

Good Day:

I am writing to advise you that the *Public Health Act* Ministerial Orders that put in place temporary measures to support commercial carriers during the COVID-19 response will not be extended, as the state of public health emergency has ended.

To support commercial carriers who are providing direct assistance to emergency relief efforts related to COVID-19, the Government of Alberta implemented the following temporary changes, which will remain in effect until August 14, 2020.

- Making it so municipal bylaws that restrict the hours of day commercial vehicles can operate or make deliveries are no longer in effect;
- Making it so municipal bylaws that restrict the hours of parking of commercial vehicles are no longer in effect;
- Increasing the weight that commercial vehicles with wide base single tires can carry on provincial and municipal roads without a permit;
- Increasing the weight that commercial vehicles with tridem axles can carry on municipal roads to match what they can carry on provincial roads; and
- Exempting commercial vehicles from road bans on provincial and municipal roads.

These will all end effective August 15, 2020.

For full details of these changes and other information about changes being made for commercial carriers during the COVID-19 response, visit: [alberta.ca/covid-19-commercialcarrier-information.aspx](http://alberta.ca/covid-19-commercialcarrier-information.aspx).

If you have any questions or concerns about these changes, please contact Alberta Transportation's Carrier and Vehicle Safety Branch at [Trans.permittingapprovals@gov.ab.ca](mailto:Trans.permittingapprovals@gov.ab.ca).

Thank you for your continued collaboration to support Albertans during the pandemic.

**Permitting and Approvals  
Carrier and Vehicle Safety Branch  
Safety and Policy Division  
Alberta Transportation**

511 Alberta - Alberta's Official Road Reports  
Go to [511.alberta.ca](http://511.alberta.ca) and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

16/6  
Done  
CC: Conrad

**aboffice@albertabeach.com**

---

**From:** President <President@auma.ca>  
**Sent:** June 30, 2020 11:07 AM  
**Subject:** FW: News Release: More Albertans can attend outdoor community events

Good morning Mayors & CAOs,

Please refer to following news release from Alberta Health:

---

# More Albertans can attend outdoor community events

June 30, 2020 Media inquiries

The outdoor gathering limit has been increased from 100 to 200 people.

The increase applies to attendees at community outdoor events such as festivals, fireworks displays, rodeos and sporting events, and outdoor performances.

All public health measures, including physical distancing, remain in place. Seated outdoor events will still require the necessary space between families and cohorts within stadium-style seating.

Any large gathering increases the risk of transmission. Evidence suggests that outdoor events have a lower risk of transmission, provided other public health guidance is followed. Alberta Health will continue to monitor case numbers and adjust as necessary.

For more information on outdoor and indoor gathering restrictions, visit [alberta.ca/restrictions-on-gatherings](http://alberta.ca/restrictions-on-gatherings).

General relaunch guidance, including sector-specific recommendations, can be found at [alberta.ca/guidance-documents](http://alberta.ca/guidance-documents).

## Media inquiries

**Tom McMillan**

780-289-7627  
Assistant Director of Communications, Health

View this announcement online  
Government of Alberta newsroom  
Contact government  
Unsubscribe

---

Please do not hesitate to connect with me if you wish to discuss these or any other issues.

Best regards,

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**aboffice@albertabeach.com**

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**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** July 6, 2020 12:22 PM  
**Subject:** Register for EOEP's finance course before it sells out!

Hello Mayors and Councillors,

Hot on the heels of our sold out public engagement course, the Elected Officials Education Program (EOEP) is excited to offer our Municipal Corporate Planning and Finance course virtually.

Do not miss out. Register at a reduced rate of only \$200 before it fills up.

The course, which has been updated to reflect the impact of COVID-19 on municipalities, will be held over four virtual sessions:

- July 22 from 2:30 p.m. to 4:30 p.m.
- July 29 from 2:30 p.m. to 4:00 p.m.
- August 5 from 2:30 p.m. to 4:00 p.m.
- August 12 from 2:30 p.m. to 4:00 p.m.

The course is being offered through Zoom and Google Classroom. Participants will have some individual homework but will still have plenty of time to ask questions of the facilitator and engage in moderated breakout room discussions with other elected officials.

This course is facilitated by Rodney Boyko, who is an experienced EOEP facilitator and former municipal Chief Financial Officer.

Click [here](#) for more in formation and to the register for the course.

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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**aboffice@albertabeach.com**

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**From:** President <President@auma.ca>  
**Sent:** Wednesday, July 8, 2020 9:15 AM  
**Subject:** AUMA Awards Deadline July 15!

**AUMA AWARDS DEADLINE EXTENDED!**

AUMA wants to ensure Alberta municipalities receive the recognition they deserve and have therefore extended the deadline for submitting nominations for the following 2020 AUMA Awards to **Wednesday, July 15, 2020.**

**Award of Excellence:** Recognizes past and present elected municipal officials with outstanding civic leadership who has held office for at least three years in Alberta. Download the Award of Excellence nomination form here.

**Distinguished Service Award:** Recognizes an elected official who has served 20 or more years in one or more Alberta municipalities. Download the Distinguished Service Award nomination form here.

**Municipal Sustainability – Sustainability in Action Award:** Recognizes an AUMA member that has demonstrated excellence in implementing sustainability plans and achieving measurable outcomes in one of the following specified dimensions of sustainability that rotates each year: Environment, Society, Governance, Economy, and Culture. Download the Sustainability in Action nomination form here.

**Municipal Sustainability – Sustainability in Collaboration Award:** Acknowledges a group of two or more municipalities, which have demonstrated excellence in implementing sustainability initiative(s) and achieving measurable outcomes in a specified dimension of sustainability that rotates each year: Environment, Society, Governance, Economy, and Culture. Download the Sustainability in Collaboration nomination form here.

**Municipal Sustainability – Above and Beyond Award:** Recognizes staff, residents or other organizations who have played a significant role in implementing a municipality’s sustainability plan and achieving the community’s goals in one of the following specified dimensions of sustainability that rotates each year: Environment, Society, Governance, Economy, and Culture. Download the Above and Beyond nomination form here.

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)  
Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)

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**aboffice@albertabeach.com**

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**From:** President <President@auma.ca>  
**Sent:** Wednesday, July 8, 2020 10:02 AM  
**Subject:** Registration open for Summer 2020 Municipal Leaders' Caucus

Registration is now open for AUMA's Summer 2020 Municipal Leaders' Caucus! This year, AUMA is visiting the following five communities:

- July 29 – Fairview
- August 6 – Vermilion
- August 11 – Stony Plain (option to participate virtually)
- August 19 – Nanton
- August 20 – Sylvan Lake

Caucus will consist of a one-day program that will run from 10 a.m. to 3 p.m., and the schedule and agenda will be the same at all locations. Registration for in-person attendance is \$100 for the day and includes light breakfast snacks and lunch.

Caucus is open to all AUMA urban municipality members; however, given the current pandemic and resulting event capacity constraints, currently municipalities are limited to one in-person registration, and are only permitted to attend one in-person event. Should a particular date and location have extra capacity available, we will advise municipalities of the option to secure additional in-person registrations.

The session on August 11 will be streamed on Zoom to allow for more members to participate, with a cost of \$25 to attend virtually. Should there be high demand, a second session will be streamed on August 20.

Sessions will follow all public health guidelines, and hand sanitizer and disinfecting wipes will be available at all sessions.

For more information, and to register for Caucus, please click on the following links:

- [Link to register to attend in person](#)
- [Link to register to attend virtually](#)

Stay tuned to the Digest for program details, which will be available soon. We hope to see you there!

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**aboffice@albertabeach.com**

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**From:** President <President@auma.ca>  
**Sent:** Friday, July 17, 2020 10:59 AM  
**Subject:** 2020 AUMA Convention registration open!

Good morning,

The 2020 AUMA Convention is coming, and this year's theme is *Together We Can!*

We are excited to announce that Peter Mansbridge will be our opening keynote speaker!

While this year's event might look a bit different, members across Alberta will continue to gather for the same great content, even if we all aren't under the same roof.

**Our full convention is going to be offered virtually this year. However, if provincial restrictions for in-person events ease, we will allow each member to send one individual to attend in-person. If necessary, we will follow up with our members at the beginning of August to modify a virtual registration to an in-person registration.**

Registration for convention is now open and grants access to:

- Dialogue sessions with provincial Ministers,
- Two exciting keynotes,
- Resolutions,
- Board elections,
- Award winning entertainment,
- Virtual networking events, and
- A week of education sessions leading up to the live event September 24<sup>th</sup> & 25<sup>th</sup>.

Registration will also provide urban elected officials the opportunity to vote on resolutions and Board elections. Elected officials must be registered as attendees to participate in voting.

We know that our members are currently facing financial restraint, so we have significantly lowered our typical registration fees for this year:

- **Member registration fee: \$100**
- **Non-member registration fee: \$200**

Stay tuned for more exciting speaker announcements in the coming weeks! If your municipality booked hotel rooms in an AUMA block, please visit our [event page](#) for cancellation details.

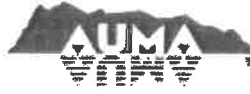
Thank you for your continued support of the AUMA Convention.

**Barry Morishita** | President  
Mayor, City of Brooks

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C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6



Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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**aboffice@albertabeach.com**

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**From:** CFIB\_AB <MS.Alberta@cfib.ca>  
**Sent:** June 23, 2020 12:37 PM  
**To:** Daniela Vazquez  
**Subject:** CFIB Small Business Everyday Campaign  
**Attachments:** 06-22-20 CFIB Small Business Everyday Campaign.pdf

Dear Mayor and Council,

On behalf of small and medium-sized businesses across Canada including those in Alberta, the Canadian Federation of Independent Business (CFIB) is asking all politicians to show their support for small businesses by promoting our new Small Business Every Day campaign.

This campaign encourages shopping local as businesses look to recover from COVID-19 closures and adapt to new social distancing requirements. It also amplifies other great campaigns and initiatives to support small businesses from other businesses and movements by profiling them all on one spot making them easy to access for both businesses and consumers. We want to encourage a big parade of initiatives that support Main Street throughout the year and strengthen economic recovery.

The campaign will run until the end of December and we look forward to providing more updates as we promote different aspects of the campaign throughout the summer and fall. Our goal is to have every politician in Canada show their support and help us amplify the importance of small businesses to our local communities.

We hope we can count on your support. If you or anyone on your team would like to discuss this campaign, please don't hesitate to contact us at 403 700-1945 or by email at [annie.dormuth@cfib.ca](mailto:annie.dormuth@cfib.ca).

Annie Dormuth  
Director, Provincial Affairs, Alberta  
T: 403-444-9290 ext. 1386  
C: 403-700-1945  
Facebook | Twitter

CFIB – In business for your business.



**CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS**

***In business for your business.***

237-8<sup>th</sup> Avenue S.E., Suite 410  
Calgary, Alberta T2G 5C3

June 22, 2020

**Subject: Showing your support for small business recovery by promoting #SmallBusinessEveryDay**

Dear Mayor and Council,

On behalf of small and medium-sized businesses across Canada including those in Alberta, the Canadian Federation of Independent Business (CFIB) is asking all politicians to show their support for small businesses by promoting our new *Small Business Every Day* campaign.

This campaign encourages shopping local as businesses look to recover from COVID-19 closures and adapt to new social distancing requirements. It also amplifies other great campaigns and initiatives to support small businesses from other businesses and movements by profiling them all on one spot making them easy to access for both businesses and consumers. We want to encourage a big parade of initiatives that support Main Street throughout the year and strengthen economic recovery.

A parade of campaigns to promote local shopping is desperately needed and, our survey results show a shop local campaign is highly supported by small businesses as seven out of ten worry their customers won't come back.

How can you help?

- Starting June 25 please use your social media to encourage and challenge your followers to shop local.
- Post pictures and recommend your favourite local businesses on Twitter, Facebook and Instagram using the hashtag #SmallBusinessEveryDay, and encourage everyone you know to do the same. (a bonus would be to also tag @CFIBBuzz on Twitter and @cfib\_fcei on Instagram).
- Print, display and help distribute our thank you posters (see below)

To support your local businesses even more, we encourage you to print, display and distribute copies of our posters to your local businesses, which thank customers for shopping local. You can download the posters at <http://www.smallbusinesseveryday.ca/business/#poster>. It would be great if you could put one up in your constituency office.

The campaign will run until the end of December and we look forward to providing more updates as we promote different aspects of the campaign throughout the summer and fall. Our goal is to have every politician in Canada show their support and help us amplify the importance of small businesses to our local communities.

We hope we can count on your support. If you or anyone on your team would like to discuss this campaign, please don't hesitate to contact us at 403 700-1945 or by email at [annie.dormuth@cfib.ca](mailto:annie.dormuth@cfib.ca).

Sincerely,



Laura Jones  
Executive Vice President



Annie Dormuth  
Alberta Provincial Affairs Director



COPY

City of  
Cold Lake

OFFICE OF THE MAYOR

July 7, 2020

Via Email [ps.ministerofpublicsafety-ministredelasecuritepublique.sp@canada.ca](mailto:ps.ministerofpublicsafety-ministredelasecuritepublique.sp@canada.ca)

Minister of Public Safety & Emergency Preparedness  
House of Commons  
Ottawa, ON  
K1A 0A6

Attention: Honourable Bill Blair

Dear Minister Blair:

Re: Criminal Code Amendment

At the City of Cold Lake's regular Council meeting of June 23, 2020, City Council debated and passed a motion regarding concerns relating to the criminal code amendments approved under an "Order in Council" on May 1, 2020. The City of Cold Lake is calling upon all municipalities in Alberta, Saskatchewan, and Manitoba to voice their concerns along with their respective provincial governments.

The following resolution has been passed:

*"that Council lobby the federal government to revoke the amendments to the criminal code on May 1, 2020 under an "Order in Council" titled and referred to as "Regulations Amending the Regulations Prescribing Certain Firearms and Other Weapons, Components and Parts of Weapons, Accessories, Cartridge Magazines, Ammunition and Projectiles as Prohibited, Restricted or Non-Restricted: SOR/2020-96."*

*The City of Cold Lake supports initiatives to end violence; however, feels very strongly that the Government of Canada is wasting valuable resources and taking the wrong approach to gun control that will have zero effect on gun crime.*

RECEIVED JUL 10 2020

.../2



-2-

**WHEREAS** on May 1, 2020, the federal government amended the Criminal Code by ordering regulations prescribing certain firearms, components and parts of firearms, accessories, cartridge magazines, ammunition and projectiles as prohibited or restricted;

**AND WHEREAS** the Government of Canada is planning a buyback program to get the guns out of circulation, which is expected to cost between \$400 million and \$600 million, and if the history of federal estimating repeats itself, will likely be in excess of \$1 Billion;

**AND WHEREAS** the City of Cold Lake supports the Government of Canada's commitment to end violence, whether firearms are involved or not, by taking the opportunity to be more engaged and to collaborate with the public and local stakeholders to develop more effective solutions on the issue;

**NOW THERE BE RESOLVED** that the Council of the City of Cold Lake urges the Government of Canada to revoke the amendment, and instead institute the following:

*Target crime, and focus on enforcement through enhanced enforcement capacity for law enforcement and border services, as well as harsher punishments for firearms trafficking and crimes involving firearms. The current ban targets law-abiding owners, rather than the holders of illicit firearms, and would not greatly impact crime reduction;*

*Collect and share relevant data on crime involving firearms through improved collection and sharing of data on crimes involving firearms, particularly in terms of sources of illicit firearms, and the types of crime being committed. This data is critical for supporting law enforcement and border agencies efforts, as well as informing policy and legislation;*

*Collaborate with the firearms community and industry to support communication, training and public education regarding firearms to create a multi-faceted approach rather than implementing a ban in isolation.*



**OFFICE OF THE MAYOR**

-3-

The City feels that the federal government's gun ban will be an expensive exercise that will only serve to take law abiding people's property, while doing nothing to reduce crime. Municipalities are the level of government closest to the people, and a large part of our budget and operations is focused on providing safe and healthy communities. We see forecasts of hundreds of millions of federal dollars to be spent to buy guns back from people. As these are people who went through the necessary education, background checks, and licensing to purchase them, it seems to be a poorly thought out plan, especially if its aim is to reduce crime.

