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**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** November 16, 2020 2:39 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS Together4Health Headlines - COVID Community Update

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Together  Health

# Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**, a weekly newsletter designed 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. 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 [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.

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## Today's Update:

- **COVID-19 Status**
  - Cases in Alberta
  - COVID-19 Testing for Healthcare Workers - The Latest Numbers
- **Things You Need to Know**
  - Alberta Government Introduces New COVID-19 Restrictions
  - Contact Tracing Update
  - Updates to Designated/Family Support and Visitor Access in AHS Acute Care Facilities
  - Influenza Immunization Update
  - New general surgeon, family physician recruited to St. Paul
- **Join the Conversation**
  - Invitation to participate in Red Deer Regional Hospital Centre Workshop
  - Transform Your Stress
- **Be Well - Be Kind**
  - Celebrating a Safe Diwali
  - Verna's Weekly Video Message - National Philanthropy Day

- Photo of the Week - Sharing a Smile
- Foundations Good News
- Sharing the Love - Gratitude from Albertans

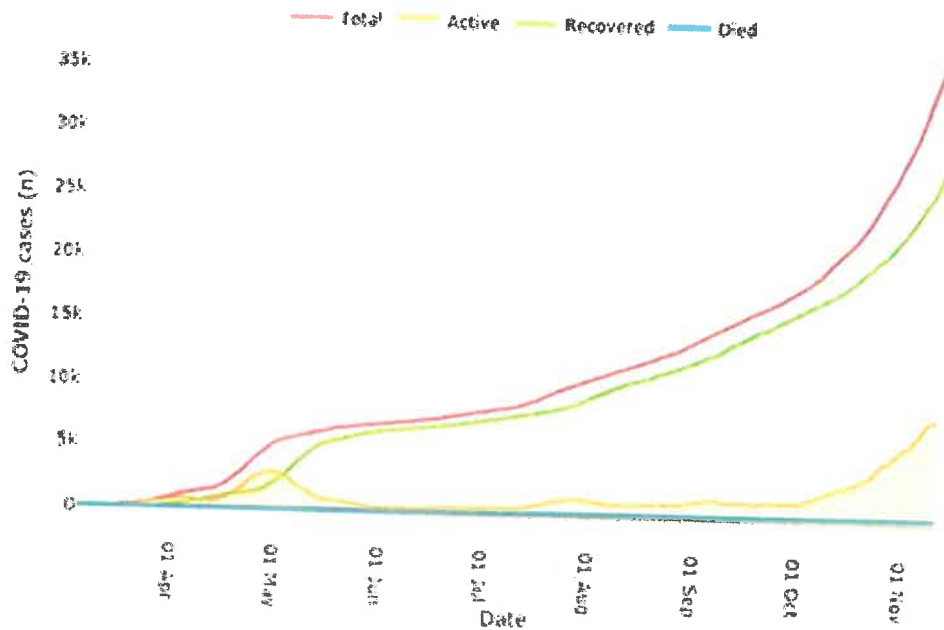
## COVID-19 Status

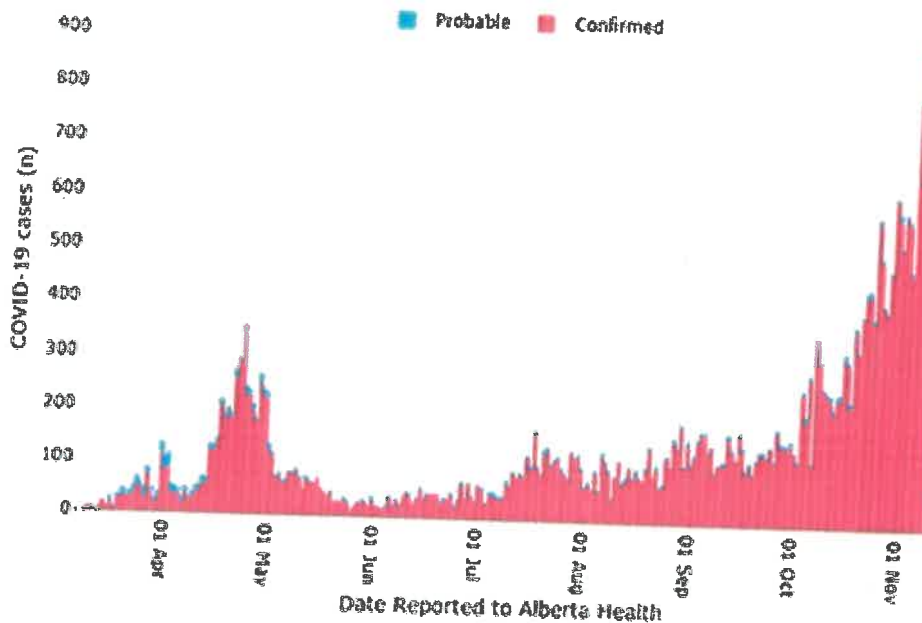
### Cases in Alberta

We are disheartened to see the rates of COVID-19 infection in Alberta continue to trend upward. The average number of daily new cases for the week ending on November 11 is 742, compared to 596 cases the previous week, a 24 per cent increase. On November 12, a record high number of new cases in a single day occurred with 930 new cases. We're seeing the most dramatic increases in infections in people between the ages of 20 to 49, with 2,832 cases in the past week, which is 55 per cent of all new cases.

Across the province, there is a record number of active cases this past week: 8,305 individuals currently have COVID-19 in Alberta, up 26 per cent from the week before. Calgary and Edmonton continue to face intense pressure from high rates of infection with 3,504 and 3,387 active cases, respectively. Calgary's cases account for 42 per cent of the total cases in Alberta, while Edmonton's are 41 per cent.

The graphs below, taken from a report by Alberta Health, visually depict the recent steep rise in cases in our province. The full report details for the graphs below are available [here](#), under the tabs for Total Cases and Severe Outcomes.





### **Hospital Capacity**

The number of individuals being treated for COVID-19 in Alberta hospitals is also very concerning and continues to rise. On November 12, there were 240 individuals in Alberta hospitals – another record number - with 186 of those in non-intensive care units (ICUs) and 54 in ICUs. This is 46 per cent more hospital admissions than we had the week before, when there were 164 individuals in Alberta hospitals, with 130 of those in non-ICUs and 34 in ICUs.

As we see these numbers continue to rise we are carefully monitoring and managing our hospital and ICU capacity.

Currently, capacity at Edmonton and Calgary Zone hospitals is frequently exceeding 100 per cent. Some units are seeing occupancy as high as 125 per cent. Much of this is being driven by the need to isolate COVID-positive or likely COVID-positive patients or close contacts. Between Calgary and Edmonton, we have about 800 isolation beds, however we are currently using about 1,200 isolation beds, meaning some beds in multi-bed rooms cannot be used.

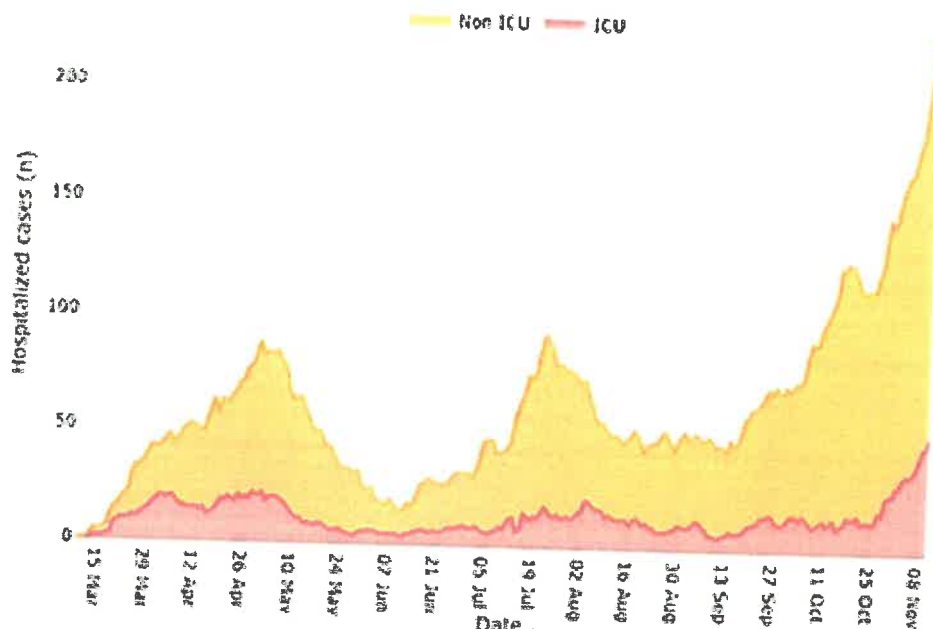
In addition to this, more than 500 continuing care beds across all five AHS zones are currently closed due to site outbreaks. Patients who would normally be transferred from hospital to a continuing care centre are having to wait longer in hospital. This also limits the number of available hospital beds.

For these reasons, AHS has already initiated new measures in Edmonton to reduce the strain on our hospitals.

In Edmonton, new surge capacity measures were put in place two weeks ago to better support safe patient care. This included postponing up to 30 per cent of scheduled, non-emergency surgeries, and some ambulatory care clinic visits. These measures allow frontline teams to be redeployed to other areas to meet demand and ease pressure points. Taking these steps has helped ease pressure, but we continue to work to meet the demands of capacity and find ways to reduce the pressure on our hospitals.

Calgary Zone and South Zone are planning additional surge capacity measures over the next 7-14 days.

Ultimately, we need Albertans to work hard to reduce the amount of COVID-19 transmission in our communities to ensure we have the capacity to care for those who need it most.



In total, since the start of the pandemic in this province, 393 Albertans have died from COVID-19, including 38 in the current week. We continue to extend our condolences to the families of these individuals, and to all who have lost loved ones during this time.

Here is some other notable information from this past week:

- As of November 11, there has been a total of 36,405 cases of COVID-19 in Alberta, with a total of 1,308 individuals having been hospitalized. This is 3.6 individuals for every 100 cases. In all, 27,707 Albertans have recovered from COVID-19.
- As of November 12, AHS has confirmed 1,610 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. Currently, 597 out of 2,415 schools in the province have reported an individual has attended their school while infectious or had in-school transmission. The Edmonton Zone has the highest numbers of both in-school transmission and schools currently on alert, outbreak or watch.

Please note, we're unable to report on laboratory testing data of COVID-19 numbers this week due to technical issues at Alberta Health.

### COVID-19 Testing for Healthcare Workers - The Latest Numbers

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 November 10:

- 62,816 employees (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those, 1,205 (or 1.92 per cent) have tested positive.
- Of the 651 employees who have tested positive and whose source of infection has been determined, 186 (or 28.6 per cent) acquired their infection through a workplace exposure. An additional 554 employees who have tested positive are still under investigation as to the source of infection.
- 4,028 physicians (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those, 64 (or 1.59 per cent) have tested positive.
- Of the 42 physicians who have tested positive and whose source of infection has been determined, seven (or 16.7 per cent) acquired their infection through a workplace exposure. An additional 22 physicians who have tested positive are still under investigation as to the source of infection.

## Things You Need to Know

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### Alberta Government Introduces New COVID-19 Restrictions

In an effort to reduce the spread of COVID-19 in Alberta, the Government of Alberta announced new restrictions to specific areas, business and activities in Alberta. Starting November 13, all restaurants, bars, lounges and pubs in [regions under enhanced status](#) must cease liquor sales by 10 p.m. and close by 11 p.m. This restriction will remain in place until November 27.

There will also be a two-week ban on indoor group fitness classes, team sport activities and group performance activities in Edmonton and surrounding areas, Calgary and surrounding areas, Grande Prairie, Fort McMurray, Red Deer and Lethbridge.

Additional public health measures will also be implemented in all regions under an enhanced status, including both voluntary and mandatory restrictions related to social gatherings, which will be in place until further notice:

- Maximum attendance of 50 at wedding or funeral ceremonies. Like all social and family gatherings, receptions in association with these ceremonies are limited to 15 people
- It is recommended all faith-based activities limit attendance to one-third capacity per service
- Residents should not hold social gatherings within their homes and should not plan social gatherings outside their community
- It is recommended employers in office settings implement measures to reduce the number of employees in the workplace at one time

More information about the new restrictions can be found, [here](#). There is also an at-a-glance resource regarding the new restrictions available, [here](#).

All existing guidance and legal orders remain in place in all areas. Specific information related to your local community is available, [here](#).

### Contact Tracing Update

Efficient identification and notification of close contacts of COVID-19 remains critical to Alberta's fight against COVID-19. Rapid notification of close contacts ensures that those exposed can isolate and get tested before potentially spreading disease to others.

On November 12, a new Alberta Health Services online tool was announced that will allow automated texting of close contacts of positive COVID-19 cases in our province.

Albertans who receive a positive COVID-19 result will now be asked to immediately visit [ahs.ca/closecontacts](https://ahs.ca/closecontacts) and click on the COVID-19 Close Contact Tool, where they will enter information, including phone numbers of known close contacts. Once submitted, our contact tracing team will review all close contacts with the positive case, and an automated text message notification, including additional guidance and instructions, will be delivered to all close contacts whose phone numbers are provided.

The confidentiality of positive cases will be protected – they will not be identified in these text messages.

This tool will further support Albertans as they collaborate with our Contact Tracing team on notification of close contacts. It will also improve the efficiency of contact notifications.

As announced on [November 5](#), AHS will also continue to directly contact all close contacts of cases in healthcare workers, minors (parents will be notified if their child has been exposed in a school setting), and individuals who live or work within congregate or communal facilities, through either phone or email.

School-related contacts will continue to receive email notification from AHS, and workplaces and [organizers of events](#) of 10 or more attendees will also still be asked to notify the appropriate staff and all attendees, respectively.

In addition to this new online tool, AHS has also posted 425 new positions for hiring onto the contact tracing team. All positions can be viewed online at [ahs.ca/contacttracingjobs](https://ahs.ca/contacttracingjobs).

We also encourage Albertans to download the [Alberta Trace Together app](#), which provides our contact tracing teams with another source of information when working with Albertans to identify close contacts.

As we work to deploy information, innovative approaches and new staff, it also remains critical that all Albertans limit their social bubble, and follow all other public health guidance.

### **Updates to Designated/Family Support and Visitor Access in AHS Acute Care Facilities**

Effective November 16, access to AHS acute care sites for the purposes of visitation is limited to designated family/support persons. Visitor access is restricted for patients at end-of-life and for those receiving critical care for a life-threatening illness. Exceptions will be made for faith/religious leaders, elders, an elder's helper, traditional knowledge keeper or legal supports who are requested by the patient or alternate decision-maker. These visits must be booked in advance with the service area.

This decision was not made lightly. We must do all we can to protect our patients, and the staff caring for them. We recognize that family and loved ones play an important role in the emotional and physical well-being of our patients, and will work with families and facilities to continue to support virtual visitation.

We are also encouraging staff, patients/residents, and designated family/support persons to work together to reduce the amount of time spent in AHS facilities by considering what support needs to be provided in person and what can be provided virtually. Designated family/support persons should assess their risk of exposure and transmission of COVID-19 before they enter an AHS site. To support this, we have created two brochures for designated family/support persons: [Know Your Risk](#) and [Know Your Role](#).

As we continue to see a rise in COVID-19 cases across the province, changes have been made to the [AHS Designated Family/Support and Visitor Access Guidance](#) including ambulatory appointments (for both pediatrics and adults), replacement support persons, outdoor visitation, patient off-site passes and Indigenous considerations during a patient's care journey. More information is available at [ahs.ca/visitation](https://ahs.ca/visitation).

### **Influenza Immunization Update**

More than one million doses of influenza vaccine have been administered in Alberta, an increase of more than 200,000 doses from last week. To date, there have been no reported cases of seasonal influenza. The third weekly influenza data report is now available at [ahs.ca/influenza](https://ahs.ca/influenza).

This is a great start to the season. However, with the cases of COVID-19 on the rise, we need to continue to do what we can to keep influenza out of our healthcare system, so we can focus on COVID-19.

In addition to influenza immunization, public health measures such as [physical distancing](#), [masking](#), [limiting your social bubble](#) and maintaining [hand hygiene](#) continue to be critical to our fight against COVID-19 and other cold and flu-like illnesses, including influenza.

Let's work together to protect each other from a vaccine-preventable illness and reduce the strain on our healthcare system. [Click here](#) for more information on the public health clinics.

### **New general surgeon, family physician recruited to St. Paul**

A new general surgeon is expected to begin practising in St. Paul in February, and will be moving here with family from Saskatchewan in the coming months. Recruitment for this position began last month after the town's previous general surgeon announced a move to Cold Lake.

A new family medicine physician has also been recruited and is expected to be working in St. Paul by April. This physician will be joining the community from overseas and AHS is currently working closely with the physician and the College of Physicians and Surgeons (CPSA) to finalize details. AHS will update the community as more information becomes available.

Recruitment has been ongoing for other physician vacancies in St. Paul, including two family medicine physicians with low-risk obstetric skills. All vacancies are posted online at [www.doctorjobsalberta.com](https://www.doctorjobsalberta.com).

Read the full news release [here](#).

## **Join the Conversation**

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### **Invitation to participate in Red Deer Regional Hospital Centre Workshop**

*Have you used outpatient (ambulatory) care services at the Red Deer Regional Hospital Centre as a patient or family member within the past 12 months?*

AHS is hosting a **1-hour patient workshop** Monday, November 23, 2020 from 3:00-4:00 pm. This purpose of this workshop is to help Alberta Health Services (AHS) plan a new ambulatory care facility as part of the *Red Deer Regional Hospital Centre Redevelopment Project*. Through a facilitated conversation we will identify and validate what is working well, what is not working well, and areas for improvement.

To register, please contact Tara Duhaney: [Tara.Duhaney@ahs.ca](mailto:Tara.Duhaney@ahs.ca).

### **Transform Your Stress**

#### *The Resilience Advantage — Strategies for Managing Stress in Challenging Times*

**Part 1:** Led by AHS certified professionals, this interactive workshop includes a basic discussion of stress plus looks at different ways to manage stress, including 2 HeartMath® breathing techniques.

Participants will come away with an understanding of the impact of emotions on the body, along with an action plan to address their own stress.

- **Wednesday, Nov. 25, 2020 from 10:00 to 11:45 a.m.** To register:  
<https://albertahealthservices.zoom.us/j/6vvrjstHNLPRw8ECwJQFgQOOn0Ne11av>

**Part 2:** Led by AHS certified professionals, this interactive workshop will discuss perception, decision-making and communication using the HeartMath® tools taught in Part 1. **Note:** Part 2 is a continuation of concepts learned in Part 1, so completion of Part 1 is essential to participate in Part 2.

- **Wednesday, Dec. 2, 2020 from 1:30 to 3:15 p.m.** To register:  
[https://albertahealthservices.zoom.us/j/2tjz0rHdGauaHK-t\\_LkDiMyVMQXEAg](https://albertahealthservices.zoom.us/j/2tjz0rHdGauaHK-t_LkDiMyVMQXEAg)

For more information on HeartMath® or the upcoming courses, email [ahs.heartmath@ahs.ca](mailto:ahs.heartmath@ahs.ca).

## **Be Well - Be Kind**

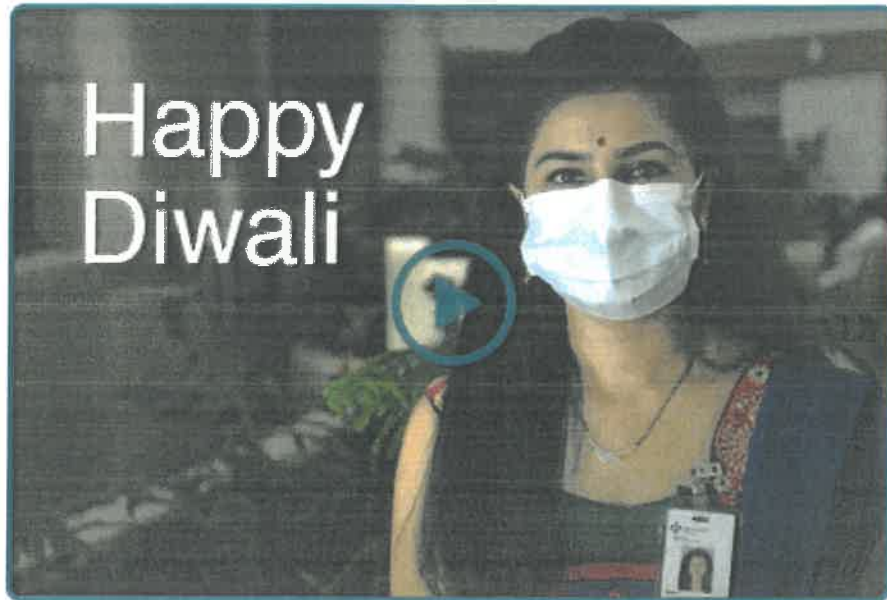
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### **Celebrating a Safe Diwali**

Many in Alberta's community are celebrating Diwali this week and we want to offer our warm wishes as they enjoy the Festival of Lights and all it represents. We know this is an important celebration and this year it's perhaps even more important than ever to focus on positive activities, given current stress and pressures.

With COVID-19 cases rising in our province, we want to make sure that no matter what our celebrations and activities are, we continue to protect ourselves and others from this virus. Remember, at this time, no social gatherings are permitted in private homes in Edmonton and Calgary, or in communities on the province's watch and enhanced measures lists. Please consider staying connected with friends or family through Skype or Zoom. For those not living in an area under enhanced status, gatherings must be 15 or fewer people. Maintain a two-metre, or six feet, distance from people not in your cohort — for instance, people who don't live in your household.

This [video](#) is a great reminder of the steps we can take to stay safe.



Happy Diwali to all of our friends and colleagues celebrating the Festival of Lights.

**Verna's Weekly Video Message — National Philanthropy Day**

November 15 is National Philanthropy Day, an opportunity to thank our many philanthropic partners and the donors, sponsors and volunteers who support Alberta Health Services.

Together, our partners raise over \$260 million each year for healthcare enhancements, including equipment, programs and research across the province and in our communities.

And they have continued to step up in support of our pandemic response, funding emerging needs and pursuing new partnerships in support of our patients and their families.

We are proud of our work with our partners, and joining me (Verna) on the vlog to tell us more are:

- Wendy Beauchesne, CEO with Alberta Cancer Foundation.
- Heather Bach, Executive Director with Medicine Hat and District Health Foundation.
- Mike House, President and CEO with Stollery Children's Hospital Foundation.

Wendy, Heather and Mike discuss [National Philanthropy Day, fundraising trends they are seeing during the pandemic, and what the future holds for healthcare philanthropy.](#)





**Photo of the Week — Sharing a Smile**



We're highlighting a photo every week which illustrates the efforts, compassion and achievements of AHS teams and our partners, as we respond to the pandemic and support Albertans who come to us for care. This week's photo features respiratory therapist Heather Mughal sharing a smile with patient Gail Kidd.

To see all our AHS photos, visit our [Instagram Gallery](#) on the AHS website.

**Foundations Good News**

Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)

*[Foundations Show Innovation with Holiday Fundraising Events](#)*

This time of year, many of our foundation partners host their annual holiday fundraising events. Whether it is the Festival of Trees in Grande Prairie or the Christmas Tree Festival in Lethbridge, these events are a longstanding tradition in communities across Alberta.

Each event provides an opportunity for families and friends to kick off the holiday season and support a great cause. However, with COVID-19, our partners have needed to look at different ways of hosting their events this year.

Instead of an in-person gala or luncheon, our partners are re-inventing their events so they take place virtually, or in a safe, physically-distanced way. While events like the Festival of Trees will look much different this year, the foundations have done a remarkable job at planning new and innovative activities for their communities, such as virtual visits with Santa, physically-distanced winter wonderlands, and online auctions.

This year has been challenging for everyone—including our philanthropic partners—and we want to take this opportunity to thank them for their ongoing support, perseverance and commitment toward healthcare in our province. As you and your loved ones get ready for the holiday season, we encourage you to consider taking part in one of their upcoming fundraising events, listed below:

- Nov. 12 – Dec. 12: [Christmas Tree Festival \(Chinook Regional Hospital Foundation\)](#)
- Nov. 14 – 28: [Festival of Trees \(Red Deer Regional Health Foundation\)](#)
- Nov. 14 – 28: [Festival of Trees \(Northern Lights Health Foundation\)](#)
- Nov. 16 – Dec. 15: [Avenue of Trees \(Sheep River Health Trust\)](#)
- Nov. 20 - Dec. 20: [Festival of Trees \(University Hospital Foundation\)](#)
- Nov. 22 - 29: [Festival of Trees \(Grande Prairie Regional Hospital Foundation\)](#)
- Nov. 29: [Calgary Santa Run & Walk \(Calgary Health Foundation\)](#)
- Dec. 4: [Candy Cane Gala \(Alberta Children's Hospital Foundation\)](#)
- Dec. 7: [Snowflake Gala - Snowed In \(Stollery Children's Hospital Foundation\)](#)

#### ***Glenrose Rehabilitation Hospital Foundation Courage Awards***

Each year, the Courage Awards celebrate the rehabilitation journeys of patients from the Glenrose Rehabilitation Hospital.

As the 2020 Courage Award recipients, Ioan, Bill and Herman each demonstrated remarkable strength and perseverance in the face of adversity.

Watch the Courage Awards [here](#).

#### **Sharing the Love - Gratitude from Albertans**

Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you — and you can see others on our [Sharing the Love](#) webpage.

*I just want to say how grateful we are in the Sturgeon IV Therapy Clinic to all of the departments who have helped us with our hiccups since going live with CC! Lab, RT, ER, Blood Bank, Management, Physicians, Inpatients, and CC Super Users at the Sturgeon - You have all stepped up to help our ambulatory clinic work out our particular kinks and we want you to know how much we appreciate your kindness and patience! Thank you, thank you, thank you!!!*

- Suzanne M.

*Dear ALL healthcare workers, We are so grateful to have you and wish to thank you for all your long hours spent taking care of the sick! You are rock stars!*

- Anonymous

#### **Wrapping Up**

Let's be frank - it's been a hard dose of reality this week as we face more restrictions in our province to help manage the spread of COVID-19. This feels like a very good time to remind ourselves that we need to be kind to one another. And to remember that none of us wants this pandemic. None of us wants the restrictions that it is bringing. None of us wants to have our routines and activities disrupted. We are truly in this together, because we are forced to face it head on as a province, but also because Albertans come together when we're

put to the test. We want to help each other, we rise to the occasion, we do the right thing and we join forces to affect change.

It's something we said often at the start of the pandemic, and perhaps bears repeating: together, we can make a difference and reduce the spread of COVID-19 – by heeding the health protocols, taking the steps to reduce our contacts, and supporting one another every step of the way. We've impacted the spread of COVID-19 in the past months and we can do it again. Don't give up and don't forget to reach out if you need help. We will continue to stand together as Albertans, to protect the health of our families, friends and those who are most vulnerable. Thank you for being examples of hope to your communities and for modelling the measures that will help us recover from COVID-19.