Respectfully,

Craig Copeland,  
Mayor

cc: Council

Chief Administrative Officer K. Nagoya  
Right Honourable Justin Trudeau Prime Minister of Canada  
The Honourable David Lametti, Attorney General  
The Honourable Andrew Scheer, Leader of the Official Opposition  
David Yurdiga, MP Fort McMurray - Cold Lake  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable Doug Schweitzer, Solicitor General  
Federation of Canadian Municipalities (FCM)  
Alberta Urban Municipalities Association (AUMA)  
Rural Municipalities Association of Alberta (RMA)  
and all municipalities within the provinces of Alberta, Saskatchewan and Manitoba

KN/cjr

July 14, 2020

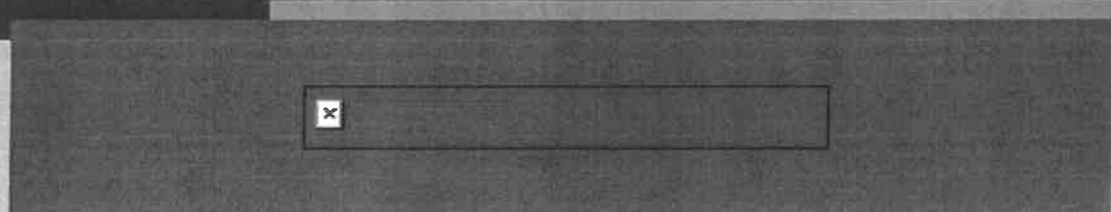
To Alberta Beach Council.

Gordon and Helen want you to know that at the end of this season, 2020, we will be finishing as managers of Alberta Beach R.U. Park.

Sincerely, Gordon & Helen  
Gibson.

aboffice@albertabeach.com

**From:** NSWA <water@nswa.ab.ca>  
**Sent:** June 29, 2020 2:49 PM  
**To:** Jim  
**Subject:** Roam Close 2 Home \*🌐



 Facebook  Twitter  Instagram  Website  Email

***Celebrating 20 Years of Watershed Management***

**IN STREAM Newsletter**

**JUNE 2020**

---

**#RoamClose2Home**



Want some #RoamClose2Home ideas? Follow us on social media to see our features on unique places for day trips and staycations in our watershed. Our book, *Living in the Shed*, can be used as a tour guide to the watershed. You can order a copy at our [SHOP](#).

Send us some watershed stay-cation photos ([water@nswa.ab.ca](mailto:water@nswa.ab.ca)) so we can share them on our social media pages. Each month we will choose a photo to win a copy of *Living in the Shed*! Also watch for NSWA 20th Anniversary giveaways over the next few months. We hope you enjoy your summer wherever you may roam!

---

**NSWA ANNUAL GENERAL MEETING**

**JUNE 24, 2020**





NSWA held our first virtual AGM for our **20th Anniversary** and over 50 people were in attendance. If you were not able to join us, our 2019-2020 Annual Report and Financial Statement are posted on our website. We are still planning a **NSWA 20th Anniversary Reunion** celebration for a later date.

**2019-2020 AGM Reports**



**20 YEARS OF MEMORIES  
~ DO YOU REMEMBER?**

**David Trew** was the Executive Director of the NSWA from 2007 to 2018. Under his expertise and guidance, many important reports were completed including the *North Saskatchewan River Atlas* (2012), the *Integrated Watershed Management Plan for the North Saskatchewan River* (2012) and many Lake Watershed Management Plans.

Dave continues to share his knowledge by teaching watershed courses at the U of A, serving on the Board of Alberta Lake Management Society, and doing field studies on Mexican riparian areas!



**VERMILION RIVER WATERSHED ALLIANCE AGM**

The VRWA held its Annual General Meeting on June 26th. Their Annual Report and Financial Statement are both posted on the VRWA website for your information.

The VRWA also celebrated the contributions of **Ed Parke**, a longtime Board member and producer in the Vermilion subwatershed.

---

### WHERE IN THE WATERSHED IS THIS?

Send your guesses to [water@nswa.ab.ca](mailto:water@nswa.ab.ca) - the first person to identify this location will win a copy of *Living in the Shed*.

*Hint - we are starting upstream and will move downstream in future newsletters!*

---

### ALBERTA WATER COUNCIL NEWS

The Alberta Water Council has recently released its new **Source Water Protection Guide**. It lays out the essentials for source water protection (SWP) planning. Source water is untreated, raw water from surface or groundwater sources used for drinking water or other purposes.

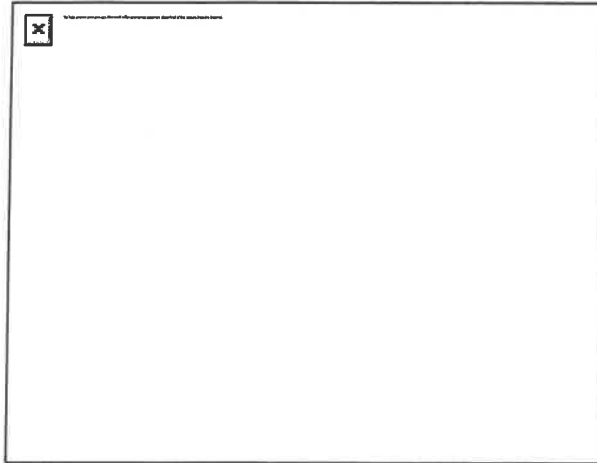
Albertans' quality of life depends on a healthy, secure, and sustainable water supply. Population growth, development, and climate variability continue to stress our drinking water sources. Source water protection is a voluntary, collaborative process that is part of an integrated approach to protect sources of drinking water, reduce public health risks, and minimize the costs of water treatment.

[Source Water Protection Guide](#)

---

### FLOODING IN THE WATERSHED

With the heavy rains this spring, several places in the NSR watershed have experienced higher than normal water levels. The North Saskatchewan river, many of its tributaries and some central lakes had high water levels in the last month.



For real time water information check out the **Alberta Environment and Parks River App**.



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## STURGEON RIVER WATERSHED MANAGEMENT PLAN



The NSWA has been working with the **Sturgeon River Watershed Alliance (SRWA)** on the development of a watershed management plan for the last five years. The SRWA includes a Steering Committee of elected officials from 12 municipalities and a Technical Advisory Committee of municipal staff, non-governmental organizations, and technical experts.

The SRWA received over \$800,000 in grant funding to complete 10 technical studies which provided the foundation for developing the management plan. The ***Sturgeon River Watershed Management Plan*** contains six key outcomes:

1. Policies and Plans are well-informed and align to support a healthy watershed.
2. All residents have access to safe, secure drinking water supplies, whether they are on public or private systems or draw from surface or groundwater.
3. Aquatic Ecosystems, including our rivers, lakes, wetlands and other water bodies, are healthy.
4. The importance of water quantity is recognized and reliable, quality water supplies are available for people, livestock and a sustainable economy.
5. Wise land use ensures the cumulative effects of growth and development are mitigated, the land is resilient to climate change and individuals and communities are well prepared for flood and drought events.
6. Residents and stakeholders support the Sturgeon River Watershed Management Plan and are willing to participate in local and regional initiatives to improve watershed health.

The SRWA will be pursuing the priority projects from the Management Plan with a new **\$200,000 Alberta Community Partnership grant**.

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## NSR WATERSHED MONITORING STATIONS



The WaterSHED Monitoring Program is a unique partnership between Alberta Environment and Parks, EPCOR, North Saskatchewan Watershed Alliance and the City of Edmonton. There are now 14 out of 19 Monitoring stations on the North Saskatchewan River and its tributaries with webcams - the newest is on the **Nordegg River**.

To see webcam photos from the monitoring stations check out [this link](#).

**MONITORING STATIONS**

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## OTHER WATERSHED RESOURCES

Check out the new **NSWA DISCOVER** section on our website with watershed resources and activities for adults and children. There are many activities to encourage watershed learning over the summer.

The **Environmental Law Center** has announced a new online resource for high school students and teachers - the **Albertaenvirolaws** website. This is a great resource for grades 10-12 social studies and science courses.

The **Miistakis Mondays Webinar series** has one more webinar on June 29th. The topic is *Conservation Tools for Municipalities*. Register for these webinars on their [website](#).

**Ducks Unlimited** is offering a free **Wetlands 101** course - Everything you need to know about Boreal Wetlands.

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### 2020 ANNIVERSARY SPECIAL

*Living in the Shed* is priced at \$20 per copy for our 20th Anniversary. Purchase your copies today at our [SHOP](#). Some deliveries may be delayed at this time.

NSWA is a registered charity - for information on supporting our watershed projects go to our [DONATE](#) page.



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**Our mailing address is:**

202 9440 49 Street Edmonton, Alberta

Email [water@nswa.ab.ca](mailto:water@nswa.ab.ca)

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North Saskatchewan Watershed Alliance · Unit 202 9440 49 street · Edmonton, AB T6B2M9 · Canada



**aboffice@albertabeach.com**

---

**From:** Crystal Zevola <czevola@auma.ca> on behalf of Dan Rude <drude@auma.ca>  
**Sent:** Friday, July 17, 2020 1:13 PM  
**Subject:** Letter from the Alberta Police Advisory Board  
**Attachments:** Ltr to PPSA Municipalities re Alberta Police Advisory Board.pdf; 2\_Attach\_ToR.pdf

Good afternoon,

I am forwarding the attached correspondence on behalf of your interim Alberta Police Advisory Board. Please note that email address indicated in the letter will be activated on Monday.

Sincerely,

**Dan Rude** | Chief Executive Officer  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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D: 780.431.4535 | C: 780.951.3344 | E: [drude@auma.ca](mailto:drude@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6  
Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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587.892.7874 | aapg.ca



310.AUMA | auma.ca



780.955.3639 | RMAAlberta.com

July 17, 2020

Dear Mayors, Reeves, and CAOs:

We are writing to introduce ourselves as members of the newly appointed Alberta Police Advisory Board. This Board was established by the Minister of Justice and Solicitor General to give municipalities served under the Provincial Police Service Agreement a strong voice in setting RCMP policing priorities. We believe that the Board offers a tremendous opportunity to help ensure that policing in our communities reflects the local needs and concerns of our citizens.

As you may be aware, the Board is being implemented in two phases. In the first year, an Interim Board will develop the Board's structure and scope. On completion of the Interim Board's mandate, the work of the operational Alberta Police Advisory Board will begin for a four-year term.

As per the Board's Terms of Reference (attached), the Interim Board has been mandated to work with the Ministry of Justice and Solicitor General (JSG) and those municipalities served under the Provincial Police Service Agreement to:

- Develop the scope and terms of reference for the operational Board;
- Develop a recruitment and selection process for operational Board members;
- Develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- Provide input, advice, and recommendations to the government and RCMP "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- Provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

As we are cognisant of the timing of the municipal elections, we have requested some changes to the timing of the transition to the permanent Board due to the likelihood that the permanent Board will have representation from municipal elected officials. We will advise the membership on the transition to the permanent Board when we have more details of what that process will entail.

The Board has held two meetings to date and will continue to meet approximately twice a month. We are currently developing a work plan for our deliverables, as well as an engagement strategy that will enable us to collect input from you and other community stakeholders and report back to you regularly on our progress.

If you have any questions or suggestions at this time please feel free to contact us at [Board@ABPoliceAdvisoryBoard.com](mailto:Board@ABPoliceAdvisoryBoard.com) or call any of the members of the Board directly.

We look forward to engaging with you soon!

Sincerely,

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Brian Brewin	Board Member	Councillor, Municipal District of Taber
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Bill Given	Board Member	Mayor, City of Grande Prairie
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin

cc: Al Kemmere, President, Rural Municipalities of Alberta  
Barry Morishita, President, Alberta Urban Municipalities Association  
Terry Coleman, Chair, Alberta Association of Police Governance

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## **ALBERTA POLICE INTERIM ADVISORY BOARD**

### **TERMS OF REFERENCE**

#### **BACKGROUND**

The Minister heard that Albertans wanted more of a voice into the setting of provincial policing priorities. The Minister of Justice and Solicitor General (Minister) is establishing the Alberta Police Advisory Board (Board) in support of the provincial government and Minister's mandate and responsibilities respecting the provision of adequate and effective policing in Alberta and in support of the participation and input of Albertans.

The Board will be implemented in two phases:

1. Within the first year, an Interim Board will develop the structure and scope of the Advisory Board (Phase One).
2. On completion of the Interim Board's mandate, the work of the Advisory Board will then commence for a four-year term (Phase Two).

#### **MANDATE / RESPONSIBILITIES**

On behalf of all provincial police service (PPS) municipalities and Albertans, the Interim Board will collaborate with the Ministry of Justice and Solicitor General (JSG) and those PPS municipalities to:

- develop the scope and terms of reference for the operational Board;
- develop a recruitment and selection process for operational Board members;
- develop governance documents for the operational Board, including at minimum, a Competency Matrix for Board member appointments and review, a Code of Conduct, and a Mandate and Roles Document;
- provide input, advice and recommendations to the government and Royal Canadian Mounted Police (RCMP) "K" Division on the buildup of the provincial police service related to funds raised by the Police Funding Model; and
- provide input into discussions respecting the provincial policing priorities for the 2021/22 fiscal year to facilitate engagement during transition to the operational Board.

#### **SCOPE**

While the Interim Board will provide input to the buildup of the PPS and to the development of provincial policing priorities during Phase One, the interim Board will be primarily development-focussed to ensure the efficient and effective, structure, participation and contribution of an Advisory Board.

In relation to the development of provincial policing priorities during Phase One of the Board, the Interim Board will conduct the necessary consultation, research, and analysis of current and anticipated policing issues as well as the priorities of significance and importance to Albertans and Alberta municipalities to support their role. Priorities and issues identified by the Board might include, but are not limited to:

- Community Safety and Well-being;
- Crime Reduction and Prevention; and
- Cross Jurisdictional Crime.

The Interim Board may also make recommendations and provide advice to the Minister with respect to the JSG/RCMP joint business plan, annual performance plans and multi-year financial plan as appropriate during the interim year, and ensuring the input is reflective of all PPS municipalities.

## **MEMBERSHIP**

The Interim Board is comprised of:

- Four representatives from the Executive or Board of the Rural Municipalities of Alberta (RMA);
- Four representative from the Executive or Board of the Alberta Urban Municipality Association members (AUMA); and
- One representative from the Executive of the Alberta Association of Police Governance (AAPG).

Non-voting members of the Interim Board include:

- Executive Director, Law Enforcement and Oversight Branch, JSG
- Director, Contract Policing and Policing Oversight, JSG
- Manager, Policing Oversight and Contract Policing, JSG
- One administrative representative from RMA
- One administrative representative from AUMA

## **Interim Board Representation**

Interim Board voting members have been selected to ensure broad representation, perspectives and diversity from all PPS municipalities and, where possible, representation aligns with each of the four RCMP districts (i.e. Central Alberta District, Eastern Alberta District, Southern Alberta District, and Western Alberta District).

Voting members of the Interim Board represent the broadest possible municipal and public interests across the PPS municipalities. A preference has been given to those who are engaged in or knowledgeable in matters related to policing. Voting members are not currently employed in law enforcement and policing. The organizations have determined voting members of the Interim Board having regard to any personal, professional or business interests or relationships that could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work.

Any concerns respecting the selection and representation of an Interim Board member or of an Interim Board member's failure to conduct member duties and responsibilities in a manner consistent with this Terms of Reference will be addressed in a timely manner as appropriate, up to and including, the replacement of the Interim Board member.

It is important that all Interim Board voting members attend the meetings to ensure continuity and to maximize the efficiency and productivity of the Interim Board.

Non-voting members of the Interim Board will be in attendance at Interim Board meetings in an advisory, observational, and support capacity to the work of the Interim Board and to share information.

### **Chair**

An Interim Board Chair (Chair) will be elected by the Interim Board using voting procedures of this Terms of Reference. The Chair is responsible for the overall leadership of the Interim Board, management of Interim Board meetings, sharing of information, and communication of Interim Board matters with the JSG. The Chair will collaborate and consult with Interim Board members to establish Agendas, Work Plans, Records of Discussions and other materials, as required.

The Interim Board will also elect an Alternate Chair from the Interim Board to act as Chair if the Chair is unable to attend Interim Board meetings.

### **Secretary**

An Interim Board Secretary will be elected by the Interim Board using voting procedures of this Terms of Reference. The Secretary will ensure that a record of meeting agendas, meeting attendees, and any recommendations made by the Interim Board are kept. Copies of these records will be provided to JSG, and the respective organization's Chairs, Presidents and Executive Directors.

## **RESPONSIBILITIES**

### **Conduct**

The members of the Interim Board must, at all times, observe the highest standards of integrity and objectivity in their duties. Interim Board members must declare any direct or indirect personal, professional or business interests or relationships which could reasonably be considered to represent an actual or perceived conflict of interest in relation to Interim Board work. If a conflict of interest declaration is made by a member, the Interim Board must decide, having regard to the nature of the relationship, if the member must withdraw from membership on the Board.

### **Duties**

Members of the Interim Board are required to consult and liaise with the PPS municipalities (councils and local policing committees/advisory committees) in order to bring those perspectives to discussions by the Interim Board and to determine the most efficient and effective Advisory Board structure. Engagement and work conducted as an Interim Board will be conducted in a transparent manner with the organizations and JSG to enable accountability of the Interim Board.