As always, with gratitude and appreciation,



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

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

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# Together Health Headlines

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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 [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.

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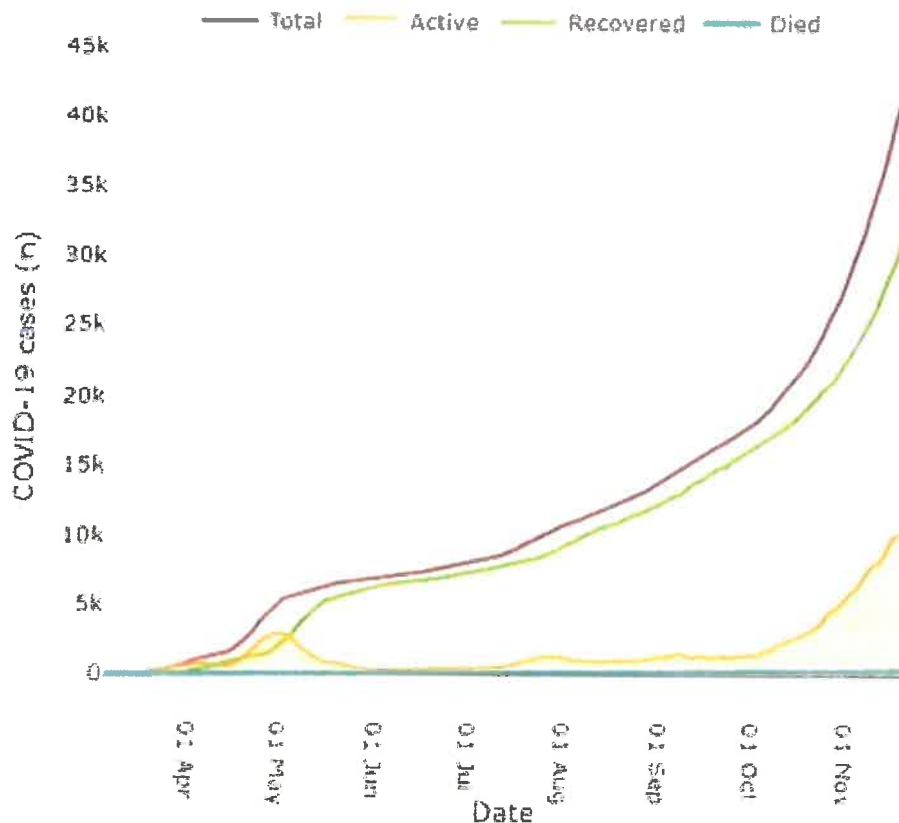
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  - Cases in Alberta
  - COVID-19 Testing for Healthcare Workers - The Latest Numbers
- **Things You Need to Know**
  - Verna's Weekly Video Message - Our Outbreak Response
  - New mobile COVID-19 assessment centres open in Edmonton Zone
  - Influenza Immunization Update
  - Accreditation Canada Commends AHS Staff & Physicians
  - *Straight Talk* Shared in New Video Series
- **Join the Conversation**
  - Meet our Council Members
  - Managing Emotional Eating workshops offered via Zoom
- **Be Well - Be Kind**
  - Photo of the Week - 'I Got You'
  - Foundation Good News

## COVID-19 Status

### Cases in Alberta

Alberta reached a troubling milestone this past week when, for the first time, the province surpassed 1,000 daily new COVID-19 cases — not just once but three times, with 1,036 cases reported on Nov. 13, 1,107 cases Nov. 18 and 1,155 Nov. 19. Overall, the average number of daily new cases for the week ending on Nov. 18 is 913, compared to 741 cases the previous week, a 23 per cent increase. Over that period, there were 3,622 cases among individuals aged 20 to 49 years, which is 57 per cent of all new cases.

Sadly, there's another grim milestone to report. The number of active cases in the province surpassed 10,000 this week. As of Nov. 18, there are 10,382 active cases. The Edmonton Zone leads with 4,388 active cases, accounting for 42 per cent of all active cases. The Calgary Zone is close behind with 4,219 active cases, accounting for 41 per cent of all active cases.

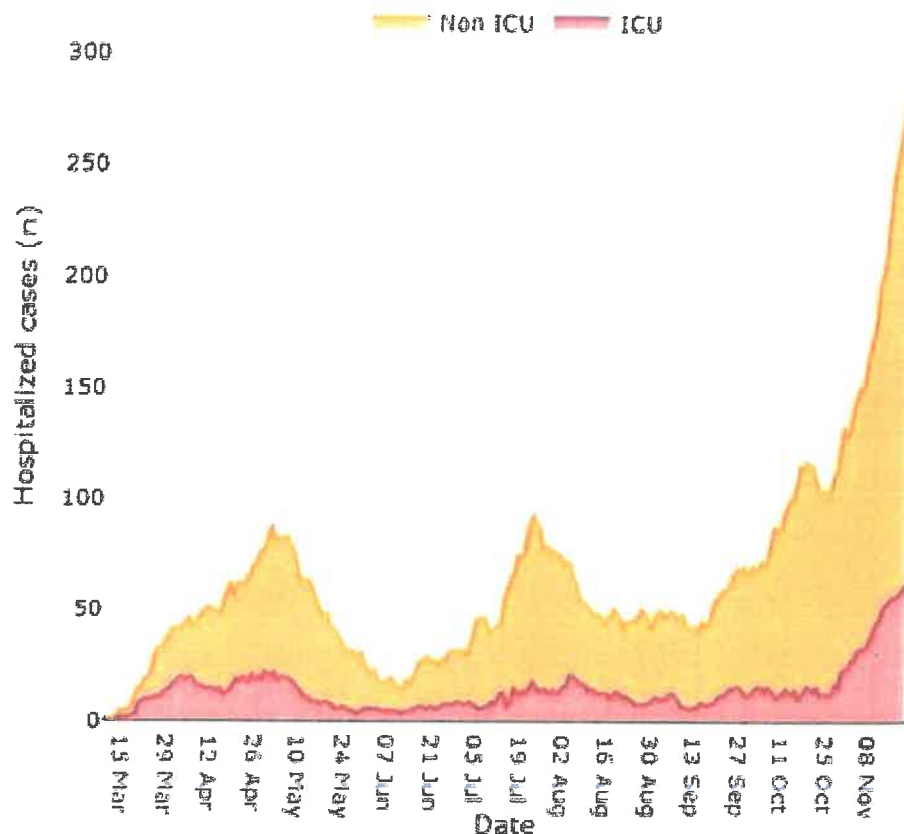


### Hospitalizations and ICU admissions

The record numbers of new daily cases and active cases continue to drive up our hospitalization and ICU numbers, with both measurements hitting new highs this past week. On Nov. 17, there was a record number of 293 of individuals being treated in Alberta hospitals with 59 in ICU. Currently, there are 284 hospitalizations, with a record 61 in ICUs. This is 36 per cent increase in total hospital admissions from the previous week ending Nov. 11.

AHS has the ability to create temporary ICU space in spaces that would otherwise be used to care for patients who have other conditions requiring specialized care, such as coronary care and post-operative recovery, and from other areas able to support ventilators and cardiac monitoring. In Edmonton and Calgary, 20 beds are being added in both zones. More ICU and acute care beds will be added in the days and weeks to come.

AHS has been training additional staff in the use of ventilators, an intervention that is needed in approximately 60 to 80 per cent of COVID-19 patients admitted into an ICU.



#### Other notable COVID-19-related information

- As of Nov. 18, a total of 42,797 cases of COVID-19 have occurred in Alberta and a total of 1,516 individuals have been hospitalized, which amounts to 3.5 individuals for every 100 cases. In all, 31,964 Albertans have recovered from COVID-19.
- Since the start of the pandemic in this province, 451 Albertans have died from COVID-19, including 58 in the current week. We extend our condolences to the families of these individuals, and to all who have lost loved ones during this time.
- Alberta Health is still experiencing some issues with its laboratory testing data of COVID-19 but we know that there have been a total of 1,388,093 people tested at least once for COVID-19, and a total of 2,051,622 tests performed by the lab.
- As of Nov. 19, AHS has confirmed 1,806 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. Currently, about one in four schools in the province (649 of 2,415) has reported an individual attending the school while infectious or had in-school transmission.

#### COVID-19 Testing for Healthcare Workers - The Latest Numbers

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 Nov. 18:

- 64,143 employees (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 1,451 (or 2.26 per cent) have tested positive.

- Of the 666 employees who have tested positive and whose source of infection has been determined, 191 (or 28.6 per cent) acquired their infection through a workplace exposure. An additional 785 employees who have tested positive are still under investigation as to the source of infection.
- 4,109 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 74 (or 1.8 per cent) have tested positive.
- Of the 42 physicians who have tested positive and whose source of infection has been determined, seven (or 16.7 per cent) acquired their infection through a workplace exposure. An additional 32 physicians who have tested positive are still under investigation as to the source of infection.

## Things You Need to Know

### Verna's Weekly Video Message — Our Outbreak Response

One of the many things we're proud of is AHS' reputation as a learning organization. Our culture of learning and innovation has served us well during this pandemic. It's allowed us to be nimble and adapt our provincial response to COVID-19 as needed.

Much work has been done by our provincial Acute Care Outbreak Prevention and Management Task Force to understand how best to reduce the risk of an acute care outbreak occurring, while ensuring our response is carried out efficiently and effectively.

Joining me to [talk about COVID-19 outbreaks in AHS facilities](#), how we've responded and what we've learned are:

- Linda Iwasiw, Interim Chief Zone Officer, South Zone
- Dr. David Zygun, Edmonton Zone Medical Director
- Dr. Peter Jamieson, Medical Director, Foothills Medical Centre; Associate Calgary Zone Medical Director; and Medical Advisor for the AHS Emergency Co-ordination Centre.

Linda, David and Peter discuss their experience with outbreaks, how we can support our people through them, and the work of the Acute Care Outbreak Prevention and Management Task Force.



### New mobile COVID-19 assessment centres open in Edmonton Zone

Four new mobile assessment centres for COVID-19 testing open today, Nov. 23, in the Edmonton Zone:

- Leduc: 4330 Black Gold Drive, southeast parking lot
- Sherwood Park: 650 Bethel Drive, northeast parking area
- Spruce Grove: 9 Tri Leisure Way, parking lot



- St. Albert: 400 Campbell Road, parking lot

AHS would like to thank these municipalities for their ongoing support and help during the pandemic.

COVID-19 testing is offered to eligible Albertans by appointment only. If you are symptomatic, a close contact of a confirmed case of COVID-19, or have been linked to a confirmed outbreak of COVID-19, please visit [ahs.ca/covid](https://ahs.ca/covid) to complete the self-assessment and book your testing appointment. All locations available to you, including any of the new mobile assessment centres, will be displayed in the online booking tool. If you do not have Internet access, you can call 811 and Health Link staff will book a test appointment for you.

We remind anyone who has booked, but cannot make, a COVID-19 testing appointment to please cancel or change it so someone else can book that spot. If you booked your spot online and have a confirmation number, go to [ahs.ca/mybooking](https://ahs.ca/mybooking) and enter your confirmation number and postal code to make a change or click the link provided in your confirmation email.

### **Influenza Immunization Update**

More than 1.2 million doses of influenza vaccine have been administered in Alberta, an increase of more than 93,000 doses from last week. To date, there have been no reported cases of seasonal influenza. The fourth weekly influenza data report is now available at [ahs.ca/influenza](https://ahs.ca/influenza).

This continues to be a great start to the season. However, with cases of COVID-19 on the rise, we need to continue doing what we can to keep influenza out of our healthcare system, so we can focus on COVID-19.

Now more than ever, each of us must do our part to protect ourselves, our families and vulnerable members of our society from any illness, including influenza. Getting immunized against the flu is one simple action we can all take to reduce the chance of getting sick and prevent the spread illness to others while also helping to limit the strain on our healthcare system.

Attend a local pharmacy, doctor's office or public health clinic. Check [ahs.ca/influenza](https://ahs.ca/influenza) for age eligibility, vaccine availability and other details about this year's public health flu campaign.

While there are no reported cases of influenza yet, it's important to take influenza seriously. It's an illness that can have devastating consequences for people who are immunocompromised, pregnant, seniors, young children and those with chronic health conditions.

Save Lives...Immunize!

### **Accreditation Canada Commends AHS Staff & Physicians**

In fall 2020, accreditation activities across the province resumed, focused on urban and regional hospital programs (emergency department, inpatient (medicine) services, peri-operative and invasive procedures, and transplant care), EMS services, as well as provincial Corrections Health and South Zone rural hospitals (both deferred from spring).

Accreditation Canada surveyors conducted more than 900 interviews at 64 locations. Surveyors felt confident the care being provided was truly a standard, acknowledging the unwavering dedication of our staff to providing quality care throughout the pandemic.

The surveyors highlighted our caring, compassionate people and the collaboration that occurs at all levels of the organization. The demonstrated ability to balance many important priorities, including Connect Care implementation as well as quality and safety work, while at the same time delivering excellent patient care, is commendable.

### **Straight Talk Shared in New Video Series**

With rising numbers of new COVID-19 cases, hospitalizations and ICU admissions, Albertans are being urged to avoid gatherings, wear masks in public, maintain physical distancing and wash their hands regularly. [Straight Talk](#) is a video series in which public health messages are being delivered by healthcare workers, who talk from the heart about what they're seeing and experiencing at work and in their communities as the virus spreads across the province.

AHS is posting a new [Straight Talk videos](#) every day on YouTube and sharing it through our AHS accounts on Facebook, Twitter and Instagram. Please share these with your networks and on your social platforms.

"There's a feeling of intensity that's building right now and it's becoming more worrisome as the numbers come out... and they keep going up. There's a bit of cringing every time those numbers come out," says Lynne Seidler, site manager of Alberta Children's Hospital.



## Join the Conversation

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### Meet our Council Members

Introducing [Jahnavel Sanchez](#), a member of the Greater Edmonton Health Advisory Council. Jahnavel supports inclusive healthcare for all Albertans. When she's not working to improve the healthcare experience for minority groups, she's quite the foodie. Learn more about Jahnavel and other Advisory Council members on our Meet our Members [webpage](#).

Meet [Reg Radke](#), Chair of the Palliser Triangle Health Advisory Council in the South Zone. As a keenly involved member of his community, Reg seeks to do his part to improve communication about health services in his community. You can learn more about Reg and the work of the Palliser Triangle HAC on our Meet our Members [webpage](#).



### Managing Emotional Eating workshops offered via Zoom

Central Zone residents are invited to free weight management workshops via Zoom on Nov. 30, Dec. 7

- and 14. Participants will learn how habits are formed, and how triggers such as emotions, situations and events can be managed to help develop better eating habits that will last a lifetime. Workshops are led by AHS health professionals who share their expertise and guide the interactive sessions. Interested residents can register by call the Alberta Healthy Living Program at 1-877-314-6997.

## Be Well - Be Kind

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### Photo of the Week - 'I Got You'

We wish to highlight a photo every week that illustrates efforts, compassion and achievements as we respond to the pandemic and support Albertans who come to us for care.

This week's photo illustrates the joy of teamwork. "Whatever happens, I got you," registered nurse Mia Torres, left, says to her colleague, respiratory therapist Joanna d'Abadie. The pair work together in the intensive care unit at the Peter Lougheed Centre in Calgary.

### Foundation Good News

Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)

#### *Melvin Wright and Three Hills Health Centre Auxiliary contribute equipment to the Three Hills Health Centre*

Staff and physicians at the Three Hills Health Centre extend a heartfelt thank you to community member Melvin Wright and the Three Hills Health Care Auxiliary for their collaboration in purchasing the Rifton TRAM for the physiotherapy department. This multipurpose lift is used for gait training and safely transferring patients onto exercise equipment for their rehab programs.

Wright, 89, singlehandedly raised \$6,000 towards the \$13,000 cost of the TRAM, with the auxiliary raising the remainder. The longtime Three Hills resident has participated in 23 fundraisers and has raised thousands of dollars for various causes with no plans to slow down anytime soon.

"I fundraise to maintain a quality of life, to stay connected to my community and surrounding areas, and to give to others without expecting anything in return," says Wright.

Physiotherapist Jordana Ferguson says the device provides patients partial body weight support to help them walk again.

"This lift will benefit community clients seen in our outpatient physiotherapy department, and it is portable

enough to take onto both our acute care and long-term care units," she says. "It is a great tool that will improve the quality of care to our patients while keeping our staff safe."

The auxiliary has been an integral partner to the Three Hills Health Centre, purchasing multiple items and medical equipment over the years.

### **Sharing the Love - Gratitude from Albertans**

Thank you to all of the Albertans who have taken the time to recognize the work of healthcare providers and physicians. Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you — and you can see others on our [Sharing the Love](#) webpage.

*Thanks for all the hard work. Time has been tough but the world is getting better because of you. We love you and thank you.*

— Dustin Lo

*Thank you for all of your bravery and compassion. Without you, who knows where we would be.*

— Jana Elsalhy

*Thank you for all the hard work and sacrifices you make to ensure that everyone stays healthy and safe during the pandemic. I understand that it must be incredibly difficult to deal with the crisis as cases keep rising but just know that your sacrifices are not in vain.*

— Jay Lim

### **Wrapping Up - Let's Focus on What's Within our Control**

We know the latest numbers are troubling. We know many of you are worried, tired and perhaps frustrated with people who continue to participate in large gatherings and flout public health guidelines. At times like this, it's important to focus on what we can control.

For starters, let's make sure we never go to work when we're feeling sick, and monitor ourselves regularly when we're at work to make sure symptoms aren't appearing. Let's reinforce with family and friends the importance of avoiding gatherings at this time, seeing fewer people in person, wearing masks in public, maintaining a two-metre distance from others not in our cohorts, and washing hands regularly with soap and warm water.

These are all things we can do — and these are all things that can slow the spread of COVID-19 in the province and relieve demands on our health system.

As always, with gratitude and appreciation,



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

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

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**Sent:** November 30, 2020 11:14 AM  
**To:** aboffice@albertabeach.com  
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# Together4Health Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to Together4Health Headlines, a weekly newsletter designed 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. 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 [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 - The Latest Numbers
- **Things You Need to Know**
  - Acute Care Capacity Increase Planning
  - APL and Partners to Pilot Point-of-Care Rapid Testing
  - Updates to Visitation during Outbreak and High Community Transmission
  - Contact Tracing Adjustments Aim to Reduce Backlog
  - Changes to Online Assessment Tool
  - Verna's Weekly Video Message - Our Outbreak Response
  - COVID-19 assessment site open in Chestermere
  - Influenza Immunization Update
- **Join the Conversation**
  - Join Prairie Mountain Health Advisory Council to discuss suicide prevention
  - Straight Talk - 'You Need to Just Stay Home'

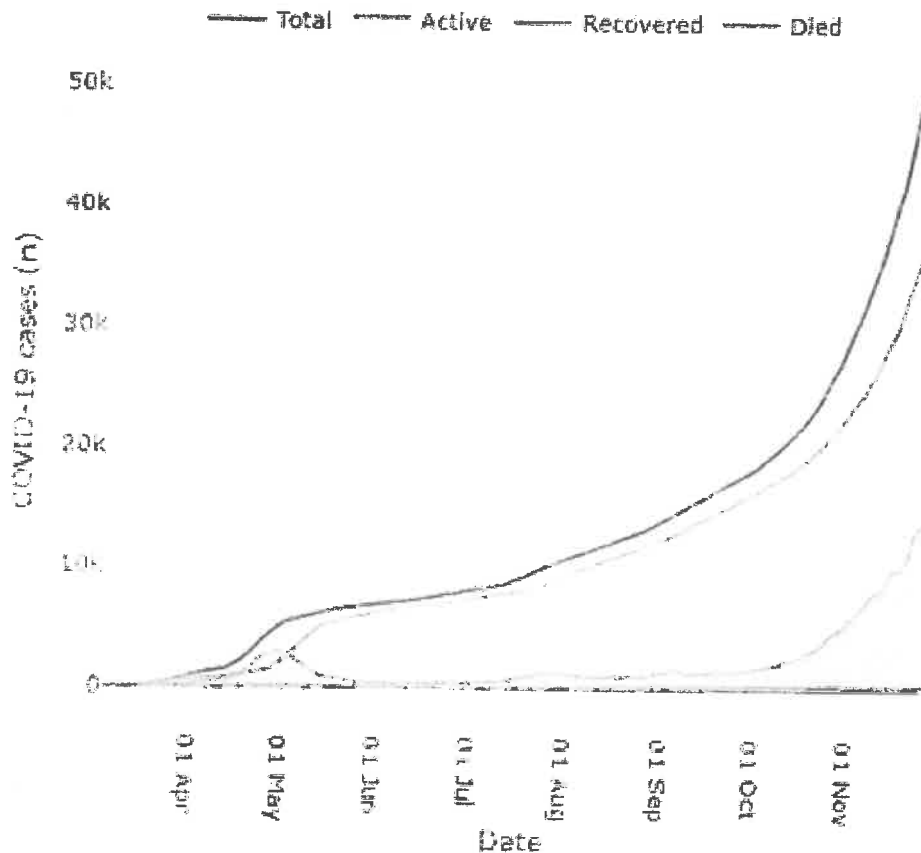
- AHS Virtual Care - Join the Conversation
- Mental Health Supports for Albertans
- Join the Sexual Orientation, Gender Identity & Expression Provincial Advisory Council (SOGIE PAC) on Nov. 28 for their public meeting
- A Seat at the Table - A Health Advisory Council Member's story
- **Be Well - Be Kind**
  - Photo of the Week - Community paramedic
  - Foundation Good News
  - Registered Nurse's Poem Captures this Moment in Time
  - Sharing the Love - Gratitude from Albertans

## COVID-19 Status

### Cases in Alberta

For the first time, Alberta reported more than 1,000 new cases of COVID-19 every day over the past week as active case numbers, hospitalizations and ICU admissions all continued to rise.

There was an average of 1,295 daily new cases for the week ending on Nov. 25, compared to 912 cases the previous week, a 42 per cent increase. The province also reported a record 1,569 new cases on Saturday, Nov. 21. As of Nov. 25, there are 14,052 active cases in the province. All zones reported an increase in active cases this past week, with Central Zone experiencing an 86 per cent increase from the previous week. Edmonton Zone has the most active cases with 6,444 as of Nov. 25, compared to 4,388 active cases the previous week, a 47 per cent increase.



The table below shows the number of active cases for the previous and present week for each zone:

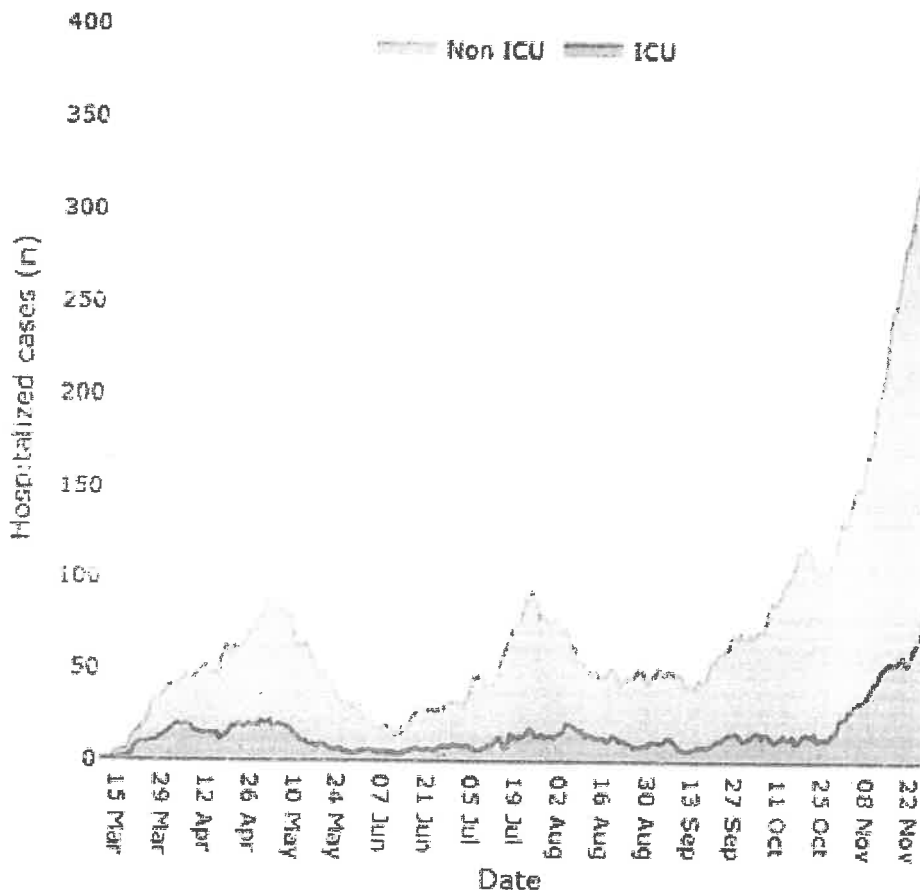
	Active Cases (week ending Nov. 25)	Active Cases (week ending Nov. 18)	Per Cent Increase
<b>Edmonton</b>	<b>6,444</b>	<b>4,388</b>	<b>47%</b>
<b>Calgary</b>	<b>5,126</b>	<b>4,219</b>	<b>22%</b>
<b>Central</b>	<b>947</b>	<b>508</b>	<b>86%</b>
<b>North</b>	<b>789</b>	<b>658</b>	<b>20%</b>
<b>South</b>	<b>664</b>	<b>540</b>	<b>23%</b>
<b>Unknown</b>	<b>82</b>	<b>69</b>	<b>19%</b>

From Nov. 19 to Nov. 25, there were 4,953 cases among individuals aged 20 to 49 years, which is 55 per cent of all new cases. There were 1,249 cases among individuals aged 60 years and older; several of these cases are associated with outbreaks in long-term care facilities.

**Hospitalizations and ICU admissions**

As of Nov. 25, there are 383 individuals being treated in Alberta hospitals for COVID-19, with 84 in intensive care units (ICUs) — both are all-time highs. This is also a 35 per cent increase in total hospital admissions from the previous week ending Nov. 18.

The province introduced additional public health measures this week to respond to COVID-19 spread, and to protect the health of Albertans and the capacity of the healthcare system. See our Wrapping Up item at the bottom of this email for details on these measures.



**Other notable COVID-19-related information:**

- As of Nov. 25, a total of 51,878 cases of COVID-19 have occurred in Alberta and a total of 1,713 individuals have been hospitalized, which amounts to 3.3 individuals for every 100 cases. In all, 37,316 Albertans have recovered from COVID-19.
- As of Nov. 25, 510 Albertans have died from COVID-19, including 59 in the past week. We extend our deepest sympathies to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- In the past week, 121,113 COVID-19 tests were completed, an average of 17,302 per day. A record number of tests was reached this past weekend with 19,484 and 19,486 tests performed on Nov. 21 and Nov. 22, respectively. The daily positivity rate was above six per cent for the entire week of Nov. 19 to Nov. 25, and hit a record of 8.34 per cent on Nov. 23. A total of 2,173,038 tests have been conducted as of Nov 25.