The Interim Board will engage with the Minister, JSG, and the Commanding Officer of RCMP “K” Division as necessary and required to discuss matters related to the Interim Board’s mandate, ongoing policing issues and concerns, to receive updates on the progress of policing initiatives, and to provide updates on the Interim Board’s work.

## **Meetings**

Meetings are expected to be held monthly, at minimum, either through face-to-face meetings or teleconference to ensure the Interim Board is prepared to transition to the Advisory Board by April 1, 2021.

Meeting agendas will be distributed at least one week in advance of each meeting by the Chair. Copies will be maintained as records.

## **Reporting**

### Municipalities

Within the context of the Terms of Reference Confidentiality provisions, the Interim Board:

- will report to their respective organizational members following any Interim Board decisions; and
- will keep their organizational members and municipalities (councils and local policing committees/advisory committees) apprised of government policing priorities and initiatives respecting policing priorities and Interim Board mandate matters.

### Minister and JSG

The Interim Board is accountable to the Minister and is required to report in writing to the Assistant Deputy Minister, Public Security Division, as follows:

1. To provide a final, Interim Board approved, Terms of Reference for the Advisory Board by January 1, 2021;
2. To provide a report detailing the Interim Board’s recommendations and advice on the buildup of PPS resources from Police Funding Model revenue by the end of Interim Board term;
3. To provide a report detailing the Interim Board’s recommendations and advice on the JSG/RCMP “K” Division Multi-year Financial Plan by January 31, 2021; and
4. To provide a report detailing the Interim Board’s recommendations and advice on provincial policing priorities by January 31, 2021.
5. To provide any other report or document as determined necessary and appropriate by the Minister, JSG, or in consultation with the Minister and JSG.

A record of meeting agendas, meeting attendees, and of any recommendations made by the Interim Board will be provided to JSG, and the respective organization’s Chairs, Presidents and Executive Directors.

### **Quorum**

Quorum is required to conduct a meeting and for any Interim Board business. Quorum must include the Chair or Alternate Chair. Quorum is set at a minimum of 60 per cent of Interim Board members.

Interim Board business does not include the operational work necessary for Interim Board members to consult with their respective organizations or municipalities.

### **Voting**

Elections and votes taken respecting any Interim Board business requires a majority vote by those Interim Board members in attendance to pass.

### **EXPENSES**

Expenses necessarily incurred in the performance of duties as a member of the Interim Board will be reimbursed in accordance with the rates set out in the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015) as amended from time to time, or any directive made in substitution, as if they were employees of the Government of Alberta.

### **CONFIDENTIALITY**

The members of the Interim Board must maintain as confidential any information brought before them in the conduct of their work. Any information and knowledge learned, acquired or shared with by the Interim Board from the Minister, JSG, the RCMP "K" Division, or the RCMP generally, as a result of membership on the Interim Board or in relation to Interim Board work and its mandate will not be further communicated, disseminated or shared beyond the Interim Board without express permission from the originator of the information.

Any information and knowledge shared by the Interim Board to its respective organization's Chairs, Presidents and Executive Directors will be governed by the same confidentiality provisions as noted the interim Board and its members.

Members of the Interim Board must sign a confidentiality agreement as a condition of their appointment and participation on the Interim Board.

RMA, AUMA, and AAPG Chairs, Presidents and Executive Directors must also sign a confidentiality agreement in respect of any information and knowledge learned or acquired from the Interim Board and Interim Board members.

**aboffice@albertabeach.com**

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**From:** Deacon, Marty <Marty.Deacon@sen.parl.gc.ca>  
**Sent:** June 29, 2020 1:17 PM  
**Cc:** Holloway, Sue  
**Subject:** Message from Senator Marty Deacon - EN / FR

*[Le texte français suit le texte anglais]*

Monday, June 29, 2020

Dear Mayors,

Saturday, June 6<sup>th</sup> was our most successful National Health and Fitness Day ever in large part thanks to the support of communities like yours. Our mission is to make Canada the “Fittest Nation on Earth” and it is through leadership at the municipal level that we will achieve this lofty goal. As we all pivot and try to find new ways to deliver programming, we are also finding new opportunities – necessity is indeed the mother of invention!

We are already planning for next year’s events, June 5<sup>th</sup>, 2021 so please include this date on your recreation calendars. We are also planning a fall/winter version of National Health and Fitness Day. Check our website for updates <http://www.nhfd.ca>.

If your community has not already proclaimed National Health and Fitness Day please consider bringing this proclamation to your council. The template is here <https://www.nhfdcan.ca/community-toolkit>.

As Canada Day approaches, I want to encourage you to get out and celebrate our country with activity!

Please see link for my Canada Day Video:

<https://www.dropbox.com/s/7kq5zdsebdjix13/Canada%20day%20Video.mp4?dl=0>

Sincerely best wishes,  
Marty Deacon



The Honourable Marty Deacon  
Ontario Senator (Waterloo Region)

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Le 29 juin 2020

Mesdames les Maires, Messieurs les Maires,

Le samedi 6 juin a été notre Journée nationale de la santé et de la condition physique la plus retentissante, en grande partie grâce au soutien de collectivités comme les vôtres. Notre mission est de faire du Canada le « pays le plus en forme au monde », et c’est grâce au leadership à l’échelon municipal que nous atteindrons

ce noble objectif. Alors que nous tentons tous de trouver de nouveaux moyens de dispenser des programmes, nous découvrons également de nouvelles occasions : la nécessité est en effet source d'invention!

Nous planifions déjà les activités de l'année prochaine, le 5 juin 2021, alors veuillez inscrire cette date sur vos calendriers de loisirs. Nous prévoyons également une version automne/hiver de la Journée nationale de la santé et de la condition physique. Consultez notre site Web pour les mises à jour au <https://www.nhfdcan.ca/about>.

Si votre communauté n'a pas encore adopté la Journée nationale de la santé et de la condition physique, veuillez envisager d'en faire part à votre conseil municipal. Le modèle est ici <https://www.nhfdcan.ca/community-toolkit>.

À l'approche de la fête du Canada, je tiens à vous encourager à sortir et à célébrer notre pays en bougeant!

Veuillez consulter le lien pour ma vidéo de la fête du Canada:

<https://www.dropbox.com/s/7kq5zdsebdjix13/Canada%20day%20Video.mp4?dl=0>

Merci,  
Marty Deacon



The Honourable Marty Deacon  
*Ontario Senator (Waterloo Region)*



**The Honourable Marty Deacon**

Senator – Ontario

The Senate of Canada, Ottawa, Ontario K1A 0A4

+1 613-943-3429

[Marty.deacon@sen.parl.gc.ca](mailto:Marty.deacon@sen.parl.gc.ca)

**L'honorable Marty Deacon**

Sénatrice – Ontario

Le Sénat du Canada, Ottawa (Ontario) K1A 0A4

+1 613-943-3429

[Marty.deacon@sen.parl.gc.ca](mailto:Marty.deacon@sen.parl.gc.ca)

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

- the Parliament of Canada wishes to increase awareness among Canadians of the significant benefits of physical activity and to encourage Canadians to increase their level of physical activity and their participation in recreational sports and fitness activities;
- it is in Canada's interest to improve the health of all Canadians and to reduce the burden of illness on Canadian families and on the Canadian health care system;
- many local governments in Canada have public facilities to promote the health and fitness of their citizens;
- the Government of Canada wishes to encourage local governments to facilitate Canadian's participation in healthy physical activities;
- the Government of Canada wishes to encourage the country's local governments, non-government organizations, the private sector and all Canadians to recognize the first Saturday in June as National Health and Fitness Day and to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports and fitness facilities;
- Canada's mountains, oceans, lakes, forest, parks and wilderness also offer recreational and fitness opportunities;
- Canadian Environment Week is observed throughout the country in early June, and walking and cycling are great ways to reduce vehicle pollution and improve physical fitness;
- declaring the first Saturday in June to be National Health and Fitness Day will further encourage Canadians to participate in physical activities and contribute to their own health and well-being;

THEREFORE:

We proclaim National Health & Fitness Day in Alberta Beach as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to mark the day with local events and initiatives celebrating and promoting the importance and use of local health, recreational, sports, and fitness facilities on National Health and Fitness Day.



**aboffice@albertabeach.com**

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**From:** Elhady, Eugene <Eugene.Elhady@am.jll.com>  
**Sent:** Thursday, July 9, 2020 11:21 AM  
**To:** aboffice@albertabeach.com  
**Subject:** RE: Temp PO Alberta Beach AB  
**Attachments:** Temp PO Alberta Beach AB - Extension of Lease - CPC Executed.pdf

Hi Kathy,

As discussed on our phone call, the notice letter was sent in error so please disregard it. CPC would like to extend the lease until the end of 2020. I've attached the agreement here for the landlord's review and execution. Please have it dated, signed and sent back at your earliest opportunity, thank you.

Regards,

Eugene Elhady  
 Tel: 403-829-4480

**From:** aboffice@albertabeach.com <aboffice@albertabeach.com>  
**Sent:** Thursday, June 25, 2020 12:45 PM  
**To:** Elhady, Eugene <Eugene.Elhady@am.jll.com>  
**Subject:** [EXTERNAL] RE: Temp PO Alberta Beach AB

Thank you for your email.

Alberta Beach Administration  
 Box 278  
 Alberta Beach, AB  
 T0E 0A0  
 Phone: 780-924-3181  
 Fax: 780-924-3313  
[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

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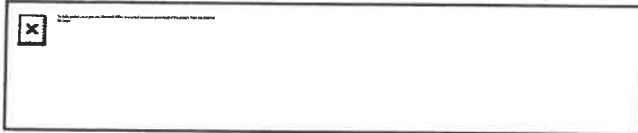
**From:** Elhady, Eugene <Eugene.Elhady@am.jll.com>  
**Sent:** June 24, 2020 2:14 PM  
**To:** [aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)  
**Cc:** JLL-CPC.Transactions <JLL-CPC.Transactions@am.jll.com>  
**Subject:** Temp PO Alberta Beach AB

Hi Kathy,

I have attached a notice letter stating that CPC will allow the lease at this location to expire naturally on October 26, 2020. Please confirm receipt of the letter, thank you.

Regards,

Eugene Elhady, CLO  
Manager, Transaction Mgmt  
JLL  
1100 49<sup>th</sup> Avenue NE  
Calgary AB T2E 9A9  
Tel: 403-829-4480



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**EXTENSION OF LEASE**

**THIS INDENTURE** made this 7<sup>th</sup> day of July 2020

**BETWEEN**                    **ALBERTA BEACH**

(hereinafter called the "Landlord")

**AND**

**CANADA POST CORPORATION**

(hereinafter called the "Tenant")

**WHEREAS** by lease dated the 20<sup>th</sup> day of December 2018 (the "Lease"), the Landlord did lease to the Tenant a portion of the building having a total rentable area of 33.45 square meters (the "Premises") and having an entrance at 4935 50th Ave, Alberta Beach, Alberta;

**AND WHEREAS** the Lease was renewed by Extension of Lease dated the 14<sup>th</sup> day of August 2019, and by Extension of Lease dated the 20<sup>th</sup> day of February 2020;

**AND WHEREAS** the expiry date in the Lease is now the 26<sup>th</sup> day of October 2020;

**AND WHEREAS** the Premises was remeasured and the area is 40.88 square meters;

**AND WHEREAS** the parties hereto have agreed to enter into this Extension of Lease (the "Extension of Lease") for a further term;

**WITNESSETH** that in consideration of the covenants herein contained the Landlord hereby demises the Premises unto the Tenant for a term of two (2) months and five (5) days commencing on the 27<sup>th</sup> day of October 2020 and ending on the 31<sup>st</sup> day of December 2020 upon the terms and conditions hereinafter set forth:

The Tenant shall pay to the Landlord by direct deposit, to the financial institution and account designated on Schedule A attached hereto, or to such financial institution within Canada designated by the Landlord from time to time, in lawful money of Canada, in equal monthly installments on the first day of the month, without any prior demand therefor as Gross Rent ("Gross Rent"): \$24,000.00 per annum, based on the monthly amount of \$2,000.00, plus applicable taxes.

The Landlord agrees to provide the Tenant with the information required under Schedule A each time the Landlord designates a new financial institution to receive the Gross Rent.

**IT IS AGREED**, for the purposes of this Extension, that the following clause is hereby amended and/or added to the Lease:

i) Notice

Any notice, statement or request herein required or permitted to be given by either party to the other shall be in writing and shall be deemed to have been sufficiently and effectually given if signed by or on behalf of the party giving the notice and either mailed by registered prepaid post (return receipt requested), or delivered by

CPC STANDARD LEASE EXTENSION - VERSION 2

hand during normal business hours, in the case of notice to the Landlord at the following address:

Kathy Skwarchuk  
Alberta Beach  
4935 50th Avenue  
Alberta Beach, Alberta

or to the Tenant at the following address:

Jones Lang LaSalle Real Estate Services, Inc.  
c/o Canada Post – South Central LLP  
969 Eastern Avenue – 2nd Floor, Suite 517-A  
Toronto, ON M4L1A5  
Attn: Lease Administration

and

Canada Post Corporation  
Real Estate  
Attn: Manager Acquisitions & Dispositions  
2701 Riverside Drive, Stn N0122  
Ottawa, ON K1A 0B1

Any such notice given as aforesaid shall be conclusively deemed to have been given and received, if delivered, on the date of such delivery or, if mailed, upon delivery to the addressee by the postal authorities. Any such notice, if sent by facsimile, will be deemed to have been received on the day on which the notice was dispatched. The parties may from time to time by written notice to the other party change the address to which notices are to be mailed or delivered.

*[Remainder of page intentionally left blank]*

CPC STANDARD LEASE EXTENSION - VERSION 2

**AND OTHERWISE** save for the changes herein the Extension of Lease shall include the same covenants, provisos and conditions, including clauses that are personal to the Tenant, so far as they are applicable or not inconsistent, as are in the Lease.

**IN WITNESS WHEREOF**

The Landlord has executed the Extension of Lease on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

- and -


The Tenant has executed the Extension of Lease on the 9<sup>th</sup> day of July, 2020.

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF:**

**ALBERTA BEACH**

\_\_\_\_\_  
WITNESS  
Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**CANADA POST CORPORATION**

\_\_\_\_\_  
WITNESS  
Per:   
Cheryl Barry  
Officer, Real Estate Transactions

**aboffice@albertabeach.com**

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**From:** Michelle Jones <mjones@albertacf.com>  
**Sent:** Thursday, July 9, 2020 11:25 AM  
**Subject:** Community Futures Yellowhead East Request for Partnership Support for Labour Market Partnership Grant  
**Attachments:** CFYE LMP request for partnership letter .pdf; LMP COVID Grant (4)MJ version revised.docx; LMP Budget.xlsx; Ballad - Team Bios, Profile, Project Outline.pdf; Mental Health Grant.docx; ROF COVID Grant.docx  
**Importance:** High

Good morning, i am reaching out to each of you this morning to inform you of a Labour Market Partnership Grant that CFYE is currently applying for in hopes that you will consider reviewing the project and partnering with us.

We are requesting a minimal financial and In-Kind commitment from each of our stakeholder municipalities, chambers and business support organizations, in hopes of providing all of us with some vital Labour Market and Workforce Information and analysis from the businesses within our region, that have been affected by COVID-19.

I am attaching a copy of the grant proposal for your review, along with a letter of request outlining the commitment request, and the projected budget.

Unfortunately we are under a bit of time crunch with this proposal, as we need to have it submitted before the 20th of July, at least in the proposal stage. I am hoping you can discuss this with your council and get back to us with a response as to your commitment and partnership of the project.

I am also going to include two other grants that we are in the process of applying for so that your municipality, council and economic planning departments are aware of what projects we are also hoping to partner on in the near future. All projects that we feel each of our communities could be faced with. We hope that each of these grant projects can help our community businesses by providing supports and resources that can be utilized either free or at very low cost, in our effort to sustain our current labour market, and small businesses.

Please feel free to reach out to me directly if you have any comments, questions, concerns or would like to discuss these in further detail.

Thanks you in advance for your consideration of partnering with Community Futures in supporting our local small businesses.

**Michelle Jones,**  
General Manager, Community Futures Yellowhead East  
Box 2185, Whitecourt, AB T7S 1P8  
p: 780-706-3500, c: 780-778-0977  
mjones@albertacf.com

July 6, 2020

**Re: Community Futures Yellowhead East – LMP Grant Partnership Request**

Dear Community Stakeholder and Business Partner.