As of Nov. 26, AHS has confirmed 2,231 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. Currently, 752 out of 2,415 schools in the province have reported an individual has attended their school while infectious or had in-school transmission. Since September, 21 students from Alberta schools have been hospitalized for COVID-19.

### **COVID-19 Testing for Healthcare Workers - The Latest Numbers**

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 Nov. 25:

- 65,844 employees (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 1,749 (or 2.67 per cent) have tested positive.
- Of the 842 employees who have tested positive and whose source of infection has been determined, 279 (or 33.1 per cent) acquired their infection through a workplace exposure. An additional 907 employees who have tested positive are still under investigation as to the source of infection.
- 4,215 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 86 (or 2.04 per cent) have tested positive.
- Of the 44 physicians who have tested positive and whose source of infection has been determined, seven (or 15.9 per cent) acquired their infection through a workplace exposure. An additional 42 physicians who have tested positive are still under investigation as to the source of infection.

## **Things You Need to Know**

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### **Acute Care Capacity Increase Planning**

As case numbers continue to rise, including rates of hospitalizations and ICU admissions, we are increasing capacity across the health system to provide care spaces for patients with COVID-19.

Over the next several weeks, approximately 2,250 acute care beds and 425 ICU beds will be allocated for patients with COVID-19 across the province if needed. In some cases, these will be new beds and, in other cases, these beds are existing hospital spaces that will be made available as patients are moved into continuing care beds in the community. We are also repurposing other clinical areas to provide ICU care.

In order to allocate these acute and ICU beds, we will also be working with Alberta Health, continuing care operators and other partners to open additional continuing care beds in the community. Some of this capacity work involves transferring patients out of acute care or moving patients within the province and also continuing to reduce services such as ambulatory care and surgery to reduce non-COVID-19 bed and staffing needs. Each zone is creating a specific plan to increase capacity; watch for zone-specific communication updates in the next few days.

We recognize this pandemic has and continues to cause immense strain not just on the healthcare system but on staff as well. As we address surge capacity concerns, we are advancing aggressive recruitment and staffing strategies to ensure we are able to staff the beds. These efforts include



expediting access to potential supply pools, including retirees and students as well as working with Alberta companies that may have suitable and available workforces. We are also increasing hours for trained part-time and casual staff and redeploying trained staff to other areas, so the most critical areas of care are covered.

### **APL and Partners to Pilot Point-of-Care Rapid Testing**

Alberta Precision Laboratories (APL) will begin piloting point-of-care rapid testing for COVID-19 in clinical settings in December, providing Albertans with faster, more convenient testing for the disease.

Over the last few months, the medical teams at APL have been working to evaluate the effectiveness of two different COVID-19 testing kits, which have been approved by Health Canada and provided to provinces and territories by the Public Health Agency of Canada. In the coming weeks, these two point-of-care rapid testing systems will be rolled out in clinical pilots at several sites throughout the province, including in Calgary, Edmonton, Slave Lake, St. Paul and Bonnyville.

The tests will be used for patients who are within the first seven days of exhibiting symptoms, enabling APL to quickly identify positive cases at testing sites, reducing the need for patient samples to be transported to centralized public laboratories for processing.

APL is also working on expanding the use of point-of-care testing in other locations where it can be of the greatest value for public health authorities to manage COVID-19, such as homeless shelters and long-term care facilities.

### **Updates to Visitation during Outbreak and High Community Transmission**

This week AHS made changes to designated family support and visitation guidelines at acute care facilities on outbreak and in communities where COVID-19 transmission is high.

These changes include:

- Only one designated family/support person is permitted under specific circumstances for patients admitted to hospital.
- In addition, there is guidance for specific patient care areas:
  - Maternity and postpartum: one designated family/support person is permitted. A doula or a surrogate, in addition to the designated family/support person, will be allowed when this is part of a birth plan and the facility has the ability to support this safely.
  - Pediatrics and NICU: up to two designated family/support persons are permitted.
  - Critical care: up to two designated family/support persons are permitted.
  - End-of-life: one designated family/support person. The presence of visitors must be pre-arranged with the site/unit.
  - Ambulatory (outpatient): one designated family/support person, where possible.
  - Emergency department: one designated family/support person, where possible.

The extent of restrictions will vary site-to-site due to patient circumstances, operational considerations and ability to maintain physical distancing. We recognize these restrictions are difficult for patients, families, loved ones, staff and physicians. These are temporary measures to help reduce the exposure and spread of COVID-19.

Additionally, we are encouraging staff, patients/residents, and designated family/support persons to work together to reduce the amount of time spent in AHS facilities by considering what support needs to be provided in person and what can be provided virtually. Two brochures have been created for patients, residents and support persons to review: Know Your Risk and Know Your Role.

More information is available at [ahs.ca/visitation](https://ahs.ca/visitation).

### **Contact Tracing Adjustments Aim to Reduce Backlog**

With the significant increase in new COVID-19 cases over the past several weeks, AHS has made adjustments to our contact tracing process to keep up with demand and reduce the current backlog of Albertans waiting for a follow-up call.

Effective Nov. 24, AHS is no longer calling Albertans to conduct case investigation and contact tracing if 10 days have passed since their symptom onset or since the date of their COVID-19 swab, dependent on which information is available. Instead, this group will receive a text message that will notify them to not

expect a call AND provide them with guidance on if and when their isolation period has ended.

In addition, to further reduce this backlog now and going forward, all Albertans who test positive for COVID-19 will receive a text message to notify them when their isolation period has ended.

AHS has automated this release-from-isolation service to enable contact tracers to spend their time contacting Albertans where we can have the greatest impact on preventing transmission and serious outcomes. Previously, AHS contact tracers made these release-from-isolation calls personally.

The text messages sent in both situations outlined above are similar and will provide a link to [ahs.ca/isolation](https://ahs.ca/isolation) on the AHS website for more information on isolation requirements, testing options, symptoms and supports available.

### **Changes to Online Assessment Tool**

Public health will have a new, streamlined way to help anyone connected with an outbreak throughout the province with changes coming to the online assessment tool. Effective today, Nov. 30, Albertans who are connected to an outbreak will be given an outbreak (EI) number and then directed to book an appointment for a COVID-19 test through the AHS online assessment tool. The linkage through an EI number will reduce the workload of CDC and Health Link, and will allow public health to monitor the outbreaks more efficiently.

### **Verna's Weekly Video Message — Vaccine on the Horizon**

Nearly nine months have passed since the first confirmed case of COVID-19 in Alberta. We know this pandemic has been difficult for us all, and we thank each and every one of you for your compassion and dedication.

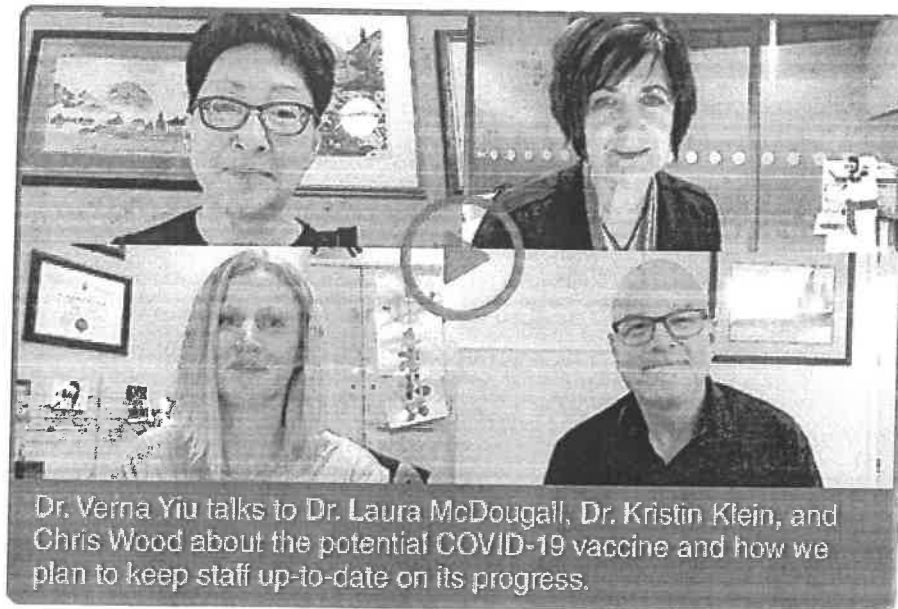
And now there is some promising news on the horizon.

Last week, the drug maker Moderna announced its COVID-19 vaccine is 94.5 per cent effective. That follows Pfizer's announcement that its vaccine candidate was found to be more than 95 per cent effective in preventing COVID-19.

Joining me to talk more about the potential COVID-19 vaccine and what the next steps might be are:

- Dr. Laura McDougall, Senior Medical Officer of Health.
- Dr. Kristin Klein, Medical Officer of Health, Provincial Population and Public Health.
- Chris Wood, Executive Director, Communicable Disease Control, Provincial Population and Public Health.

Laura, Kristin and Chris discuss what goes into making sure vaccines are safe and effective, what we can adapt from other immunization campaigns, and how we plan to keep staff up-to-date on the vaccine's progress.



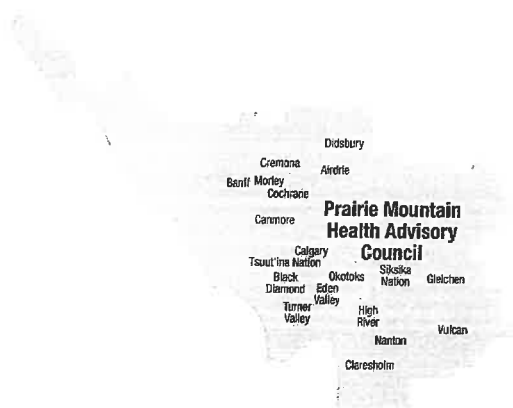
### COVID-19 assessment site open in Chestermere

On Friday, November 27 a new COVID-19 assessment site opened in the City of Chestermere. The Chestermere assessment site at 288 Kinniburgh Boulevard is for those with COVID-19 symptoms or those who are close contacts of a confirmed COVID-19 case. The site, open for testing Monday through Friday from 9:30 a.m. to 4:30 p.m. is for booked appointments only. Appointments can be scheduled online on the AHS website at [COVID-19 Testing / Online Booking](#).

### Influenza Immunization Update

Nearly 1.3 million doses of influenza vaccine have been administered in Alberta, an increase of more than 62,000 doses from last week. For the fifth consecutive week, there are no reported cases of seasonal influenza in Alberta. The weekly influenza data report is available at [ahs.ca/influenza](https://ahs.ca/influenza).

## Join the Conversation



### Straight Talk - 'You Need to Just Stay Home'

Straight Talk is a video series in which healthcare workers talk from the heart about what they're seeing and experiencing at work and in their communities as COVID-19 spreads across the province. AHS is posting a new Straight Talk video every day on YouTube and sharing it through our AHS accounts on Facebook, Twitter and Instagram. Please feel free to share these with your networks and on your social platforms as you see appropriate.

Here is another Straight Talk video, featuring Trista Bernier, a social worker at the Royal Alexandra Hospital in Edmonton.

### Join Prairie Mountain Health Advisory Council to discuss suicide prevention

Residents of the region represented by the Prairie Mountain HAC are invited to a HAC Community Conversation to discuss suicide prevention on Dec. 2, from 6 – 7:30 p.m.

Participants will hear from AHS experts who will share current statistics and services available. There will also be an overview of the Applied Suicide Intervention Skills Training (ASIST) program, an empowering tool for suicide intervention. And through facilitated discussion groups, participants will be invited to share their experiences.

Interested residents can register for the session by clicking below. For more information please email [community.engagement@ahs.ca](mailto:community.engagement@ahs.ca) or call 1-877-275-8830.



**REGISTER HERE**

"I wish that people would just take things more seriously," says Bernier. "You need to just stay home. I know it's hard, it's affecting people's mental health greatly. But we basically are in this together and we have to get through it together."

You can see all of the [Straight Talk videos](#), and new ones daily, on the AHS website.

### **AHS Virtual Care - Join the Conversation**

AHS Virtual Health is excited to showcase the dedication and hard work being done by clinical programs and teams in delivering virtual care across the province. We also want to hear from Albertans, healthcare providers, physicians, patients and families, about their experience with virtual care.

Your input and experience is important to help inform AHS' strategy for providing virtual care. Register on <https://together4health.ahs.ca/virtualhealth> to join the conversation.