We are writing to inform you of an upcoming Community Futures Yellowhead East and Lesser Slave Lake project, and to request your partnership with Community Futures Yellowhead East, in its efforts to assist the communities within our region as we apply for a Labor Market Partnership Grant, in response to the COVID 19 pandemic and the unprecedented economic impacts being felt by our small business employers and their employees.

The study will be to complete a COVID-19 impact assessment on the CFYE & CFLSL Business Regions.

**Details of the project would include:**

- The project will fund a contractor to provide a complete an accurate analysis on the impacts of COVID-19 to the workforce and labor markets of SME's in the CFYE region, including employer and employee needs and challenges, and to work with the CFYE Recovery Team and community stakeholders in an effort to facilitate business and labor force retention strategies.
- Deep exploration into the impacts of COVID-19, changes to business and labor force trends and make recommendations for business and labor force retentions strategies moving forward.

**The Partnership support would include:**

- Financial Assistance of \$500 hundred dollars from each partner and In-Kind Support in the amount of \$250 dollars (which will include marketing and promotion of the project).
- Partnered jointly by; Community Futures Yellowhead East, Community Futures Lesser Slave Lake Region, Local Municipalities from each region; along with the Chamber of Commerce of each municipality, the Business Support Network, and GROWTH Alberta; with support through the Labor Market Partnership Program.

**Partnership & Project Benefits will include:**

- Consultant Reports provided to the Economic Recovery Team Partners, through Community Futures Yellowhead East;
- Implement a COVID-19 Economic Impact Assessment on the CFYE region, including communicating with and aligning project with employers, employees, small business owners, training providers, and various organizations in the CFYE Region;
- Identify immediate labor force needs and challenges and make recommendations on strategies needed to support the findings;

- Identify long-term challenges, anticipated labor force trends due to COVID-19, and strategies to support employees and employers in the longer term and;
- Capitalize on the findings making recommendations to determine the best approach to assist with the implementation of business and labor force retention strategies moving forward.

Final data gathered, reported outcomes, and recommended strategies will be available to each of the partners in the project as we work together in our coordinated efforts in creating strategic succession plans that will help with workforce attraction, retention, training and planning, in our recovery efforts from COVID-19.

Attached is a draft budget for your review and for consideration. Please feel free to reach out directly if you have any questions, comments, or concerns with this request for partnership.

We look forward to your anticipated support and would request a response by Friday July 17<sup>th</sup>, in order for us to complete and finalize the grant application and budget.

Sincerely,  
Michelle Jones, Executive Director  
Community Futures Yellowhead East  
[mjones@albertacf.com](mailto:mjones@albertacf.com)  
780-706-3500



### Total Cost of the Project:

<b>Projected Budget</b>	
<b>Project Expenses</b>	
Contractors Fee (COVID-19 Impact Analysis)	\$ 119,880.00
Project Administrative Support Costs	\$ 13,500.00
Tasks include:	
- Planning and scheduling	
- Coordination of courses and virtual meetings	
- Marketing and promotions	
- Creation of graphic design of the project to inform community, employers and employees	
- Bank fees, bookkeeping, financial management	
- Administrative supports and meeting space	
- Information packages, and reporting	
- Agenda packages, reporting to respective boards, organizations and Council	
- Social media and website updates	
<b>TOTAL PROJECTED PROJECT EXPENSES</b>	<b>\$ 133,380.00</b>

<b>FINANCIAL REVENUE CONTRIBUTION</b>	
Community Futures Yellowhead East	\$ 4,000.00
Community Fututres Lesser Slave Lake	\$ 4,000.00
Business Support Network	\$ 2,000.00
Town of Whitecourt	\$ 500.00
Town of Fox Creek	\$ 500.00
Town of Barrhead	\$ 500.00
Town of Onoway	\$ 500.00
Woodlands County	\$ 500.00
Town of Mayerthorpe	\$ 500.00
Lac Ste. Anne County	\$ 500.00
County of Barrhead	\$ 500.00
Town of Assineau	\$ 500.00
Town of High Prairie	\$ 500.00
Town of Slave Lake	\$ 500.00
Town of Wabasca	\$ 500.00
GROWTH Alberta	\$ 500.00
Fox Creek Chamber of Commerce	\$ 500.00
Barrhead Chamber of Commerce	\$ 500.00
Swan Hills Chamber of Commerce	\$ 500.00
Onoway Chamber of Commerce	\$ 500.00
Whitecourt & District Chamber of Commerce	\$ 500.00

Slave Lake & District Chamber of Commerce	\$ 500.00
<b>TOTAL PROJECTED FINANCIAL CONTRIBUTIONS</b>	<b>\$ 19,500.00</b>

<b>IN-KIND CONTRIBUTION</b>	
Community Futures Yellowhead East Administrative Support	\$ 2,000.00
Community Futures Lesser Slave Lake Administrative Support	\$ 2,000.00
Business Support Network Administrative Support	\$ 1,000.00
Town of Whitecourt	\$ 250.00
Town of Fox Creek	\$ 250.00
Town of Barrhead	\$ 250.00
Town of Onoway	\$ 250.00
Woodlands County	\$ 250.00
Town of Mayerthorpe	\$ 250.00
Lac Ste. Anne County	\$ 250.00
County of Barrhead	\$ 250.00
Town of Assinneau	\$ 250.00
Town of High Prairie	\$ 250.00
Town of Slave Lake	\$ 250.00
Town of Wabasca	\$ 250.00
Fox Creek Chamber of Commerce	\$ 250.00
Barrhead Chamber of Commerce	\$ 250.00
Swan Hills Chamber of Commerce	\$ 250.00
Onoway Chamber of Commerce	\$ 250.00
Whitecourt & District Chamber of Commerce	\$ 250.00
Slave Lake & District Chamber of Commerce	\$ 250.00
<b>TOTAL PROJECTED IN-KIND CONTRIBUTIONS</b>	<b>\$ 9,500.00</b>

<b>PROJECTED BUDGET OVERVIEW</b>	
TOTAL PROJECTED COST (EXPENSES)	\$ 133,380.00
TOTAL PROJECTED FINANCIAL CONTRIBUTIONS	\$ 19,500.00
IN-KIND PROJECTED CONTRIBUTIONS	\$ 9,500.00
<b>LABOUR MARKET PARTNERSHIP GRANT FUNDING</b>	<b>\$ 104,380.00</b>

## **COVID-19 Impacts on Workforce Supply and Demand:**

Collaborating on Business and Workforce Retention Strategies.

### **Community Futures Yellowhead East and Community Futures Lesser Slave Lake Region**

Community Futures Yellowhead East (CFYE) and Community Futures Lesser Slave Lake (CFLSL) Regions are located between the urban centres of Edmonton and Grande Prairie and host joint populations of over 68,000 people, including 10 First Nation communities and 3 Metis settlements. Community Futures is defined by the broad vision to help communities thrive economically, by supporting an entrepreneurial culture and are deeply invested in supporting workforce development. The Community Futures offices are community driven, non-profit organizations staffed by business professionals and guided by a volunteer Board of Directors, providing a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. The offices each run numerous specialized business programs, organize business events and actively work with community and business leaders to foster rural economic growth. Funded in Western Canada by Western Economic Diversification Canada, Community Futures has been supporting small business and rural economic and workforce diversification since 1986. There are 27 Community Futures offices in rural communities throughout Alberta, and a total of 269 across the country.

The joint Community Futures regions host natural resources and are supported by the oil and gas industry, forestry, agriculture, tourism, government, health care and education, plus it is a retail and industrial service center. The region is currently experiencing labour force impacts and challenges due to the economic impacts of the COVID-19 pandemic. There are many layoffs being experienced, wide spread of business closures, the retail sectors are struggling to find workers to meet the current demand, and the critical social distancing measures have impacted employee and consumer behaviors. Prior to the COVID-19 pandemic, a Business Visitation Survey interview was conducted with a total of 85 businesses. This survey provided information about the local business environment during Fall 2019 and will provide a reference point for changes that have occurred since, due to the pandemic.

An Economic Supports and Recovery Task Team has been established as a response to the COVID-19 pandemic and the unprecedented workforce development impacts being felt by employers and employees, they been able to leverage resources to support workforce resilience through a coordinated response and support the business community and its employees. Information has been compiled on the various town websites for easy access to support and resource links, and the Task Team has been reaching out to employers for information on immediate workforce needs, resources required for development of the workforce, and to assist them in navigating through the crisis. This proposal is a key implementation project, resulting from the decline in the regions labour force due to the pandemic. The impacts of COVID-19 have changed how business and industry hire staff, address labour force challenges and how they can do business moving forward. By identifying the quantitative and qualitative data from employers, employees, training providers, post-secondary institutions, and various organizations in the region, it will determine which approach is needed to assure business and labour force retention strategies and business retention strategies are aligned with the findings.

### **Details of the project would include:**

- Consulting services to complete a COVID-19 impact assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region. This project would fund a contractor who will provide a complete and accurate analysis on the impacts of COVID-19 to the workforce in the Community Futures Yellowhead East region, including employer and employee needs and challenges, and work with the Task Team to facilitate workforce development and labour force retention strategies;
- The contractor will explore deeper into the impacts of COVID-19, changes to business and labour force trends and make recommendations for business and labour force retention strategies moving forward;
- Consulting services to complete a COVID-19 impact assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake regional businesses. This project would fund a contractor who will provide a complete and accurate analysis on individual businesses and their viability post COVID-19. The task force would then work with the results of the assessment to ensure the success of the business; and
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, and the communities found within the region jointly fund the proposed project with support through the Labour Market Partnership Program.

### **The contractor's tasks would include:**

- a. Report to the Executive Directors of both Community Futures Yellowhead East and Lesser Slave Lake;
- b. Implement a COVID-19 Economic Impact Assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region including communicating with and aligning project with employers, employees, training providers, post-secondary institutions, and various organizations in the region;
- c. Identify immediate labour force needs and challenges and make recommendations on strategies needed to support the findings;
- d. Identify long-term challenges, anticipated labour force trends due to COVID-19, and strategies to support employees and employers in the long term;
- e. Capitalize on the findings make recommendations to determine the best approach to assist with implementation of business and labour force retention strategies moving forward;
- f. Identify business viability post COVID-19 and make recommendations on strategies needed to support the findings.

### **Evidence of Need:**

COVID-19 has made an impact on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region employers, employees, and the community overall. With the recent outreach conducted on 120 Whitecourt employers it was noted that COVID-19 pandemic has impacted 92% of the businesses surveyed which 39% experiencing layoffs, which is undetermined at this time if those would

be temporary. In order to proactively plan for the best response based on the needs of the business community and its employees, it is important to gather high-level data on impact of COVID-19 pandemic for Community Futures Yellowhead East and Community Futures Lesser Slave Lake region independently from provincial or regionally data collection. The Economic Developers Alberta had conducted a COVID-19 survey, which indicated that 60% of employers were unable to adapt to service customers with the current business plan model without physically being open and 45% did not have an employee assistance plan. The partial data collected is clear that COVID-19 business and labour force retention strategies need to be implemented in order to support the business community and its employees however a high level and in depth analysis including recommendation is required in order to plan moving forward.

### **Meeting the Labour Market Partnership Program Requirements**

**This project meets the LMP requirements as follows:**

1. Contributing partners, including the Ministry of Labour, Community Futures Lesser Slave Lake, Community Futures Yellowhead East, and various communities within the regions, and the project fits program requirements;
2. The project will identify the needs from the underemployed in the region through targeting groups affected by COVID-19;
3. The goal of the project is identify the COVID-19 impacts on the labour force in order and make recommendations that can be implemented with a coordinated response by the partners that will assist in achieving greater balance in the response to COVID-19 and the supply and demand for labour;
4. The project will identify strategies, programs, and solutions based on the assessment that will have a positive influence on business and labour force resiliency;
5. The project will be completed over 6 months with continued assessment on the COVID-19 impacts that will be sustainable into the future without provincial government funding;
6. The project will not provide direct service to clients, will not provide training, or create a funding dependency;
7. The project will identify business risks and liabilities;
8. The project will identify strategies, programs and solutions based on the individual business assessments that will have a positive influence on workforce development to increase business viability.

### **Scope of the Project Proposed Outcomes**

The expected project outcomes will include:

1. A database of employers, their workforce needs, COVID-19 impacts and anticipated labour force gaps due to the pandemic.

2. A COVID-19 support model for business and labour force retention that community leaders, economic development professionals, planners, high schools, post-secondary institutions and private sector employers can respond to that will support business and labour force resiliency.

3. Short, medium, and long-term recommendations that incorporate the impacts of COVID-19 and the changes to how business and industry hire staff, address labour force challenges and the influence that COVID-19 has and will continue to have on future business and labour force trends, training needs, and labour force demands.

**Measurement of anticipated outcomes related to the COVID-19 Impact Assessment:**

1. Workforce attraction, retention, training, and succession strategic plans and/or programs implemented by the contributing partners to address the COVID-19 impacts;
2. Report will focus on industry sector related recovery plans and recommendations toward planning workshops and programs to assist businesses based on the findings;
3. Increase in workforce job placement through follow-up with employers;
4. Extensive employer and employee outreach program to identify ongoing labour needs and impacts on the workforce due to COVID-19;
5. Successful policies and programs implemented by employers to increase labour force sustainability and resiliency which can be tracked through the Business Visitation Program, surveying, contractor outreach, site visits, and results will be include in the final report.

**Marketing:**

The project will be promoted to the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region to capture an in depth understanding of the COVID-19 labour force impacts through a variety of means such as news releases, social media posts, hard copy and electronic newsletters, site visits with industry groups, business support organizations, education / training providers, etc. and on partner community websites. The project will yield a model that can possibly be rolled out to other rural areas in Alberta that face similar workforce challenges due to COVID-19.

**Contractor:**

The Labour Market Partnership Grant will be applied to contractor fees. In order to determine the cost of the project and to be able to quickly respond to the pandemic a contractor has been chosen to assist with this project and if successful, this initiative will launch immediately.

The contractor being utilized has:

- Respectable ties with employers and employees in the community;
- Similar project experience from previous successful initiatives that were completed;
- The skill set which will be critical in the success of the project and to be able to manage a variety of aspects for the project; and

- High-caliber research abilities supported by qualitative and quantitative data analysis.

The Ballard Group team is comprised of project managers, engagement specialists, data and research analysts, and subject matter experts that brings together diverse thinkers, doers, and leaders that are united around a shared value for impact including:

- Stakeholder Engagement:
  - Including stakeholder mapping; engagement plans; research, analysis and engagement reporting; community facilitation including workshops, focus groups, interviews, surveys, and open houses.
- Business and Labour Force Strategic Planning:
  - Feasibility studies; strategic plans; business and labour force development plans; organizational development; demand assessments; labour market studies and assessments, economic development planning; capacity building; and long- and short-term planning recommendations.