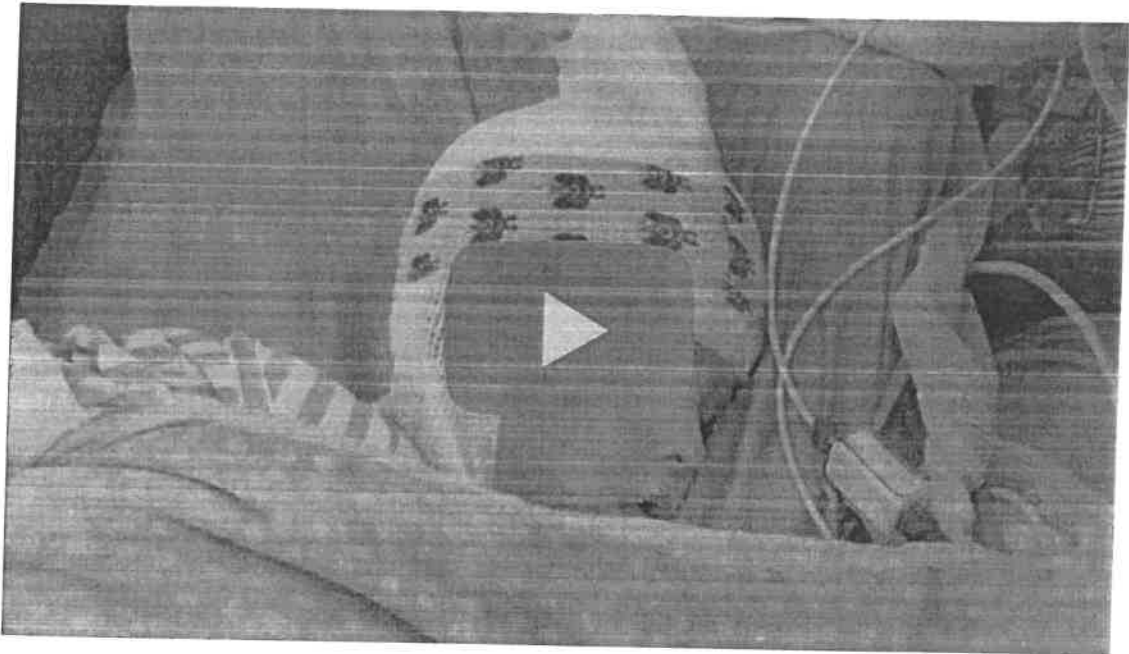
The pandemic accelerated much of this work and great strides have been made to ensure we can safely deliver *Quality Virtual Care – Anytime, Anywhere*.

### **Mental Health Support for Albertans**

AHS recognizes that many Albertans are worried about their health, finances and mental health. We are here to help. Now, more than ever, it is important we recognize what we can do, big or small, to support one another in living addiction-free.

Support is available from Alberta Health Services Addiction and Mental Health clinics, although how the services are provided may have changed. Youth and young adults are also encouraged to join a free mental health support network [Togetherall](#) — that offers anonymous, peer-to-peer mental health services 24 hours a day, seven days a week.

Every year, Alberta Health Services teams up with individuals, community groups, schools and businesses across the province to mark National Addictions Awareness Week (NAAW). The effects of addiction go beyond the individual to include family, friends and society as a whole. Preventing and reducing harm related to substance use and addiction is everyone's business. Recognizing NAAW provides us an opportunity to encourage people to learn more about what they can do including reducing stigma around substance use which can be a barrier for people to seek help. To limit the spread of COVID-19, AHS has taken steps to enhance our online and phone services to provide those at home with the support they need. For more information on available supports or resources, Albertans can call the Addiction Helpline at 1-866-332-2322 or visit: [www.ahs.ca/helpintoughtimes](http://www.ahs.ca/helpintoughtimes).



**A Seat at the Table - A Health Advisory Council Member's story**

Palliser Triangle Council member Kristine Russell recently shared her family's story in a video posted on the AHS YouTube channel through her role as a Patient and Family advisor. Please take a moment to view this important message.

Thank you, Kristine, for sharing your story with us.

**Be Well - Be Kind**

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**Photo of the Week - Community paramedic**

We wish to highlight a photo every week that illustrates your efforts, compassion and achievements as we respond to the pandemic and support Albertans who come to us for care.

During the COVID-19 pandemic, community paramedics like Natalie Walker continue to work with physicians and care teams to bring care to patients who need it most, where they need it most.

To see all our AHS photos visit our [Instagram Gallery](#) on the AHS website.

### **Foundation Good News**

Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)

### ***Giving Tuesday celebrates philanthropy this Tuesday***

This Tuesday, Dec. 1, charities across the world will celebrate Giving Tuesday as a global day of giving and volunteerism in support of their communities.

Individuals, families and friends will show their generosity through helping neighbours, sharing skills and resources with each other, and giving to causes they care about.

Alberta Health Services joins our many philanthropic partners in celebrating this day. Each year, our partners and their donors make significant contributions to our healthcare system. We truly appreciate their contributions, and thank them for everything they do in support of our patients and their families. To learn more about the impact of our partners, visit [ahs.ca/give](https://ahs.ca/give).

### **Registered Nurse's Poem Captures this Moment in Time**

This past week, we were sent a beautiful poem written by AHS registered nurse Jacqueline Simms. Her words capture this moment in time as well as the efforts of front-line healthcare workers. We'd like to share with you Jacqueline's poem, *Behind the Mask*, and her explanation for its inspiration:

Simms: "As I reflect on nursing practice in this COVID-19 context, I am in awe of the nursing discipline. Below is a poem I wrote after my reflection."

#### ***Behind the Mask***

*Behind the mask, we are here.  
We see your pain and feel your fear.  
We do what we can to keep us all safe and well.  
To not be able to touch each other, sometimes can feel like hell.*

*This pandemic hit us, with a whisper and then a shout.  
Information is shared, until we are told we cannot go out.  
Behind the mask, we complete the shift.  
PPE in demand, to care is a nurse's gift.*

*We are in this together, we are not alone.  
We are told to connect at a distance, use Internet, Facebook, Google or phone.*

*Behind the mask, we continue to care  
We are stronger than this virus, we will not live in fear.*

*Years ago, a brave nurse told us all to wash our hands.  
So many years later, Florence Nightingale's words still spread across all lands.*

*We are acknowledged and honoured: they call us heroes, clang pots at shift change and blow a car horn.*

*We are thankful, as we care for the suffering as best we can, and when someone dies, we all mourn.*

*We see success so this pandemic will slowly come to an end.  
The fear will not last, and our world will need to mend.*

*We are nurses and we will care, despite the challenges, we are here.*

*Behind the mask, we are here.*

### **Sharing the Love - Gratitude from Albertans**

Thank you to all of the Albertans who have taken the time to recognize the work of healthcare providers and physicians. Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you — and you can see others on our [Sharing the Love](#) webpage.

*What a great job you are all doing. What was a very scary time for our family was treated quickly and efficiently. From booking to testing to results, I am very impressed. Thank you!*

— Anonymous

*Thank you so much for providing key service to northern Alberta when it's needed most. On top of 24-hour service, you have been able to keep short wait times to provide key medical advice to the residents of Edmonton and the surrounding area. Your service has helped to save so many lives and its impact will be remembered for decades.*

— Anonymous

*Thank you so much for your service. I know that this is a troubling time, especially for healthcare workers, but your sacrifices are truly making a difference. Ever since I was a child, it has been my dream to be a doctor and you inspire me more to achieve my dream.*

— Anonymous

*It's been so ongoing and the challenges keep unfolding. I just wanted to say thank you to everyone on all levels who are stepping in to help keep us as healthy as you can.*

— Linnie

*Thank you for all your work and efforts, especially during COVID-19. You are greatly appreciated!*

— Nicole Furlan

### **Wrapping Up**

This week brought additional public health measures from government to protect the health of Albertans and the capacity of the healthcare system. Let's make sure we adhere to these measures ourselves, and encourage our families, friends and neighbours to do the same.

For those who didn't hear about the new measures, they call for:

- No indoor social gatherings, public or private, and no more than 10 people at outdoor social gatherings.
- Maximum of 10 people for wedding ceremonies and funeral services. This does not include staff or organizers who are not considered invited guests. Receptions are not permitted.
- Mandatory masking in all indoor workplaces in Calgary, Edmonton and surrounding areas.
- Restricted capacity to 25 per cent of the occupancy set under the Alberta Fire Code in communities under an enhanced status for most retail businesses and for some entertainment and event services.
- No more than six people, all of whom must be from the same immediate household, at a table in restaurants, bars, pubs and lounges — and no movement between tables.
- A move to at-home learning, starting Monday, for all students in Grades 7 to 12, with a resumption of in-person learning starting on Jan. 11. K-6 students will move to in-home learning after the winter break until Jan. 8, resuming in-person classes on Jan. 11.
- Ending in-person service in regions under enhanced status for banquet halls, conference centres, trade shows, concert venues, children's play places, indoor playgrounds and all levels of team and individual sport.

You can learn more about these and other additional public health measures at [alberta.ca/covid19](https://alberta.ca/covid19).

We also must continue to adhere to, and promote, existing public health measures that we surely all know by heart by now: wash your hands regularly with soap and warm water, or hand sanitizer; do not touch your face with unclean hands; wear a mask in public places; maintain two metres of physical distancing

from people not in your cohort; limit your social bubble — and, if you haven't already, get your seasonal influenza immunization. By keeping the number of influenza cases low, we are doing our part to help healthcare workers focus on the COVID-19 pandemic.

Finally, please take care of yourselves and each other. This has been a long, hard year and much of what we've faced is out of our control. However, we can choose to give ourselves and each other permission to be human. Not heroes. Human. Humans who get tired. Humans who can get grumpy. Humans who are never perfect all the time. Human who need to cry, need a hug, need a laugh, or need help and support from others at some point. Give yourselves permission to be all that; be kind, generous and forgiving to yourself and others.

As always, with gratitude and appreciation,



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

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

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13.8

aboffice@albertabeach.com

cc: Council

**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** December 7, 2020 2:36 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS Together4Health Headlines - COVID Community Update

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# Together 4 Health Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**, a weekly newsletter designed 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. If you know of someone else who would benefit from receiving this information directly from AHS, please invite them to subscribe by [clicking here](#). And [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 - The Latest Numbers
- **Things You Need to Know**
  - APL Launches Clinical Pilot Involving Rapid Point-of-Care COVID-19 Testing
  - COVID-19 Vaccine Update
  - Verna's Weekly Video Message - Updated Family Support and Visitation Guidelines
  - Request for Proposals issued for Community Lab Services
  - AHS Continues to Hire Contact Tracing Staff
  - New Grande Prairie Regional Hospital Named
  - Emergency Departments (EDs) Visits
  - Influenza Immunization Update
- **Join the Conversation**
  - Mental Health Support for Albertans
  - Program supports Albertans to live well with chronic health conditions

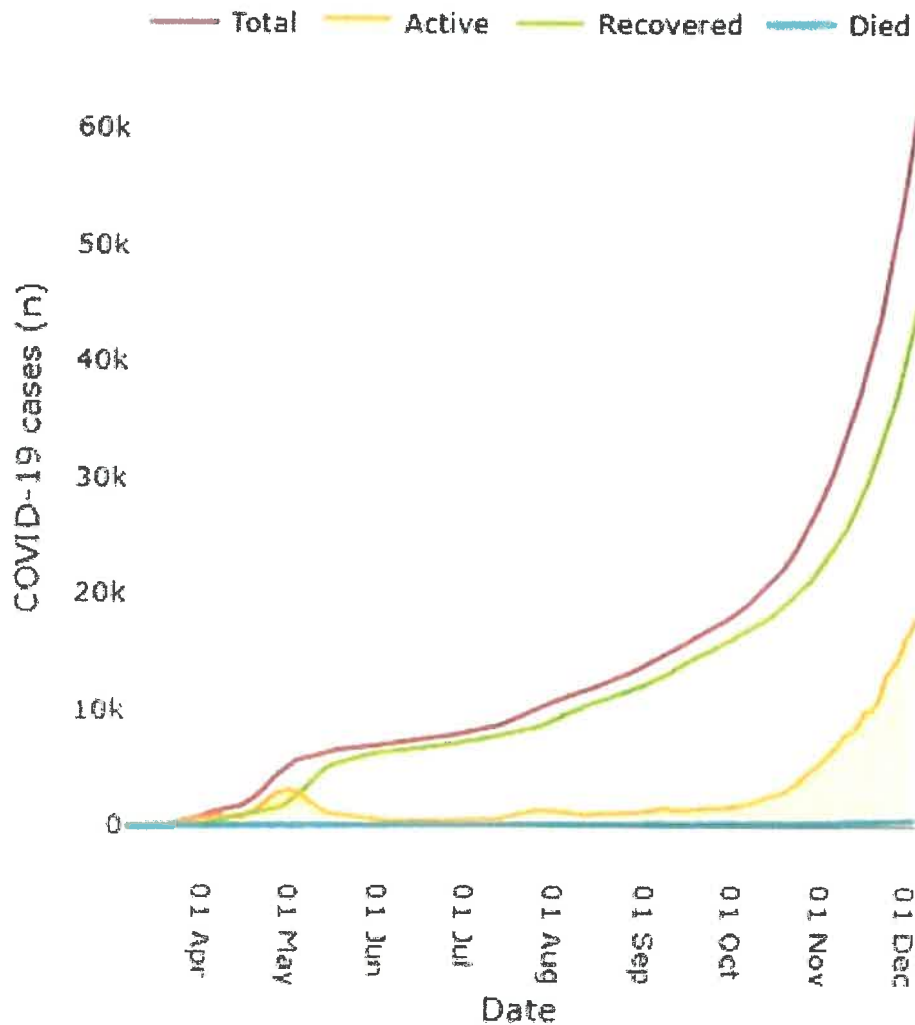
- Straight Talk - 'Smaller Sacrifices' So Others Can Live
- Post-Secondary students are invited to a conversation with AHS
- Tamarack and Lakeland Communities Health Advisory Councils are recruiting!
- **Be Well - Be Kind**
  - Updated Food Donations Policy for Staff
  - Photo of the Week
  - Foundation Good News
  - Sharing the Love - Gratitude from Albertans

## COVID-19 Status

### Cases in Alberta

The spread of COVID-19 in the province showed no signs of slowing down last week (Nov. 26-Dec. 2), as Alberta set highs for daily new cases, hospitalizations and ICU admissions.

Over those seven days, more than 1,200 new cases were reported each day, with records set on Nov. 27 and Dec. 2: 1,730 and 1,861 new cases respectively. There was an average of 1,596 new daily cases, compared to 1,295 the previous week, a 23 per cent increase. There were 6,226 cases among individuals ages 20 to 49 years, which represents 56 per cent of all new cases.



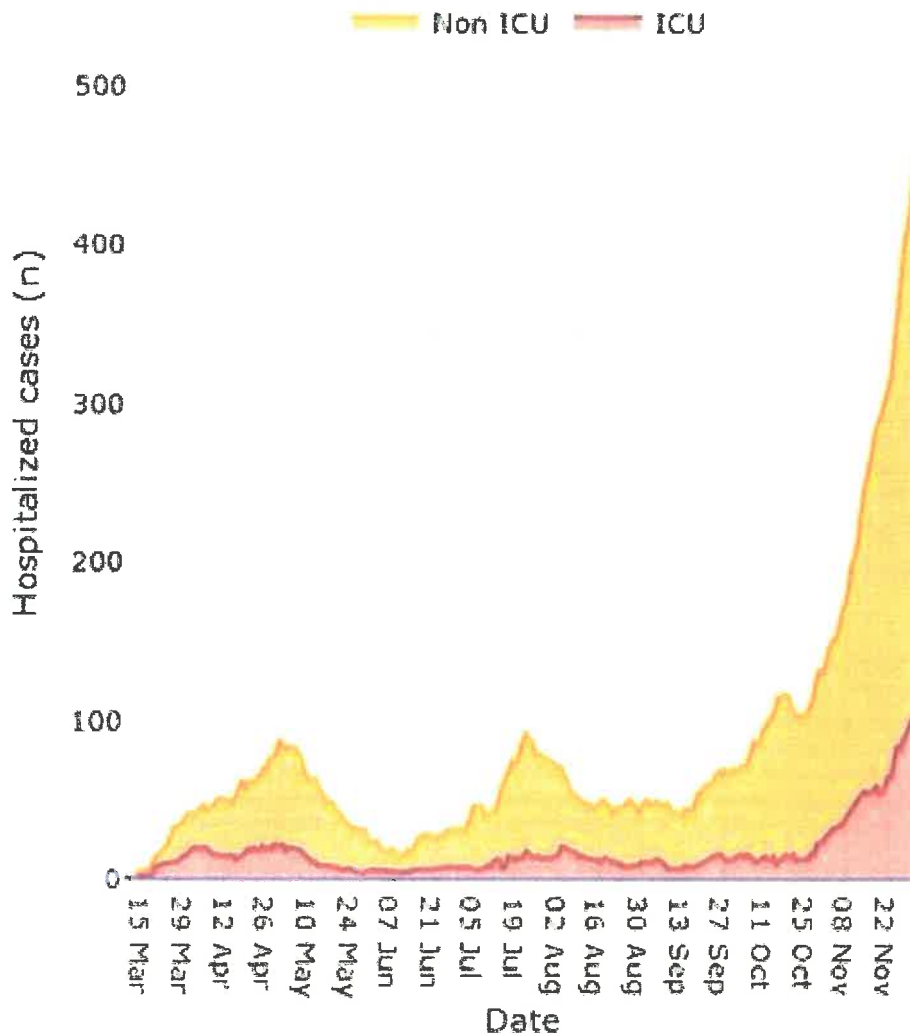
Four of the five zones reported an increase in active cases; South Zone being the exception. Edmonton Zone continues to have the most active cases with 8,331, a 29 per cent increase over the previous week. Central Zone reported a 32 per cent increase in active cases, the largest proportional increase among the zones.

The table below shows the number of active cases in each zone for the last two weeks.

	Active Cases (week ending Dec. 2)	Active Cases (week ending Nov. 25)	Per Cent Change
<b>Edmonton</b>	<b>8,331</b>	<b>6,444</b>	<b>29%</b>
<b>Calgary</b>	<b>6,445</b>	<b>5,126</b>	<b>26%</b>
<b>Central</b>	<b>1,251</b>	<b>947</b>	<b>32%</b>
<b>North</b>	<b>991</b>	<b>789</b>	<b>26%</b>
<b>South</b>	<b>633</b>	<b>664</b>	<b>-5%</b>
<b>Unknown</b>	<b>92</b>	<b>82</b>	<b>12%</b>

#### ***Hospitalizations and ICU admissions***

The number of individuals being treated for COVID-19 in Alberta hospitals continues to trend upward. As of Dec. 2, there are a record 511 individuals being treated in Alberta hospitals for COVID-19, with 97 in ICUs. The highest number of COVID-19 patients in the ICU since the start of the pandemic, with 101.



**Other notable COVID-19-related information:**

- As of Dec. 2, a total of 63,023 cases of COVID-19 have occurred in Alberta and a total of 2,038 individuals have been hospitalized, which amounts to 3.2 individuals for every 100 cases. In all, 44,705 Albertans have recovered from COVID-19.
- Alberta has reported 575 deaths since the start of the pandemic, including 65 in the past week. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- In the past week, 135,729 COVID-19 tests were completed, an average of 19,389 per day. A record number of tests were performed Nov. 27 and 28: 21,693 and 23,317, respectively. The daily positivity rate reached 9.46 per cent on Dec 2. A total of 2,309,153 test have been conducted as of Dec 2.
- As of Dec 3, AHS has confirmed 2,681 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. As of Dec. 2, 831 out of 2,415 schools in the province have reported an individual has attended their school while infectious or had in-school transmission. Since September, 22 students from Alberta schools have been hospitalized for COVID-19 with two being treated in ICUs

**COVID-19 Testing for Healthcare Workers - The Latest Numbers**

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 Dec. 2:

- 67,523 employees (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 2,087 (or 3.09 per cent) have tested positive.
- Of the 899 employees who have tested positive and whose source of infection has been determined, 296 (or 32.9 per cent) acquired their infection through a workplace exposure. An additional 1,188 employees who have tested positive are still under investigation as to the source of infection.
- 4,331 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 98 (or 2.26 per cent) have tested positive.
- Of the 44 physicians who have tested positive and whose source of infection has been determined, seven (or 15.9 per cent) acquired their infection through a workplace exposure. An additional 54 physicians who have tested positive are still under investigation as to the source of infection.

## Things You Need to Know

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### **APL Launches Clinical Pilot Involving Rapid Point-of-Care COVID-19 Testing**

Starting Friday at the hospital lab in Bonnyville, Alberta Precision Laboratories (APL) began piloting point-of-care rapid testing for COVID-19, providing faster, more convenient testing for the disease.

Patients who are within the first seven days of exhibiting symptoms are eligible for testing, allowing APL to quickly identify and notify positive cases within hours. This will speed up the appropriate care and isolation of patients, which will help reduce the spread of the virus in our communities. It will also divert many positive samples from the volumes going to the lab, which will help reduce turnaround times for COVID-19 tests overall.

Rapid point-of-care testing also began this week at COVID-19 assessment centres in Slave Lake and St. Paul, as well as one assessment centre in both Calgary and Edmonton.

These pilots will inform APL and AHS on how to streamline processes related to patient management, results notifications and digital record-keeping before the tests are deployed widely across the province, to ensure accuracy and enhanced turnaround times while alleviating pressure on our labs.

### **COVID-19 Vaccine Update**

We are witnessing the toll COVID-19 has taken on our communities. As we have seen with many infection agents, vaccines are a critical way to limit the spread of a virus. They are effective and safe for protecting our health, as well as the health of family and community members.

As announced by the [Government of Alberta](#) earlier this week, once COVID-19 vaccines have been approved by Health Canada, Alberta will begin receiving vaccine doses by early next year. Specialized vaccination centres are being set up across the province, and distribution plans on how the vaccine will be distributed are being finalized.

AHS is working closely with Alberta Health to ensure higher-risk populations - including seniors in long-term care facilities and healthcare workers caring for COVID-19-positive and other vulnerable patients in high-risk situations - are prioritized for early COVID-19 vaccination.

As vaccine planning progresses, we will continue to keep you updated. More information is available at [www.ahs.ca/covidvaccine](http://www.ahs.ca/covidvaccine).

### **Verna's Weekly Video Message — Updated Family Support and Visitation Guidelines**

As we all know, family and loved ones play an essential role in the emotional, physical and mental well-being of patients and residents. We continue to work with families and facilities to welcome family presence and visitation wherever we can. But the daily rise in COVID-19 cases, including outbreaks at our

facilities, is a growing concern to the safety of everyone.

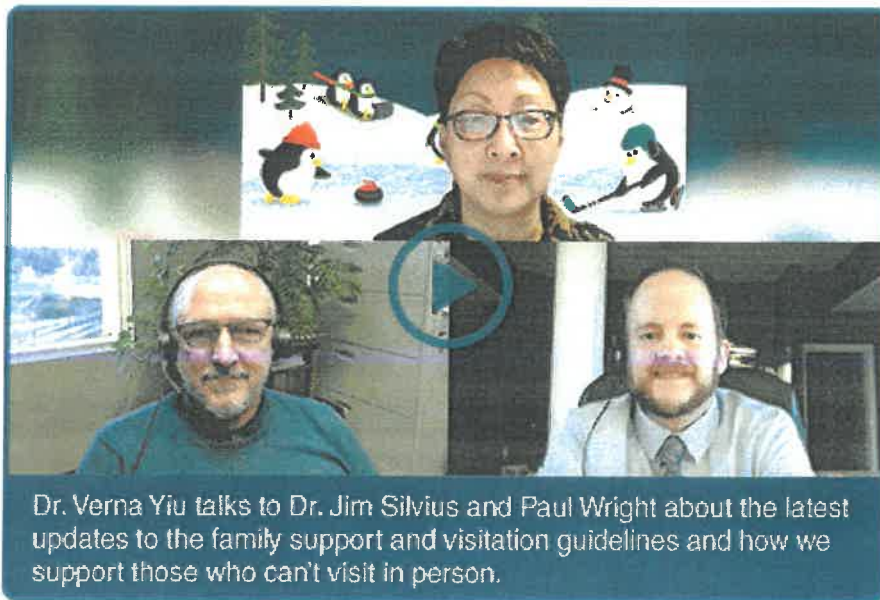
Our teams are working hard to ensure patients and staff remain safe and stop further spread of the virus. Part of that involves regularly reviewing our family support and visitation guidelines, and adjusting them to reflect the current evidence and COVID-19 transmission in Alberta.

That's why, last week, we made the difficult decision to place further limits on the number of designated family/support persons permitted at facilities with outbreaks and in areas of high community transmission.

Joining me (Verna) to [talk more about these changes are two familiar faces from the Family Presence and Visitation Taskforce](#):

- Dr. Jim Silvius, Senior Medical Director, Provincial Seniors Health and Continuing Care.
- Paul Wright, Manager, Calgary Zone, Patient and Family-Centred Care.

Jim and Paul discuss what we take into account when making these changes, where these changes apply, and how we support people who aren't able to visit in person.



### **Request for Proposals issued for Community Lab Services**

Alberta Health Services (AHS) and Alberta Precision Laboratories (APL) issued a Request for Proposals (RFP) seeking private-sector partners to provide community lab services across Alberta on Friday, December 4. The RFP process is about finding partners that can help deliver high-quality laboratory services for all Albertans, sustainably and efficiently.

Contracting of community lab services is an opportunity for innovation and potential cost savings identified by the [AHS Performance Review](#). The RFP includes the contracting of community-related laboratory collections, logistics and testing in urban centres and large rural communities to a private provider.

Approximately 65 per cent of provincial lab work, or 50 million tests per year, is generated from the community and will be transitioned to the successful proponent(s).

### **AHS Continues to Hire Contact Tracing Staff**

AHS has continued to enhance our contact tracing teams to meet demand. We are rapidly increasing our response to the unprecedented volume of COVID-19 cases in the province. Pre-pandemic AHS had 50 contact tracers. We increased this 5x by July to 300 and more than doubled it again by September to 700. We now have more than 800 contact tracers in Alberta and are on track to double it once more, bringing us close to 1,600 contact tracers by the end of 2020.

We are currently in the process of going through the offer process, onboarding, and scheduling orientation

for more than 500 additional staff, and a small group have already started working in contact tracing. This work puts us well on track to having approximately 1,600 staff on the contact tracing team by the end of the year. This means we will have 36 contact tracers per 100,000 people, which will be on par or better compared with other provinces.

We are prepared to meet the changing demands of COVID-19 with our increased numbers of dedicated staff, as well as innovative solutions of web portals, online booking and SMS text notifications.

Anyone who is interested in becoming a contact tracer is encouraged to visit [ahs.ca/careers](https://ahs.ca/careers) and apply for an open position.

### **New Grande Prairie Regional Hospital Named**

The Government of Alberta has announced Alberta's new hospital will be named the Grande Prairie Regional Hospital. The name was chosen by the Ministry of Health following in-person and online engagement sessions with staff, physicians, volunteers, partners and regional stakeholders.



Since AHS took possession of the building this summer, teams have been busy working through the operational planning and commissioning phase of the project. This includes ordering and installation of furniture and equipment; detailed cleaning of the entire building; training staff to use the new equipment and systems; and thorough testing of all the medical and operational systems in order to ensure everything is safe and working properly before being used to provide patient care.

A second phase of construction at the new hospital is currently underway, adding a 28-bed mental health unit and a 32-bed medical unit. In addition, design work has begun on two operating suites, supported by the Alberta Surgical Initiative. These two new suites will bring the total number of ORs at the site to 11, including a dedicated maternity operating room.