**Total Cost of the Project:**

<b>Projected Budget</b>	
<b>Project Expenses</b>	
Contractors Fee (COVID-19 Impact Analysis)	\$ 119,880.00
Project Administrative Support Costs	\$ 13,500.00
Tasks include:	
- Planning and scheduling	
- Coordination of courses and virtual meetings	
- Marketing and promotions	
- Creation of graphic design of the project to inform community, employers and employees	
- Bank fees, bookkeeping, financial management	
- Administrative supports and meeting space	
- Information packages, and reporting	
- Agenda packages, reporting to respective boards, organizations and Council	
- Social media and website updates	
<b>TOTAL PROJECTED PROJECT EXPENSES</b>	<b>\$ 133,380.00</b>

<b>FINANCIAL REVENUE CONTRIBUTION</b>	
Community Futures Yellowhead East	\$ 4,000.00
Community Futures Lesser Slave Lake	\$ 4,000.00
Business Support Network	\$ 2,000.00
Town of Whitecourt	\$ 500.00
Town of Fox Creek	\$ 500.00
Town of Barrhead	\$ 500.00
Town of Onway	\$ 500.00
Woodlands County	\$ 500.00
Town of Mayerthorpe	\$ 500.00
Lac Ste. Anne County	\$ 500.00
County of Barrhead	\$ 500.00
Town of Swan Hills	\$ 500.00
Town of Alberta Beach	\$ 500.00
Town of Assinneau	\$ 500.00
Town of High Prairie	\$ 500.00
Town of Slave Lake	\$ 500.00
Town of Wabasca	\$ 500.00
GROWTH Alberta	\$ 500.00
Fox Creek Chamber of Commerce	\$ 500.00
Barrhead Chamber of Commerce	\$ 500.00
Swan Hills Chamber of Commerce	\$ 500.00
Onway Chamber of Commerce	\$ 500.00
Whitecourt & District Chamber of Commerce	\$ 500.00
Slave Lake & District Chamber of Commerce	\$ 500.00
<b>TOTAL PROJECTED FINANCIAL CONTRIBUTIONS</b>	<b>\$ 20,500.00</b>

<b>IN-KIND CONTRIBUTION</b>	
Community Futures Yellowhead East Administrative Support	\$ 2,000.00
Community Futures Lesser Slave Lake Administrative Support	\$ 2,000.00
Business Support Network Administrative Support	\$ 1,000.00
Town of Whitecourt	\$ 250.00
Town of Fox Creek	\$ 250.00
Town of Barrhead	\$ 250.00
Town of Onway	\$ 250.00
Woodlands County	\$ 250.00
Town of Mayerthorpe	\$ 250.00
Lac Ste. Anne County	\$ 250.00
County of Barrhead	\$ 250.00
Town of Assinneau	\$ 250.00
Town of Alberta Beach	\$ 250.00
Town of Swan Hills	\$ 250.00
Town of High Prairie	\$ 250.00
Town of Slave Lake	\$ 250.00
Town of Wabasca	\$ 250.00
Fox Creek Chamber of Commerce	\$ 250.00
Barrhead Chamber of Commerce	\$ 250.00
Swan Hills Chamber of Commerce	\$ 250.00
Onway Chamber of Commerce	\$ 250.00
Whitecourt & District Chamber of Commerce	\$ 250.00
Slave Lake & District Chamber of Commerce	\$ 250.00
<b>TOTAL PROJECTED IN-KIND CONTRIBUTIONS</b>	<b>\$ 10,000.00</b>

<b>PROJECTED BUDGET OVERVIEW</b>	
TOTAL PROJECTED COST (EXPENSES)	\$ 133,380.00
TOTAL PROJECTED FINANCIAL CONTRIBUTIONS	\$ 20,500.00
IN-KIND PROJECTED CONTRIBUTIONS	\$ 10,000.00
<b>LABOUR MARKET PARTNERSHIP GRANT FUNDING</b>	<b>\$ 102,880.00</b>



# COVID-19 Impacts on Workforce Supply and Demand: Collaborating on Business and Workforce Retention Strategies Proposal

Community Futures – Yellowhead East & Lesser Slave Lake  
July 6, 2020



**Attention to:**  
**JODY COLLIN**  
Economic Recovery Assistant  
780-706-3500  
jcollin@albertacf.com

**Prepared by:**  
**BALLAD GROUP**  
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# 1 Proponent Profile

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## Company Background

Ballad Group is comprised of professionals with more than seventy years of combined economic development, research, strategic planning, public sector, and project management experience. Ballad provides business consulting and advisory services for a variety of public and private organizations with a focus on rural municipalities and Indigenous Communities.

Originally based in the Town of Whitecourt, since 2014 Ballad has expanded to additional offices in Edmonton, Calgary, and Grande Prairie. The team works actively throughout Alberta providing services in strategic planning, stakeholder engagement and community event facilitation, as well as in business, community, and economic development. Ballad also has experience with strategic planning in the private sector and provides our clients with comfort in the knowledge that their vision is understood while identifying clear pathways to success. Ballad works hard to ensure that the client is informed and that their needs are met at all steps of the strategic process.

In addition to these consulting services, Ballad provides integrated training solutions on behalf of the Ministries of Labour & Immigration and Community & Social Services. As a result the firm is uniquely positioned to not only provide consulting advice, but also implement programs on the ground in Alberta's communities. Our active program delivery arm keeps us connected to employment trends, employers, other training providers including post-secondary institutions, and to the workforce generally.

With our dual focus, we see the work that we do as both planners and implementers as critical to support communities in responding to some of the challenges we will collectively be facing in the coming months.

We are committed to being part of the communities in which we operate. Six years after our humble beginnings in Whitecourt's Midtown Mall, we are deeply rooted in the region with one third of our employees working and living in the area. We are proud of the impact our firm continues to have on the region.

## Capabilities and Areas of Specialization

Ballad's exceptional team brings together diverse thinkers, doers, and leaders that are united around a shared value for impact. Our consulting service professionals are involved in:

- Community Development and Planning
  - Including housing needs and demands assessments; labour market studies, economic development planning; education planning; tourism planning, community energy plans; and health and wellness planning.
- Business and Strategic Planning
  - Including feasibility studies; strategic plans; business plans; organizational development; and program evaluations.
- Stakeholder Engagement
  - Including stakeholder mapping; engagement plans; research, analysis and engagement reporting; community facilitation including workshops, focus groups, interviews, surveys, and open houses;



negotiations and partnership agreements; communication materials; and digital engagement strategies.

- Workforce Training
  - In specific areas such as entrepreneurship, insurance, supply chain management, information technology, construction, carpentry, safety, French language acquisition, hospitality, as well as more broadly in career planning and coaching to overcome career obstacles in an ever-changing labour market.

Our community and stakeholder engagement work adheres to IAP2 facilitation guidelines and we follow Project Management Institute (PMI) principles. We produce high-caliber research supported by qualitative and quantitative data analysis.

## Project Understanding

Ballad understands that the scope of services provided will include a complete and accurate analysis on the impacts of COVID-19 on the workforce in the Community Futures Yellowhead East and Lesser Slave Lake service areas, including employer and employee needs and challenges, and will work with the Community Futures Task Team to recommend workforce development and labour force retention strategies for both service areas. Ballad will explore changes to business and labour force trends, making recommendations for retention strategies moving forward. This will include a complete and accurate analysis on individual businesses and their viability post COVID-19.

To accomplish this Ballad will employ a range of tactics and platforms to engage with employers, employees, municipalities, training providers, post-secondary institutions and various organizations in the Community Futures Yellowhead East and Lesser Slave Lake service regions to inform our strategic implementation recommendations.

Ballad understands the complete list of project tasks will be completed on a six-month timeline (detailed timeline information is provided in Section 3 in this document) and are as follows:

1. Report to the Executive Directors of both Community Futures Yellowhead East and Lesser Slave Lake;
2. Implement a COVID-19 Economic Impact Assessment on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region including communicating with and aligning project with employers, employees, training providers, post-secondary institutions, and various organizations in the Whitecourt region;
3. Identify immediate labour force needs and challenges and make recommendations on strategies needed to support the findings;
4. Identify long-term challenges, anticipated labour force trends due to COVID-19, and strategies to support employees and employers in the long term;
5. Capitalize on the findings making recommendations to determine the best approach to assist with implementation of business and labour force retention strategies moving forward;
6. Identify business viability post COVID-19 and make recommendations on strategies needed to support the findings.

Our engagement philosophy is most aligned with the IAP2 public engagement principles and engagement spectrum (Appendix B). We will select an appropriate engagement level for each stakeholder and corresponding tools and techniques. Our approach to engagement relies on qualitative data collection through methods such as semi-structured interviews, storytelling, photo-sharing, focus groups, community conversations, and dialogues. In addition, we incorporate adult-learning principles throughout our engagement such as individual, pair, group,



written, visual, and oral work. Each of our engagements take an intentional approach to design in order to ensure trust and transparency. This dynamic is achieved by clearly outlining objectives, expectations, incentives, and data-management processes.

Engagement opportunities will be planned in concert with the Project Task Team to determine key stakeholders and preferred methods of engagement. Opportunities to maximize engagement reach with some stakeholder groups could also be considered such as the Alberta Summer Villages Association annual conference. While the conference is currently scheduled from October 15-16, 2020, contingency plans would develop alternatives should pandemic-related closures ramp up during the project life cycle.





## 2 Project Management and Team Structure

The team is comprised of project managers, engagement specialists, data and research analysts, and subject matter experts. Below is a list of the key personnel and time allocated to the project.

This team has worked together seamlessly on multiple, simultaneous projects, delivering high-quality products for all of our clients. Despite the challenges of conducting business within current public health restrictions, Ballard continues to operate normally through regular online meetings and daily updates, both internally amongst team members as well as with our external clients. We also remain available for face to face meetings based on client preference. We maintain these service standards by adhering to our Project Management Practice guidelines (Appendix A).

In addition, our project will be managed using project management tools such as Monday.com to ensure the project meets milestones, timelines and budget allocation. Regular progress reports will be created to ensure the project team is informed on the project status.

### Team Profiles

Team Member	Position	Responsibilities
Colin Critch	Project Sponsor	<ul style="list-style-type: none"> <li>Overseeing quality assurance;</li> <li>Leveraging relationships within the sector to support this project.</li> </ul>
Josh Burger	Government Relations and Public Affairs Manager (Project Lead/Main Point of Contact)	<ul style="list-style-type: none"> <li>Ensuring project aligns with all legislative and regulatory requirements;</li> <li>Advising on research and data collection with municipalities;</li> <li>Providing guidance on key messaging and communication strategies;</li> <li>Co-facilitating engagements as required.</li> </ul>
Michelle Yez	Senior Project Coordinator	<ul style="list-style-type: none"> <li>Managing all project planning and meeting milestones;</li> <li>Overseeing research and writing activities;</li> <li>Working closely with the client and maintaining open communication;</li> <li>Finalizing workplan and ensuring timelines are met;</li> <li>Coordinating engagement sessions and meetings with stakeholders;</li> <li>Coordinating client engagement using an online project management tool</li> </ul>
Tom Hovland	Labour Market Specialist	<ul style="list-style-type: none"> <li>Providing expertise in completing labour market analyses at the municipal and regional level;</li> <li>Providing strategies to maximize community involvement in engagement processes;</li> <li>Support in literature review and analysis of engagement findings;</li> <li>Providing support at engagements.</li> </ul>
Dr. Aaron Critch	Senior Research Analyst	<ul style="list-style-type: none"> <li>Supporting the Senior Project Coordinator through the completion of research;</li> <li>Conducting qualitative and quantitative data analysis that guides the consultation process and informs production of deliverables;</li> <li>Drafting written reports and support materials;</li> <li>Conducting interviews and supporting focus groups;</li> <li>Preparing facilitation materials;</li> <li>Providing support at engagements (when needed);</li> <li>Creation of marketing and design materials.</li> </ul>
Sydney Schneider	Training Advisor	<ul style="list-style-type: none"> <li>Identifying necessary qualifications associated within unfilled labour needs and recommending appropriate training programs;</li> <li>Advising on the creation of any Ballard-led employment training initiatives.</li> </ul>





## **Colin Critch, B.Comm**

*Manager, Business and Economic Services*

In his role as Manager, Business and Economic Services, Colin is responsible for ensuring that projects are delivered on time and budget and that the client's experience exceeds expectations. Prior to taking on this role with Ballad, Colin spent most of his career working in various roles in the public sector including stints in Health, Education and Advanced Education as well as work in Post-Secondary Institutions. In recent years, Colin's has partnered with Indigenous Communities throughout the province to deliver projects focusing on economic development, organizational and process improvement, as well as education and training. His background provides a broad knowledge base including business development, training program creation and delivery, project management, data analysis and performance management reporting, strategic planning and privacy assessments.

Colin is an energetic and results-oriented leader who focuses on a team-first approach, so all members see their role and value in the group. He is an innovative thinker and creative problem solver who is always looking for new and better ways of achieving success. He is a relationship builder driven to provide a client-centred experience.

*Education:* Memorial University of Newfoundland, Bachelor of Commerce; LEAN Yellow Belt, The Leading Edge Group; Strategic Enrollment Planning, Noel-Levitz; Leadership Academy, The Chair Academy; Becoming a Client Centric Organization Centred Performance Inc.; Working with International Organizations, Intercultural Communications Institute

## **Josh Burger, BA**

*Government Relations and Public Affairs Manager*

Josh Burger is a policy and issues management professional with twelve years of provincial government experience in Alberta. Josh has worked extensively with senior executives and elected officials in municipal, provincial and federal governments.

Prior to his arrival at Ballad, Josh was employed in both issues and policy management roles at Alberta Municipal Affairs, where he served as a key liaison with internal and external stakeholders while supporting strategic and operational management of the department. Josh also served four successive Premiers in a management capacity at Executive Council, where he was responsible for understanding the budgets, plans, policy agenda, and issues of multiple departments (social and economic policy) in order to facilitate briefings to the provincial Cabinet.

Josh excels at relationship management and is able to apply systems thinking methodologies to new subject areas at a rapid pace. Focused on providing excellent client service, he is eager to contribute his skills to community building projects across Western Canada.

*Education:* University of Alberta, Bachelor of Arts, Political Science



## **Michelle Yez, B.Rs, CPP, CCT, PML**

*Senior Project Coordinator*

As the Senior Project Coordinator with Ballad, Michelle is the project lead on all consulting accounts. Prior to joining Ballad, Michelle's work has been a catalyst for improving management of human, technical, financial, physical, and operational resources. She has provided this expertise in several areas, including social enterprise, retail, business development, education, and special programs. She has also guided special events within various industry sectors and entrepreneurial endeavours, including non-profit, small business and post-secondary institutions.

Michelle has also managed both small- and large-scale corporate training events (value, number of people, length) in areas including, but not limited to, intercultural environments, business, administration, computer training, hospitality, health, leadership and supervision. She has provided these sessions for a multitude of groups and industries, including non-profit, transportation, health, engineering, post-secondary, community organizations, oil and gas and Indigenous communities. Michelle developed the NorQuest College Edmonton Oilers Community Foundation Hospitality Institute, which included leading the research of best practices in hospitality, program/curriculum development, implementation of course delivery, creation of hospitality advisory board and bursary distribution, as well as supporting the procurement of a \$1.5 million donation. She provides knowledge and business expertise in developing strategic objectives and believes in creating a unique and memorable experience while doing so.

*Education:* University of Manitoba, Bachelor of Recreation Studies (now Recreation Management and Community Development); Certified Program Planner, LERN Institute; Certified Contract Trainer, LERN Institute; LEAN Yellow Belt, The Leading Edge Group; Project Leadership Certificate

## **Tom Hovland**

*Labour Market Specialist*

Tom's expertise includes 10 years of experience engaging with businesses and communities to help them plan for future growth. He established and operated a Rural Alberta Business Centre (RABC) in the wake of the Slave Lake Wildfire, led business engagement to craft the Ministry of Labour and Immigration's Canada-Alberta Job Grant, and has extensive experience guiding public and stakeholder engagement for municipal governments.

Leveraging his in-depth understanding of International Association for Public Participation (IAP2) principles, Tom excels at using engagement as a key tool for building trust, understanding, and value with businesses. This translates to locally informed programs, policies, and supports that help businesses and entire communities thrive. In Slave Lake, this meant developing an engagement strategy that informed what capacity-building services the RABC would offer including:

- a learning curriculum for new and existing businesses,
- one-on-one advising services, and
- coordinated partnerships with Community Futures, Slave Lake Regional Tri-Council, and Alberta Labour.

Tom recognizes that every community is different and effective engagement is essential to crafting supports that enhance those communities.

*Education:* University of Saskatchewan, Bachelor of Arts, Political Science; Alternative Dispute Resolution Institute of Alberta; International Association for Public Participation; Dialogue Partners; The Business Link





## **Dr. Aaron Critch, B.A. (Hons.), MPhil, PhD**

*Senior Research Analyst*

Aaron is a research and communications professional who brings to Ballad a range of experience across the public service, academia, and fundraising. Within the Ballad team, he provides expertise in research methodology, data analysis, and report writing, particularly for projects related to employment and economic development in rural areas and Indigenous Communities.

Aaron holds a BA in anthropology and French from Memorial University of Newfoundland, as well as an MPhil and PhD in archaeology from the University of Cambridge. As a researcher, he has built collaborative partnerships with five national museums, presented at several international conferences, and published his findings in peer-reviewed papers.

Prior to joining Ballad, Aaron worked in alumni relations at the University of Cambridge, where he oversaw engagement and fundraising events. While there, he also wrote and designed promotional materials for a new five-year strategic plan and its associated £50m fundraising campaign. Aaron also served as a researcher for the Newfoundland and Labrador House of Assembly, briefing elected representatives on legislation related to education, infrastructure, and natural resource development.

*Education:* University of Cambridge, Doctor of Philosophy, Archaeology; University of Cambridge, Master of Philosophy, Archaeology; Memorial University of Newfoundland, Bachelor of Arts (Honours), Anthropology and French

## **Sydney Schneider, B. Comm**

*Operations and Training Manager*

Sydney Schneider is the Operations and Training Manager with Ballad. Under her operations portfolio, Sydney is responsible for building internal capacity by sharing expertise and leading practices, providing coaching and mentorship to staff, and identify opportunities for improvement. She has led the development of Ballad's new website and continues to create new and exciting ways to keep staff informed and engaged.

As the training manager, Sydney is accountable for the management, implementation and delivery of all training programs which include; Three integrated training programs for Alberta Labour and Immigration and the Essential Skills to Success program in Whitecourt through Community and Social Services. This requires a high degree of multi-tasking and utilizing above standard training program practices. She is passionate about the success of the students while maintaining a high level of standard required for a year-after-year successful program.

Sydney has ten years of experience in the supply chain sector which has shaped her extensive knowledge of procurement and inventory management strategies. She has not only supported, but also developed, many procedures to improve the procurement and inventory management process at her previous employer, Finning (Canada). Her experience includes assisting the implementation of a very large ERP system and developing a surplus and inventory reduction strategy. This senior project reduced inventory from \$23 Million to \$11.5 Million over 2 years. These two projects showcase her creative ability to problem solve, develop a process that is proven to work and manage change with a positive outlook.

*Education:* International Business and Supply Chain Management Degree from MacEwan University and designation in Production and Inventory Management through APICS Association.



## Research Skills

Led by our Senior Research Analyst, Ballard's researchers design research strategies to fulfill the needs of specific research projects and implement those plans to find and collect data from diverse sources. We have extensive experience analyzing qualitative and quantitative data from primary and secondary sources, including previously published reports, government datasets, surveys, and coded transcripts, among many others. We are also experienced statisticians, having used packages such as SPSS and R to detect and describe previously unobserved trends with important outcomes for clients and stakeholders.

We believe that quality research must always be complemented by outstanding communications skills. Our consultants are skilled in identifying essential information and producing insightful reports written in the style best suited to their target audience. We work with our clients to verify that our data accurately describes what they see on the ground. Finally, we maximize the impact of our work through presentations to clients and stakeholders that highlight our methods, findings, and recommendations in an accessible manner.

### Qualitative Data Analysis

Transcripts from interviews and engagement sessions will form a foundation for data analysis. While the particular approach to this process will depend on the questions asked, generally the first step in qualitative data analysis is immersion in the data where the researcher reads and re-reads transcripts or listens to recordings to achieve a more in-depth understanding of their content. While reviewing data, our researchers will begin to consider broad trends in the context of the data, the study aim, and the theoretical framework.

The next step in our qualitative data analysis is coding. In this step, while reading through the data, the researcher assigns codes to chunks of data. Codes are labels applied to segments of the transcript that describe them. As analysis progresses, these codes can be refined and narrowed so that they balance detail with practicality for interpretation. Multiple members of our project team participate at this stage, so that each individual's codes and their meanings can be discussed and clarified, bringing a higher degree of rigour and trustworthiness to the analysis. Once all data has been coded, our researchers look for connections between codes or evidence that some data may be associated with more than one code. This process identifies the key themes emerging from the research.

Finally, these categories are used to develop logical explanations (theories) for the conditions being studied and link them with the existing literature and comparable studies. They also help to determine a set of recommendations and necessary actions for advancement.

Data for this study will be collected through Bang the Table, which includes a Text Analysis tool. This tool permits tagging and categorizing for all participant feedback. Additional analytical software could include Coding Analysis Toolkit (an open access package), as well as SPSS, which would be particularly helpful in exploring quantitative trends emerging from qualitative data (e.g. analysis in terms of number of engagement or survey participants providing similarly coded responses). Reports could also present results through visual infographics.

### Quantitative Data Analysis

While the majority of original data generated from the engagement process will be qualitative in nature, some degree of quantitative analysis may be necessary to address such data as survey responses or to interpret findings in the context of existing datasets identified during Phase 1.



Ballad's staff includes researchers experienced in statistical analysis and associated tools such as SPSS and R, and if necessary to the project, capable of interpreting complex datasets through various multivariate statistical methods—that is, tests designed to determine whether changes in multiple variables can be attributed to a single underlying cause.

Upon starting any such work, our team will validate data, ensuring it is representative and complete, and that it provides a large enough sample to generate a meaningful set of results. To avoid cases of data error, such as when respondents complete fields incorrectly or skip them, our researchers will conduct basic data checks, looking for outliers and edit/clear any data points that may hamper the accuracy of results. Finally, we will code data appropriately, grouping respondents according to important areas of interest for retail market analyses, such as simplified age brackets or household size.

Where necessary, our reports will distinguish clearly between descriptive statistics and inferential statistics—that is, data describing only the sample as opposed to data that extrapolates and seeks to generalize broader conclusions. In the case of inferential analysis, reports will quantify the statistical probability associated with the results.

Finally, we understand that a thoughtful strategy is important when communicating interpretations and recommendations based on statistical analysis. Ballad's team includes academics and skilled designers, capable of producing reports for wide audiences using plain language and easily interpretable infographics.

### 3 Pricing and Timeline

Task Description	Total Hours	Total Cost
<b>PHASE ONE</b>		
Project Management Administration	24	\$ 4,320.00
Project Initiation Meeting	20	\$ 3,600.00
Project Charter and Detailed Work Plan	20	\$ 3,600.00
Progress Reports	8	\$ 1,440.00
<b>Phase One Total</b>	<b>72</b>	<b>\$12,960.00</b>
<b>PHASE TWO</b>		
Stakeholder Identification	18	\$ 3,240.00
Environmental Scan	40	\$ 7,200.00
Interview Purpose and Design	32	\$ 5,760.00
Interview Invitations	12	\$ 2,160.00
Conducting and Preserving Interviews	72	\$12,960.00
<b>Phase Two Total</b>	<b>174</b>	<b>\$31,320.00</b>
<b>PHASE THREE</b>		
Communications Plan	28	\$ 5,040.00
Engagment Plan	28	\$ 5,040.00
Engagement Delivery	112	\$20,160.00
<b>Phase Three Total</b>	<b>168</b>	<b>\$30,240.00</b>
<b>PHASE FOUR</b>		
Qualitative Data Analysis	64	\$11,520.00
Quantitative Data Analysis	64	\$11,520.00
<b>Phase Four Total</b>	<b>128</b>	<b>\$23,040.00</b>
<b>PHASE FIVE</b>		
Draft Report	40	\$ 7,200.00
First Presentation of Draft Report	18	\$ 3,240.00
Second Presentation of Draft Report	18	\$ 3,240.00
Final Comprehensive Report	18	\$ 3,240.00
Final Public Report	10	\$ 1,800.00
Project Closure	20	\$ 3,600.00
<b>Phase Four Total</b>	<b>124</b>	<b>\$22,320.00</b>
<b>Sub-total</b>		<b>\$119,880.00</b>
<b>Total</b>		<b>\$119,880.00</b>



Phase 1 – Project Initiation	Mid-July	August	September	October	November	December	Mid-January
Project Management Administration	█						
Project Initiation Meeting	█						
Project Charter and Detailed Work Plan		█					
Progress Reports		█					
Phase 2 – Information Gathering		█	█				
Project Management Administration		█					
Stakeholder Identification		█					
Environmental Scan		█					
Interview Purpose and Design		█					
Interview Invitations		█	█				
Conducting and Preserving Interviews		█	█				
Phase 3 – Engagement Design and Delivery			█	█	█		
Project Management Administration			█				
Communications Plan				█			
Engagement Plan				█			
Engagement Delivery				█			
Phase 4 – Analysis					█	█	
Project Management Administration					█		
Qualitative Data Analysis					█		
Quantitative Data Analysis					█		
Phase 5 – Reporting						█	█
Project Management Administration						█	
Draft Report						█	
First Presentation of Draft Report						█	
Second Presentation of Draft Report						█	
Final Comprehensive Report							█
Final Public Report							█
Project Closure							█





## Appendix A Project Management Practices

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Our guiding principles are value statements that help project teams to make decisions when they are faced with a choice or when disagreements arise.

### *1. Focus on Value and Goals*

Everything we do must create value for your organization and accomplish the goals you have identified.

### *2. Design for Experience*

While it is vital to monitor the bottom line, we know that financial value is not the only measure of good service. It is our goal that every interaction with you, our client, is a positive experience and that our deliverables meet your expectations.

### *3. Start Where You Are and Schedule Accordingly*

It is essential that all previous contributions to your project are considered and valued appropriately when building a schedule of activities that is accurate and achievable. By agreeing upon a realistic schedule, team members are empowered to deliver quality work that meets and exceeds your expectations.

### *4. Engage our Teams*

Knowing who is on your team and how we will work together collaboratively is a vital step in outlining everyone's roles. By carefully mapping out tasks with a comprehensive view of the smaller things that need to be accomplished, we will all begin to see which deliverables need to be ready for certain members to begin their work. By doing so, we can identify potential roadblocks and constraints at the beginning of the project rather than in the middle.

### *5. Create Milestones*

Milestones signify the completion of a specific portion of your project. They provide a transparent way to track progress and, by highlighting collective and individual achievements, boost morale. This practice is critical to working collaboratively and fostering success.

### *6. Work Holistically*

We know things change and priorities can shift. Thus, at Ballard, we take a flexible view to our projects and are ready to shift course when something unexpected happens. Our team will work with you to monitor and assess a situation and its implications before making changes to a project plan.

### *7. Accountability, Responsibility, and Transparency*

While it is the role of project managers to keep everyone on task, at Ballard we believe that success occurs when team members hold themselves and each other accountable, while also seeking support when needed. In doing so, we strive to build and maintain an environment of trust that allows everyone to work together and maximize value.

### *8. Engage Directly*

We are committed to building and maintaining long-term relationships with our clients. To do so, we follow five guiding principles for engagement: Respect, Adapt, Listen, Be Transparent, and Create Value.



### *9. Collaborate*

When people collaborate, everyone benefits. Together, with you and all participating communities, we will create a project that has value for the widest possible audience.

### *10. Keep It Simple*

We focus on the simple things that create value for our clients. Attention to detail guarantees the overall success of a project.

### *11. Measure Success*

Our team undertakes a review of every project post-completion, discussing successes and areas for improvement. Feedback from our clients allows us to grow and improve for the future. Your organization will benefit from our well-honed expertise, and at the end of this project, we will ask you to provide feedback in a 'lessons learned' session so that we can continue to refine our services, for your benefit and that of all our clients.

## Appendix B IAP2 Engagement Spectrum

### IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

	<b>INFORM</b>	<b>CONSULT</b>	<b>INVOLVE</b>	<b>COLLABORATE</b>	<b>EMPOWER</b>
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Organization: Community Futures Yellowhead East

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Grant Contact Person: Michelle Jones

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Amount Requested:

## Introduction

### **Community Futures Yellowhead East – Growing communities one idea at a time.**

The mission of Community Futures Yellowhead East is to help communities thrive economically, by supporting an entrepreneurial and SME culture through training, coaching and lending best practices. This is accomplished through knowledge, education, trust, respect, confidence, collaboration, and support. Community Futures Yellowhead East spans over 10 communities and their surrounding municipalities. The organization has established itself as a robust source of support for individuals and businesses within the region. They have fostered strong relationships with major stakeholders and agencies within the communities they support. Through these relationships many forms of community assistance have become available.

The direct impact of the COVID-19 pandemic globally has been astronomical. Since work is an essential part of participation in society, the loss of paid employment and risk to SMEs viability can have serious psychosocial, as well as economic, effects according to the Canadian Mental Health Association. With data from Stats Canada, the Toronto University has released a study estimating in a 3.3%-4.8% rise in suicide rates over the next two years caused by the stress of COVID-19. Community Futures Yellowhead East and Community Futures Lesser Slave Lake, along with its other partners, want to support Albertans who have been negatively affected by COVID-19 create adversity-based growth skills and tools through a series of facilitated education and training programs delivered by Alberta Health Services and the Imagine Institute of Edmonton. If successful a number of communities within the Yellowhead East Region will be host to the seminars that are available through the programming that this project would offer. These programs will be geared towards mental and psychological health and well-being



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by providing resiliency and coping strategies to combat depression and addiction where directly affected by COVID-19. The skills taught in these seminars will support and promote short and long-term psychological coping strategies and capacity. Since job loss and business closure are major stressors, these programs will be used to create a vital resource network used to protect and promote well-being and resilience for small business owners, indigenous business owners, direct support workers in the communities, and community members at large. These programs are required to enhance each individuals' ability to adapt to the stress and distress of the COVID-19 pandemic and meet their social well-being needs. Community Futures Yellowhead East will provide new and ongoing business support resources on a continuous basis to ensure the mental health and well-being of small business owners as compromised due to COVID-19.

Details of the project would include:

- Facilitator lead Mental Health First Aid. This program would be offered to a number of the communities and their surrounding municipalities that encompass Community Futures Yellowhead East;
- The courses will be open to the public at no or minimal fee;
- Facilitator lead First Nations Mental Health First Aid. This program would be offered to all Alexis Nakota Sioux Nation members and Alexander Band members in partnership with the Alexis Nakota Sioux Nation and Woodlands County. As well as any other Indigenous peoples interested in attending for no or minimal charge;
- Facilitator lead Trauma Informed Care. This program will be available to all community members for no or minimal charge with a focus on care givers, front-line workers as found in business financial institutions.
- Complete contact and resource list for all attendees and;
- Business diversification planning for continued support and well-being.

Roles and Responsibilities

- Each course would be offered in a number of the communities within the Yellowhead East Region with the possibility of multiple classes based on demand;
- The hosting community along with Community Futures Yellowhead East will be responsible for the planning, booking and execution of each program;

- The contracted facilitator will be responsible for the delivery of the program materials and the program itself;
- Community Futures Yellowhead East will be responsible for monitoring the attendance and completion rate of each program;
- Community Futures will provide all attendees with business support and network linking and;
- Community Futures Yellowhead will follow-up with attendees six months and one year after course completion to promote long-term psychological and psychosocial mental health and well-being.

### **Evidence of Need**

The Canadian Mental Health Association released an in-depth report in regards to the mental health of entrepreneurs. In it it states that 62% feel depressed at least once a week, and 51% reporting experiencing feelings of inadequacy. They also noted that 46% reported that mental health issues interfere with their ability to work. Community Futures Yellowhead East, with the support of our community partners, are creating a program that will support entrepreneurs with their health and well-being and bring light to this critical health issue. As stated in this study entrepreneurs were more likely to use personal coping strategies to manage their stress and mental health than to access professional help. The direct effects of the current COVID-19 pandemic on business levels and financial security influences the mental health of everyone. The programming that Community Futures will be offering will be geared towards delivering coping, prevention, and resiliency strategies for this at-risk group through Mental Health First Aid training delivered in a variety of formats and with multiple dates.

Community Futures Yellowhead East, Business Support Network and each individual community within the region will be using their contacts and relationships to ensure maximum exposure and impact to the female population, targeting women in business. Entrepreneurs who are female, whose enterprises are in the growth or early stages and those with fewer employees or less revenue are more likely to report mental health issues. About three in five (66%) entrepreneurs face difficulty in maintaining work-life balance due to entrepreneurial stress. Female entrepreneurs reported feeling of uncertainty and inadequacy, depressed mood, and feeling overwhelmed with far greater frequency than did male entrepreneurs. Our partnership will allow us to target this



growing minority group and deliver well-balanced and impactful training to create life-long skills to deal with mental health and reduce the increased impact that COVID-19 has. We will be creating easily accessible information and tools to build whole population mental wellness and resilience.

The most identified stressor as reported by entrepreneurs and published by the Canadian Mental Health Association. 67% of entrepreneurs specified that financials (cash flow) was an identified stressor. It was also identified that minority groups such as First Nations had to overcome the difficulty to access capital, and benefits. In partnership, Community Futures Yellowhead East, if successful, will be delivering Mental Health First Aid for First Nations through the Mental Health Commission of Canada. Using this training First Nation Communities in our region, directly, Alexis Nakota Sioux Nation and Alexander Band, will be receiving a culturally sensitive response to the impact of COVID-19. The facilitated course will enable those directly and indirectly affected by the pandemic to restore balance to their mental health and wellness by preventing a mental health crisis or addiction. It will create strategies and resiliency in the community.

Daily, municipal leadership, financial institutions, and support and resource centers interact with individuals and business owners who are suffering high impact from COVID-19. If successful, Community Futures Yellowhead East will be providing Trauma Informed Care training to the staff and practitioners employed by these organizations. The increased need for these business supports and the escalated mental strain for those seeking the support directly impact how those in a supporting role are required to interact with the client. This training will enable the staff to assist those in need while being aware of the demand on their personal mental health and well-being.

Community Futures Yellowhead East with its partners, the Town of Whitecourt, Alberta Labour and Immigration, Whitecourt and District Chamber of Commerce, the Town of Slave Lake, the Town of High Prairie, the Town of Wabasca, Woodlands County and Alexis Nakota Sioux Nation; want to ensure the mental wellness and resilience of community members negatively impacted by the COVID-19 pandemic and all measures used to contain it. To combat the effects of COVID-19 the organization, if successful, will be hosting a number of Mental Health First Aid, Trauma Informed Care and Indigenous Mental Health First Aid seminars throughout the region. These programs will specifically target the community's ability to mitigate, prevent and treat the mental and behavioral health and addiction issues that arise for individuals in response to COVID-



19. It will increase individuals' capacity to respond to the adverse impacts of the pandemic and engage individuals, families, and communities to discover and implement ways to meet the social well-being needs during the COVID-19 pandemic.

### **Meeting the Mental Health and Addiction COVID-19 Community Funding Grant**

This project meets the COVID-19 Mental Health and Addiction Grant requirements as follows:

- Community Futures Yellowhead East is a non-profit organizations;
- The programs that will be offered are geared to protect and promote psychosocial well-being and resilience;
- Offering training to ensure that support workers are willing and able to continue to work and small business owners are able to operate business with the correct resources available to them;
- Will increase individual as well as community and business's ability to respond to the adverse effect of COVID-19;
- Will include support for Indigenous communities and indigenous business owners;
- Will include support for those with disabilities and business owners with disabilities;
- Will include support for women, women in business and entrepreneurs and;
- Will be provided free of charge or at a minimal charge.

### **Scope of the Project**

#### **Projected Outcomes**

The expected project outcomes will include:

- Equip vulnerable Albertans and small business owners with skills and strategies necessary to ensure their mental health and social well-being;
- Create business communities, including staff and frontline workers, that are engaged in social well-being through the COVID-19 pandemic and its aftermath;
- Create support within the business communities to ensure social and mental well-being of those affected by COVID-19 and;

- Increased awareness of Community Futures Yellowhead East, Business Support Network and Mental Health Services and the continued support that is provided by the organizations, creating long-term resiliency.

### **Measurements of Anticipated Outcomes**

- Community engagement through course attendance;
- Knowledge and skills provided to care givers through course completion;
- Impact on the business community through attendee feedback via survey during each facilitated training and;
- Follow-up with attendees on continued impact and assessment at six months and one year after training.

### **Marketing**

The project will be promoted to the Community Futures Yellowhead East Region to ensure maximum impact of the programs in mitigating the effect of COVID-19. The availability of the program will be communicated through a variety of means such as news releases, social media posts, hard copy and electronic newsletters, business support organizations, education/training providers, and on partnering community, and business websites. The project will yield an impact that will be part of Community Futures Yellowhead East region and the way that COVID-19 is dealt with and overcome.

### **Contractors:**

The COVID-19 Community Funding Grant will be applied to operating the program. If successful, Community Futures Yellowhead will be using a variety of contractors to facilitate the courses offered to ensure the quality of delivery.

- Alberta Health Services – Mental Health First Aid
- Imagine Institute of Edmonton – Trauma Informed Care
- Mental Health Commission of Canada – Mental Health First Aid First Nations

The contractors being utilized have:

- Strong ties within the Mental Health community



- Respectable ties with the communities being served
- Similar project experience from previous initiatives that were completed
- The skill set which will be critical in the success of the project
- High-caliber training and facilitation abilities

Community Futures Yellowhead East will be responsible for the administration and disbursement of the program and the funds.



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## **COVID-19 Business Viability and Strategic Pivoting:**

Collaborating on Business Post COVID Viability and Pivoting Strategies.

### **Introduction Community Futures Yellowhead East and Community Futures Lesser Slave Lake Region – Growing communities one idea at a time.**

Community Futures Yellowhead East (CFYE) and Community Futures Lesser Slave Lake (CFLSL) Regions are located between the urban centres of Edmonton and Grande Prairie and host joint populations of over 68,000 people, including 10 First Nation communities and 3 Metis settlements. Community Futures is defined by the broad vision to help communities thrive economically, by supporting an entrepreneurial culture and are deeply invested in supporting workforce development. The Community Futures offices are community driven, non-profit organizations staffed by business professionals and guided by a volunteer Board of Directors, providing a wide range of small business services and business management tools for people wanting to start, expand, franchise or sell a business. The offices each run numerous specialized business programs, organize business events and actively work with community and business leaders to foster rural economic growth. Funded in Western Canada by Western Economic Diversification Canada, Community Futures has been supporting small business and rural economic and workforce diversification since 1986. There are 27 Community Futures offices in rural communities throughout Alberta, and a total of 269 across the country.

The joint Community Futures regions host natural resources and are supported by the oil and gas industry, forestry, agriculture, tourism, government, health care and education, plus it is a retail and industrial service center. The region is currently experiencing labour force impacts and challenges due to the economic impacts of the COVID-19 pandemic. There are many layoffs being experienced, wide spread of business closures, the retail sectors are struggling to find workers to meet the current demand, and the critical social distancing measures have impacted employee and consumer behaviors.

The Community Futures offices have combined efforts as a response to the COVID-19 pandemic and the unprecedented workforce development impacts being felt by employers and employees, they have been able to leverage resources to support business resilience through a coordinated response and support the business community. Information has been compiled on the various town websites for easy access to support and resource links, and the offices have been reaching out to employers for information on immediate workforce needs, resources required for development of the workforce, and to assist them in navigating through the crisis. This proposal is a key implementation project, resulting from the decline in the regions labour force due to the pandemic. The impacts of COVID-19 have changed how business and industry hire staff, address labour force challenges and how they can do business moving forward. With that being said, the offices have completed a deeper labour force impacts and employer/employee needs assessment due to COVID-19 and will use this information in order to provide beneficial supports and assistance, along with business viability and business restructuring for post COVID. By identifying the quantitative and qualitative data from small business, SMEs, employees, training providers, post-secondary institutions, and various organizations in the region, we are determining which



approach is needed to assure small business and labour force retention strategies and small business retention strategies align.

**Details of the project would include:**

- Consulting services to complete a series of seminars to the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region businesses. This project would fund a contractor who will provide complete and accurate training to groups of business owners to ensure their viability post COVID-19. The training is to include the following workshops:
  - Design Thinking Workshop: Design thinking is a proven and repeatable problem-solving method that any business or profession can use to achieve positive results. This problem solving method combines creative and critical thinking.
  - Building Resilience: Skills and tools that can be used to increase resilience will be discussed and participants will have an opportunity to practice these skills.
  - Lean Canvas: The lean canvas business model promises an actionable entrepreneur focused business plan.
- Community Futures will provide individual business analysis and will explore deeper into the impacts of COVID-19, on individual businesses found within the regions and make recommendations based on the findings for each business in regards to business viability strategies moving forward;
- Community Futures and their partners would then work with the businesses and the results of the assessment to ensure the success of the business by creating an individual and strategic diversification plan;
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, and the partnering municipalities found within the region jointly fund the proposed project with support through the Rural Opportunities Fund;
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, and the municipalities and communities found within the region will share the data and strategies collected with CFNA;
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, Fox Creek, Whitecourt, Slave Lake High Prairie, Barrhead, Mayerthorpe, Onoway, Alberta Beach and the municipalities found within the region will share the data and strategies collected with the local Chamber of Commerce, EDO's, financial institutions and BDC. And;
- Community Futures Yellowhead East, Community Futures Lesser Slave Lake, Alberta Labour and Immigration, and the communities and municipalities found within the region will maintain and provide business support groups to the businesses located within the regions;

**The contractor's tasks would include:**

- a. Report to the Executive Director of Community Futures Yellowhead East and the Executive Director of Community Futures Lesser Slave Lake;
- b. Provide a series of group workshops to review, analyze and create problem solving methods by combining critical thinking, resiliency training and actionable businesses planning for uncertain economic times. To be delivered in-person in six of the region's communities and virtually to the entirety of the regions;
- c. Community Futures will implement a business analysis and post COVID-19 viability study on the individual businesses within Community Futures Yellowhead East and Community Futures Lesser Slave Lake region including communicating with and aligning the project with business owners, training providers, post-secondary institutions, and various organizations in the regions;
- d. Identify immediate business viability and pivoting needs and challenges and make recommendations on strategies needed to support the findings;
- e. Identify long-term challenges and, anticipated trends due to COVID-19, and strategies to support business owners in the long term and;
- f. Capitalize on the findings making recommendations to determine the best approach to assist with implementation of business viability and pivoting moving forward.

**Evidence of Need:**

COVID-19 has made an impact on the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region small business owners, and the community overall. With the recent outreach being conducted to the region's SMEs it was noted that COVID-19 pandemic has impacted a large number of the businesses surveyed which are experiencing layoffs, and it is undetermined at this time if those would be temporary. In order to proactively plan for the best response based on the needs of the business community and its employees, it is important to provide resources and training to the businesses within Community Futures Yellowhead East and Community Futures Lesser Slave Lake region independently from provincial or regional training. The Economic Developers Alberta had conducted a COVID-19 survey, which indicated that 60% of employers were unable to adapt to service customers with the current business plan model without physically being open and 45% did not have an employee assistance plan. The partial data collected is clear that COVID-19 business viability and pivoting strategies need to be implemented in order to support the business community and its employees however direct training and in depth, individualized business analysis including recommendation is required in order to plan moving forward.

**Meeting the Rural Opportunities Fund Program Requirements**

**This project meets the ROF requirements as follows:**

1. Contributing partners, including the Ministry of Labour, Community Futures Lesser Slave Lake, Community Futures Yellowhead East, and various communities within the regions;

2. The project will identify the needs from the business community in the region through targeting businesses affected by COVID-19 as identified through Labour Market Partnership assessment;
3. The goal of the project is to train and build capacity within individual businesses in order to make recommendations that can be implemented with a coordinated response by the business owners and the partners that will assist in achieving greater balance in the response to COVID-19 and increase business viability;
4. The project will identify strategies, programs, and solutions based on the assessment that will have a positive influence on business viability and pivoting strategies;
5. The project will be completed over 6 months with continued assessment on the COVID-19 impacts that will be sustainable into the future without provincial government funding;
6. The project will provide direct service to existing clients of Community Futures Yellowhead East and Community Futures Lesser Slave Lake, with priority given to youth, indigenous and female entrepreneurs and;
7. The project will identify business risks and liabilities and train business owners on critical thinking and post COVID viability planning.

#### **Scope of the Project Proposed Outcomes**

The expected project outcomes will include:

1. A shared database of business owners, their business needs, COVID-19 impacts and business viability and strategic pivoting assessments;
2. A COVID-19 support model for business viability and strategic pivoting that community leaders, economic development professionals, planners, high schools, post-secondary institutions and private sector employers can respond to that will support business viability and;
3. Short, medium, and long-term recommendations that incorporate the impacts of COVID-19 and the changes to how business and industry conduct business, address business viability challenges and the influence that COVID-19 has and will continue to have on future business viability and the ability of the business community to pivot their business structure for continued success.

#### **Measurement of anticipated outcomes related to the COVID-19 Impact Assessment:**

1. Business viability strategic plans and/or programs as provided by Community Futures implemented by the assessed businesses to address the COVID-19 impacts;
2. Attendance and completion of the workshop series as provided in the six communities as well as virtually;
3. Reporting will focus on business related recovery plans and recommendations toward planning viability and strategic pivoting plans to assist businesses owners based on the findings;
4. Increase in business viability and retention through follow-up with small business owners;

5. Extensive employer program to identify ongoing viability needs and impacts on SMEs due to COVID-19;

6. Successful policies and programs implemented by SMEs to increase business viability, sustainability and resiliency which can be tracked through the Business Visitation Program, surveying, contractor outreach, site visits, and results will be include in the final report and;

7. A complete and accurate report detailing the findings of the assessment and the business needs in the region as a sharable format. To be shared with other Community Future offices, CFNA, Municipalities, local Chamber of Commerce, EDOs, Financial Institutes and the BDC.

#### **Marketing:**

The project will be promoted to the Community Futures Yellowhead East and Community Futures Lesser Slave Lake region to capture an in depth understanding of the COVID-19 business viability impacts through a variety of means such as news releases, social media posts, hard copy and electronic newsletters, site visits with industry groups, business support organizations, education / training providers, etc. and on partner community websites. The project will yield a model that can possibly be rolled out to other rural areas in Alberta that face similar business viability challenges due to COVID-19.

#### **Contractor:**

The Rural Opportunities Fund will be applied to contractor fees. In order to determine the cost of the project and to be able to quickly respond to the pandemic a contractor has been chosen to assist with this project and if successful, this initiative will launch immediately.

The contractor being utilized has:

- Respectable ties with employers and employees in the community;
- Similar project experience from previous successful initiatives that were completed;
- The skill set which will be critical in the success of the project and to be able to manage a variety of aspects for the project; and
- High-caliber research abilities supported by qualitative and quantitative data analysis.

The Reeves Gibbs team is comprised of project managers, coaches, consultants, and subject matter experts that brings together diverse thinkers, doers, and leaders that are united around a shared value for impact including:

- Stakeholder Engagement:
  - Including stakeholder mapping; engagement plans; research, analysis and engagement reporting; community facilitation including workshops, focus groups, interviews, surveys, and open houses.
- Business Strategic Planning:

- Feasibility studies; strategic plans; business development plans; organizational development; demand assessments; economic development planning; capacity building; and long- and short-term planning recommendations.

**aboffice@albertabeach.com**

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**From:** Kelly Carter <kellyc@lifesaving.org>  
**Sent:** June 29, 2020 3:42 PM  
**To:** aboffice@albertabeach.com  
**Subject:** National Drowning Prevention Week Proclamation



**LIFESAVING SOCIETY®**  
*The Lifeguarding Experts*

— June 29, 2020  
west  
inch

His Worship Jim Benedict  
Alberta Beach  
PO Box 278  
Alberta Beach, Alberta T0E 0A0

Dear Mr. Benedict,

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 19-25, 2020 as NATIONAL DROWNING PREVENTION WEEK in Alberta Beach.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society certifies Canada’s National Lifeguards.

National Drowning Prevention Week is one of the Society’s leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada’s drowning rate.

A proclamation from the Alberta Beach would give greater exposure to our lifesaving efforts to residents of Alberta Beach. I hope you will consider our request.

If you have any questions, please contact me at [kellyc@lifesaving.org](mailto:kellyc@lifesaving.org)

Sincerely,

Kelly Carter  
Chief Executive Officer



# Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0  
Telephone: 780-924-3181 • Fax: 780-924-3313

## NATIONAL DROWNING PREVENTION WEEK PROCLAMATION

WHEREAS the mission of the Lifesaving Society Canada is to prevent drowning throughout this great country, and even one drowning in Alberta is one too many; and

WHEREAS most drowning are preventable in a Water Smart Community, and only through Water Smart education and a healthy respect for the potential danger that any body of water may present can we truly enjoy the beauty and recreation opportunities offered by these bodies of water; and

WHEREAS the Lifesaving Society urges Canadians and residents of Alberta Beach to actively supervise children who are in and around the water, to refrain from drinking alcoholic beverages while participating in aquatic activities, and to wear a lifejacket at all times while boating; and

WHEREAS the Lifesaving Society Canada has declared July 19-25, 2020 National Drowning Prevention Week to focus on the drowning problem and the hundreds of lives that could be saved this year.

THEREFORE, BE IT RESOLVED THAT, THE COUNCIL OF ALBERTA BEACH does hereby proclaim July 19-25, 2020 **NATIONAL DROWNING PREVENTION WEEK** in Alberta Beach, and do commend its thoughtful recognition to all citizens of Alberta Beach.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020

---

Jim Benedict, Mayor





VILLAGE OF ALBERTA BEACH  
 COUNCIL AGENDA  
 REQUEST FOR DECISION

## RECOMMENDATION

### ITEM DESCRIPTION OR TITLE

Letter of Consent

### BACKGROUND

- On May 25<sup>th</sup>, 2020, Alberta Beach received a Letter of Consent request, with no Real Property Report, to allow for structures to remain encroaching into two road allowances.
- The Real Property Report (Attachment “A”) submitted on June 4<sup>th</sup>, 2020, completed by Hagen Surveys (1982) Ltd. on the property located at 4403-50<sup>th</sup> Avenue shows a fence post and parking pad encroaching into a road allowance (lane). The report also shows a walking bridge and a concrete retaining wall encroaching into a road allowance (44<sup>th</sup> Street).
- The property’s registered landowner is requesting a Letter of Consent to allow for the structures encroaching into the road allowances remain as sited.
- The registered landowner does not plan to request a Compliance Letter.
- The Development Officer (DO) completed site inspections in May and June 2020. Photos of the encroachments were taken during those inspections. (Attachment “B”)
- The fence post encroaching into the lane was damage by Public Works while grading the road. Public Works replaced and installed the fence post in the original spot using concrete to create a sturdy post that will last for years.
- The contractor poured the portion of the concrete driveway that encroaches into the road allowance (lane) during the driveway construction. According to the landowner, the contractor emptied the extra cement from the mixer on the road allowance to avoid wasting the material, believing the landowner owned that portion of land.

- The registered landowner explained to the DO that the walking bridge and retaining wall were installed by Alberta Beach's Public Works Department to provide the landowner access to the front door of the dwelling.
- The DO noticed during drive-by site inspections that many properties within Alberta Beach have walk-ways built across a ditch to gain access to their property.

## RECOMMENDATIONS

- In the DO's opinion, a person could obtain minor injuries or damage to personal belongings due to a collision into the fence post. However, any injuries or damage would be minimal because the post is small and made of wood. Therefore, a Letter of Consent would be appropriate to allow this encroachment to remain as sited.
- In the DO's opinion, the concrete parking pad that encroaches into the road allowance would have minimal safety concerns to the public. Therefore, a Letter of Consent would be appropriate to allow this encroachment to remain as sited.
- In the DO's opinion, the retaining wall and walking bridge over the ditch to gain access to the front door is not unreasonable. The walking bridge is 0.78 m (2.5 ft.) from the edge of 44<sup>th</sup> Street. If a person were to collide into the walking bridge, they should not experience life-threatening injuries as the walking bridge is small and made of wood. Therefore, a Letter of Consent would be appropriate to allow this encroachment to remain as sited.
- The DO would include the following conditions within the Letter of Consent:
  1. The registered landowner(s) acknowledge that they are solely responsible for the Encroachment and agree that they will, to the full extent of the law, shall indemnify and hold harmless Alberta Beach, its employees, agents, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client full indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly, or indirectly out of, the existence of the Encroachment, or by reason of any matter or anything done, permitted or omitted to be done, by the Owners or their heirs, executors, administrators and assigns, and whether occasioned by negligence or otherwise;
  2. The registered landowner(s) shall assume all risk of personal injury or death and damage to all real or personal property, including the registered landowners' property comprising of the Encroachment, arising out of the presence of the Encroachment upon the Municipal Road Allowance, however such injury or damage is caused;
  3. At such a time if any of the structures need replacing or is considered unsightly, it will be the responsibility of the registered landowner(s) to remove and rebuild the structures on or within their property line, at the registered landowner(s) expense;

4. At any time, Alberta Beach may request in writing that a structure shall be removed from the Road Allowance at the registered landowner(s) expense within a reasonable time; and
5. The registered landowner(s) are fully responsible for notifying future purchasers of the property of this obligation should they sell the property in the future.

The DO recommends four (4) options for Councils consideration regarding the structures encroaching into the two Municipal Road Allowances, which are listed below:

**First**, Council may allow the structures to remain as sited through a Letter of Consent, with the above conditions included in the letter.

**Second**, Council may agree to enter into an Encroachment Agreement with the registered landowner to allow for the structures to remain as sited.

**Third**, Council may request that all the structures encroaching into the Municipal Road Allowances be removed and rebuilt on the subject lands within a specific timeframe, at the registered landowner's expense.

Or

**Fourth**, Council may request that a number of the structures encroaching into the Municipal Road Allowances be removed and rebuilt on the subject lands within a specific timeframe at the expense of the registered landowner. As well as the landowner obtaining a Letter of Consent, or enter into an Encroachment Agreement with Alberta Beach, to allow for the other structures to remain as sited within the Municipal Road Allowances.

## ATTACHMENTS

- Attachment "A" – Request for Letter of Consent
- Attachment "B" – Real Property Report
- Attachment "C" – Photos of Encroachment

Attachment "A"

ATT KATHY SKWARCZAK  
Chief Admin Officer

RE: - HOT IN PLAN 6604 AO  
BLOCK 3

LN 03 - 50 AVE  
ALBERTA BEACH  
TO R O A O

I have been advised to write a Request Letter  
of Encroachment for the GARAGE, PARKING PAV  
+ POST for fence for the above Property.

That you could type a letter of agreement that it  
is acceptable by the Village of Alberta Beach.

This is required for legal purposes and the  
development officer KIM KOZAK will take it  
from there. As we are selling our Property and  
the New Owners will require this.

A New up to date R.P. Report is being prepared.  
Hagen will be coming out next week to do the  
survey.

Thank you for the help you gave us. Jim on it  
and so is KIM we have met.

Let me know when this letter is ready for pick up.  
I will give a copy to the development Officer KIM KOZAK.

Thanking you  
Yours Sincerely,

RECEIVED MAY 25 2020

Attachment "B"

# Alberta Land Surveyor's Real Property Report HAGEN SURVEYS (1982) LTD.

ALBERTA LAND SURVEYORS  
6522 - 22 STREET  
EDMONTON - ALBERTA  
T6P 1K2  
TELEPHONE: 464-5526

D.J. HAGEN, A.L.S.    G.D. CROSS, A.L.S.    N.R. RONKO, A.L.S.    D.G. CHEN, A.L.L.    A.L. SPIVAK, A.L.S.

CLIENT: \_\_\_\_\_ PAGE 1

LEGAL DESCRIPTION: Plan 6604 A.O.  
Block 3  
Lot 14  
4403 - 50 Avenue  
Alberta Beach

DATE OF SURVEY: June 1, 2020      DATE OF TITLE SEARCH: May 22, 2020

**CERTIFICATION:**

I HEREBY CERTIFY THAT THIS REPORT, WHICH INCLUDES THE ATTACHED PLAN AND RELATED SURVEY, WAS PREPARED AND PERFORMED UNDER MY PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE ALBERTA LAND SURVEYORS' ASSOCIATION'S MANUAL OF STANDARD PRACTICE AND SUPPLEMENTS THERETO. ACCORDINGLY, WITHIN THOSE STANDARDS AND AS OF THE DATE OF THIS REPORT, I AM OF THE OPINION THAT:

1. THE PLAN ILLUSTRATES THE BOUNDARIES OF THE PROPERTY, THE IMPROVEMENTS AS DEFINED IN PART D, SECTION 8.5 OF THE ALBERTA LAND SURVEYORS' ASSOCIATION'S MANUAL OF STANDARD PRACTICE, AND REGISTERED EASEMENTS AND RIGHTS-OF-WAY AFFECTING THE EXTENT OF THE TITLE TO THE PROPERTY;

2. THE IMPROVEMENTS ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PROPERTY; EXCEPT:

3. NO VISIBLE ENCROACHMENTS EXIST ON THE PROPERTY FROM ANY IMPROVEMENTS SITUATED ON AN ADJOINING PROPERTY; EXCEPT:

4. NO VISIBLE ENCROACHMENTS EXIST ON REGISTERED EASEMENTS OR RIGHT-OF-WAY AFFECTING THE EXTENT OF PROPERTY; EXCEPT:

**ADDITIONAL INFORMATION:**

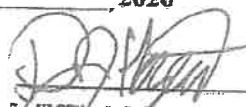
PURPOSE: THIS REPORT AND ATTACHED PLAN HAVE BEEN PREPARED FOR THE BENEFIT OF THE PROPERTY OWNER, SUBSEQUENT OWNERS AND ANY OF THEIR AGENTS FOR THE PURPOSE OF A LAND CONVEYANCE. COPYING IS PERMITTED ONLY FOR THE BENEFIT OF THESE PARTIES, AND ONLY IF THE PLAN REMAINS ATTACHED. WHERE APPLICABLE, REGISTERED EASEMENTS AND UTILITY RIGHTS OF WAY AFFECTING THE EXTENT OF THE PROPERTY HAVE BEEN SHOWN ON THE ATTACHED PLAN, UNLESS SHOWN OTHERWISE. PROPERTY CORNER MARKERS HAVE NOT BEEN PLACED DURING THE SURVEY FOR THIS REPORT.

THE ATTACHED PLAN, SHOULD NOT BE USED TO ESTABLISH BOUNDARIES BECAUSE OF THE RISK OF MISINTERPRETATION OR MEASUREMENT ERROR BY THE USER.

THE INFORMATION SHOWN ON THIS REAL PROPERTY REPORT REFLECTS THE STATUS OF THIS PROPERTY AS OF THE DATE OF SURVEY ONLY. USERS ARE ENCOURAGED TO HAVE THE REAL PROPERTY REPORT UPDATED FOR FUTURE REQUIREMENTS.

DATED AT Edmonton ALBERTA June 4, 2020

© THIS PLAN IS PROTECTED BY COPYRIGHT AND NO PERSON MAY COPY, REPRODUCE, DISTRIBUTE OR ALTER THIS PLAN IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF THE AUTHORIZED ALBERTA LAND SURVEYOR SIGNING THIS DOCUMENT.

  
D.J. HAGEN, A.L.S.    G.D. CROSS, A.L.S.  
N.R. RONKO, A.L.S.    D.G. CHEN, A.L.S.  
A.L. SPIVAK, A.L.S.

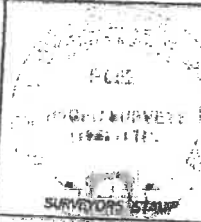


Alberta Land Surveyor's Real Property Report  
**HAGEN SURVEYS (1982) LTD.**

ALBERTA LAND SURVEYORS  
 8929 - 20 STREET  
 EDMONTON - ALBERTA  
 T6P 1K3  
 TELEPHONE: 464-5508

D. J. HAGEN A.L.S.  
 G. D. CROSS, A.L.S.

N. R. RONSKO, A.L.S.  
 D. G. CHEN, A.L.S.

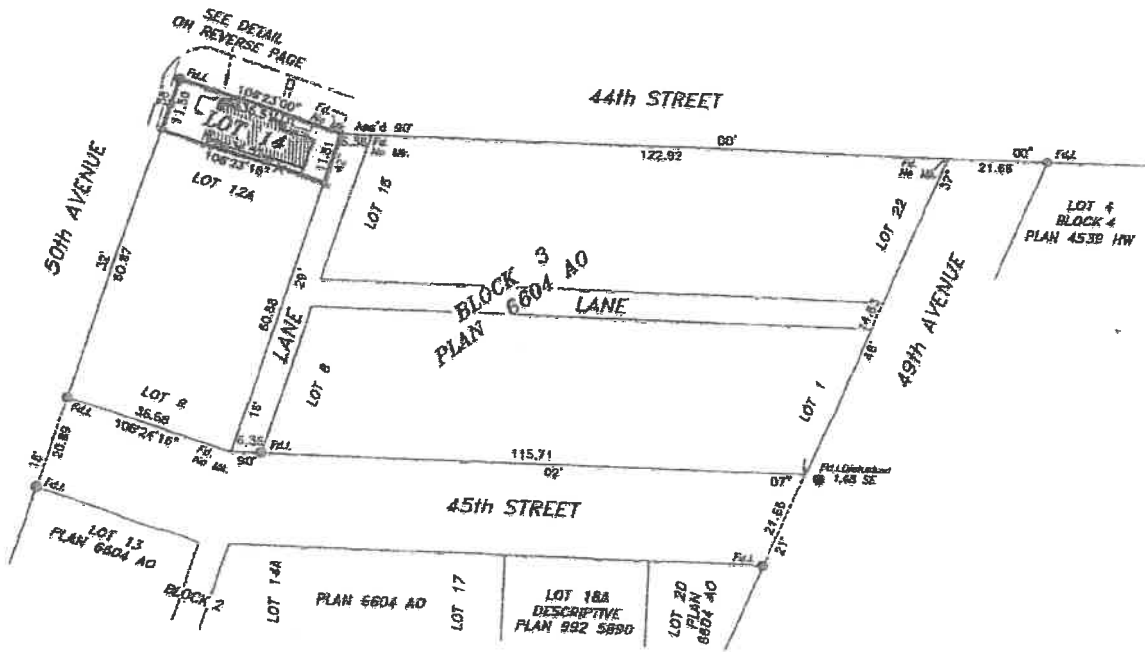


CLIENT:

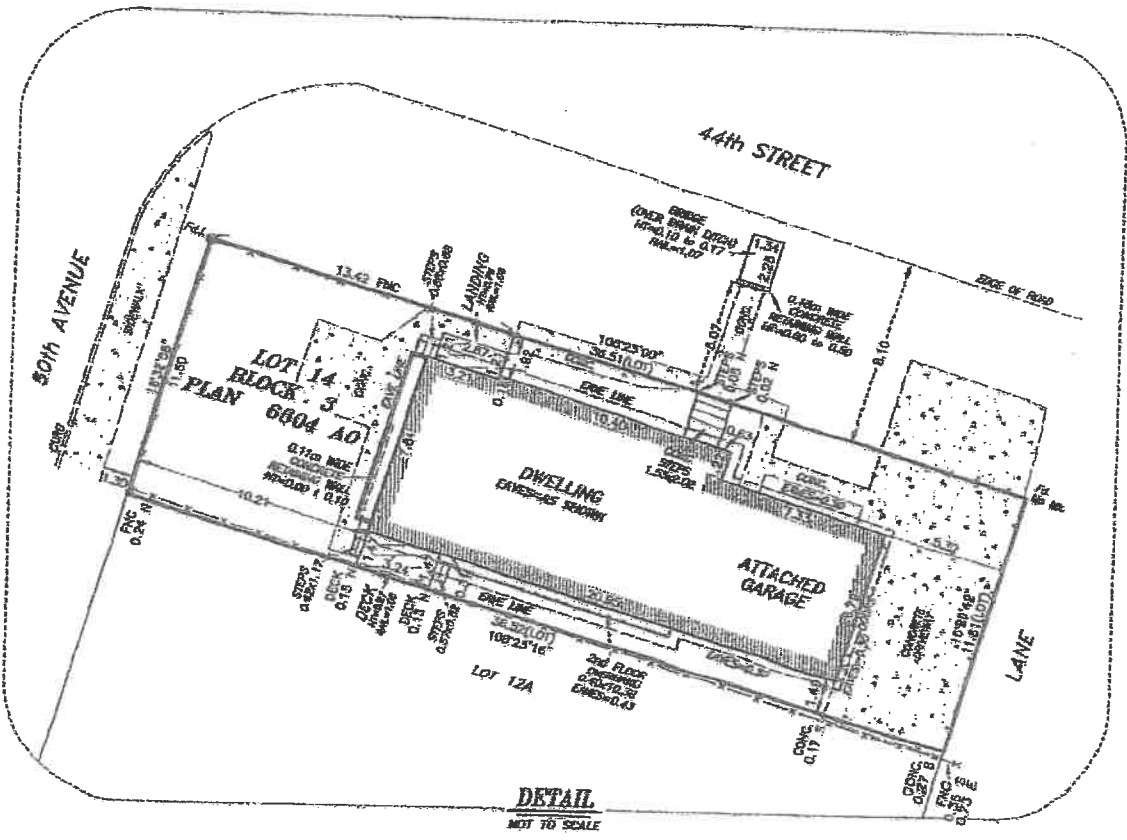
PAGE 2

LEGEND:

ASSUMED BUILDING DOCUMENT RETURNING ACCESS ROAD POWER POLE	ASS'D BLDG. DOC. RET. A/R #PP	BAY WINDOW DRIVEWAY FOUNDATION ASPHALT BUILDING BASEMENT	B/W B/W FDN. ASPHL BLDG. BSMT.	ADJACENT CONCRETE EAVES FENCE TYPICAL BRICK PLANTER	ADJ. CONC. E TYP. R.P.	FIREPLACE FRIGHT-OF-WAY SIDEWALK FENCE OVERHANG ATTACHED	F.P. R/W S/W F.CE. O/H ATT.	IRON POST FOUND MARK BOUNDARY SUBDIVISION PROPERTY LINE	L. Fd. Mh. SET. SUB. P/L	HEIGHT ENCROACHES MOVEABLE RADIAL BRICK FACING METRES	HT. ENC. (M) (R) B.F. m
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- NOTES:
1. ALL DIMENSIONS ARE IN METRES AND DECIMALS THEREOF
  2. UNLESS OTHERWISE SPECIFIED, THE DIMENSIONS SHOWN RELATE TO DISTANCES FROM PROPERTY BOUNDARIES TO OUTSIDE WALLS ON THE DATE OF SURVEY.
  3. THIS PLAN IS PAGE 2 OF A REAL PROPERTY REPORT AND IS INEFFECTIVE IF IT IS DETACHED FROM PAGE 1.
  4. COPY OF TITLE SHOWN ON REVERSE SIDE OF THIS DOCUMENT
  5. FENCES SHOWN IN URBAN AREAS ONLY.
  6. ALL FENCES SHOWN ARE WITHIN 0.20m OF THE PROPERTY LINE UNLESS OTHERWISE NOTED.
  7. ALL MEASUREMENTS TO FENCES ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
  8. UNDERGROUND UTILITIES NOT LOCATED.
  9. ALL YARD DIMENSIONS SHOWN ARE PERPENDICULAR OR RADIAL FROM PROPERTY LINES UNLESS OTHERWISE INDICATED.
  10. THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE (IN BLUE INK) AND A RED HAGEN SURVEYS (1982) LTD. REPORT STAMP



Attachment "C"