### **Emergency Departments (EDs) Visits**

Visits to EDs across Canada declined by almost half the usual number of patients early in the pandemic. By the end of June 2020, visits remained lower than is typical for that time of year (about 85% of June 2019 volumes). Visits to EDs across Alberta also declined by almost half the usual number of patients. By the end of June 2020, visits remained lower than is typical for that time of year (about 80% of June 2019 volumes). These findings are consistent with the experience in other countries. In England, for example, ED visits dropped by more than 50%. In Alberta we are now seeing a return to normal ED volumes.

While there are many factors to this, one likely reason for this decrease is that people were anxious or nervous to visit an ED or hospital during this time. We understand why people may have been anxious to visit an emergency department. However, our hospitals and emergency departments remain a safe place to come and to receive care – there is no increased risk to patients coming to hospital.

AHS healthcare facilities follow rigorous Infection Prevention and Control standards. All healthcare workers are asked to self-assess for COVID-19 symptoms and exposure risk using a screening tool before reporting to a site for their shift, and our frontline teams are practicing continuous masking while at work. Any patient with symptoms, or who has tested positive for COVID-19, is isolated away from other patients. And, stringent visitor restrictions are in place, minimizing any risk of transmission from outside of the hospital.

If you think you have a serious or life-threatening injury or illness, go straight to an emergency department or call 911 immediately.

### **Influenza Immunization Update**

More than 1.3 million doses of influenza vaccine have been administered in Alberta, an increase of more than 39,000 doses from last week. For the sixth week in row, there are no reported cases of seasonal influenza in Alberta. The weekly influenza data report is available at [ahs.ca/influenza](https://ahs.ca/influenza).

## Join the Conversation

### Mental Health Support for Albertans

AHS recognizes that many Albertans are worried about their health, finances and mental health. We are here to help. Now, more than ever, it is important we recognize what we can do, big or small, to support one another in living addiction-free.

Support is available from Alberta Health Services Addiction and Mental Health clinics, although how the services are provided may have changed. Youth and young adults are also encouraged to join a free mental health support network [Togetherall](#) — that offers anonymous, peer-to-peer mental health services 24 hours a day, seven days a week.

### Program supports Albertans to live well with chronic health conditions

Albertans living with chronic disease and chronic pain have an opportunity to join a free, virtual program designed to help them take control of their health. Better Choices, Better Health® is a six-week series of workshops led by trained volunteer leaders, many of whom live with a chronic health condition. This approach ensures an understanding of the challenges participants face and provides a supportive and welcoming environment.

Topics include:

- Solving problems and setting goals
- Handling pain and fatigue
- Managing medication
- Dealing with difficult emotions
- Eating healthy and increasing activity
- Communicating with health-care providers

Virtual workshops start January 2021 using the online platform Zoom, and are offered in the morning, afternoon and evening to accommodate a range of schedules. Please [click here](#) for more information, and call 780-735-1080 to register as spots are limited.

Interested participants should have access to a working device (computer, tablet, or smartphone) equipped with a camera and microphone, the internet, and a private space while attending the workshop.



### Straight Talk - 'Smaller Sacrifices' So Others Can Live

Straight Talk is a video series in which healthcare workers talk from the heart about what they're seeing and experiencing at work and in their communities as COVID-19 spreads across the province. AHS is posting a new Straight Talk video every day on YouTube and sharing it through our AHS accounts on Facebook, Twitter and Instagram. Please feel free to share these with your networks and on your social platforms as you see appropriate.

Here is another Straight Talk video, featuring Jocelyn Wensley, a registered nurse in the emergency department of Chinook Regional Hospital in Lethbridge.

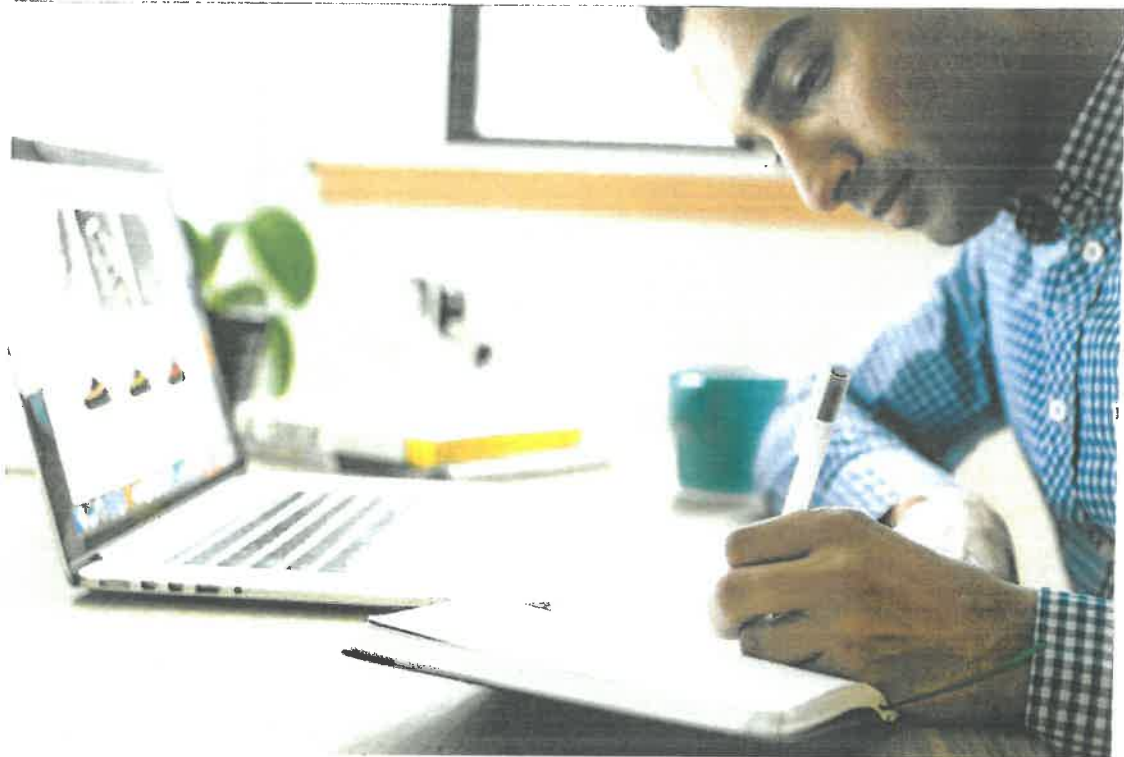
"COVID is real. It's in our community. We've got people who are intubated upstairs in our ICU because of COVID," Wensley says.

She says that's why we need to continue to wear our masks and wash our hands.

"Stick to your smaller cohorts," Wensley says. "Make these smaller sacrifices so that other people can continue to live. That's what it's coming down to, right?"

You can see all of the [Straight Talk videos](#), and new ones daily, on the AHS website.





**Post-Secondary students are invited to a conversation with AHS**

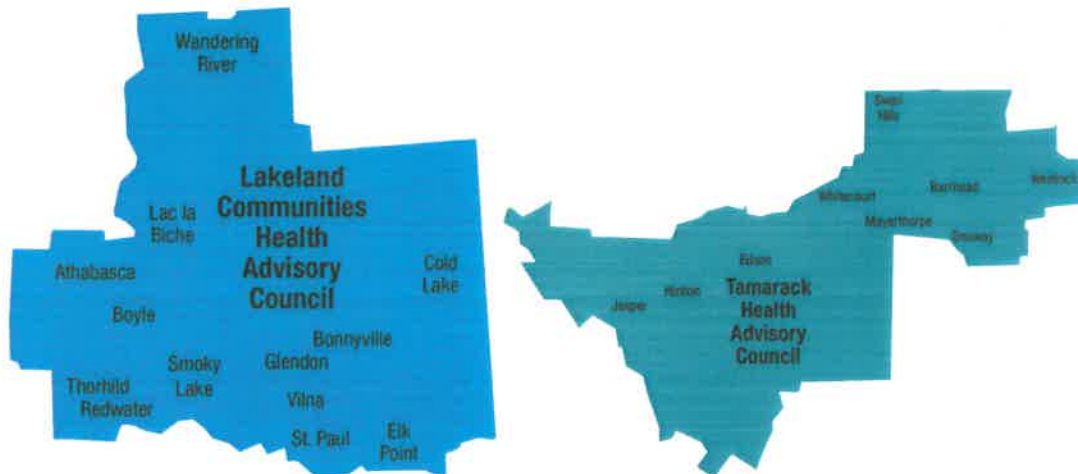
University and college students across the province are invited to participate in a COVID-19 Community Conversation on **Thursday, December 10, 2020 from 4:00 p.m. to 5:00 p.m.**

The event is an opportunity for students to learn more about how to protect themselves during this pandemic, and to help AHS learn how to better provide post-secondary students with the information they need to stay healthy, physically, mentally and emotionally, during this trying time.

If you are interested in attending, you can [register here](#). A portion of the session will be reserved for your questions; you are welcome to submit questions ahead of time when you register, or email them to [Community.Engagement@ahs.ca](mailto:Community.Engagement@ahs.ca).

**Tamarack and Lakeland Communities Health Advisory Councils are recruiting!**

Do you want to help improve healthcare in your community, or know someone who does? The Tamarack and Lakeland Communities Health Advisory Councils are recruiting. Those interested can learn more and apply [here](#). For more information on Health Advisory Councils, visit our [website](#).



## Be Well - Be Kind

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### Updated Food Donations Policy for Staff

With the start of the holiday season, many Albertans are looking to show their appreciation for AHS front-line staff. While we are grateful for this show of support, AHS has recently updated its policy around accepting donations of food. In accordance with Infection Prevention and Control, AHS employees are currently unable to accept [food donations](#).

Although we cannot accept donations of food, Alberta's food banks can — and we ask people to please consider passing your kindness on to them. Many Albertans are turning to their food banks for support right now and these organizations are happy to accept donations in honour of front-line staff. Although monetary donations are preferred so food banks can buy what they need and at a bulk rate, people can also donate non-perishable food. We would encourage you to visit the website for your local food bank to see how you can help.



### Photo of the Week

We wish to highlight a photo every week that illustrates the efforts, compassion and achievements being realized as we respond to the pandemic and support Albertans who come to us for care.

Licensed practical nurse Alexis Mansit is a member of our incredible front-line teams that are staffing COVID-19 testing sites across the province.

To see all our AHS photos, visit our [Instagram Gallery](#) on the AHS website.

### Foundation Good News

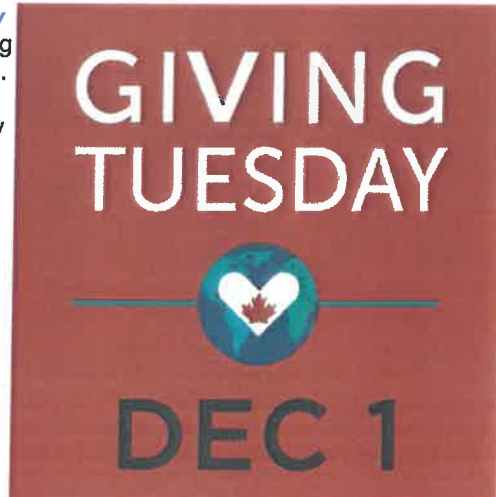
Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)

***AHS' philanthropic partners celebrate Giving Tuesday***  
This past Tuesday marked Giving Tuesday, a day of giving and volunteerism celebrated by charities across the globe.

Several of AHS' philanthropic partners took part in the day through awareness and fundraising campaigns. Their efforts included raising funds for the COVID-19 response in Edmonton, mental health supports for seniors in Calgary, a new lift and slings for long term care in Cold Lake, advancements to cancer care, and other healthcare priorities across the province.

Thank you to our partners for their incredible efforts throughout Giving Tuesday. We are grateful for all they and their donors do to enhance healthcare for Albertans.

To learn more about our philanthropic partners, visit [ahs.ca/give](https://ahs.ca/give).



### Sharing the Love - Gratitude from Albertans

Thank you to all of the Albertans who have taken the time to recognize the work of healthcare providers and physicians. Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you — and you can see others on our [Sharing the Love](#) webpage.

*Thank you to all of our front-line healthcare workers and everyone behind the scenes. Your never-ending commitment to serving the public during these very trying times is outstanding. Society, as a whole, is often easy to criticize. You should be very proud of what you accomplish each day. Hold your head up and know that people all over the province support you and value what you achieve each day to keep us safe.*  
— Myron

*I truly want to say thank you for the best care I have ever received. You all (at Foothills Medical Centre in Calgary) are an inspiration for the healthcare system. You all did an amazing, attentive, kind, respectable and empathetic service to me. No words can express the gratitude I have. I am blessed to have met you all. Thank you.*  
— Alison

*To all healthcare workers and support staff: a huge thank you for your dedication, persistence, courage, hard work and resilience these past eight months! You are shining stars, leading the way for the rest of us by your selfless example. We are mindful of what you are doing and keeping to ourselves to support you. Keep on keeping on.*  
— Janis

### Wrapping Up

Last week brought news we've all been waiting for - preliminary plans for distributing a COVID-19 vaccine. Many people - including many of you, we suspect - are excited about the prospect of a vaccine that could finally start bringing this terrible pandemic to an end.

We've already lost too many people. We've seen too many people get seriously ill. And many of us have

made the heartbreaking but correct decision to stay physically distanced from loved ones for most of the year. So news of a vaccine is undoubtedly welcome. It brings us hope at a time when we are managing what we might look back upon as the worst days of the pandemic.

We know the immediate days and weeks ahead likely won't get any easier. The spread of COVID-19 in Alberta will continue to push healthcare workers, and the health system, to our limits. During this time, let us stick together. Let us stand by one other. Let us urge our families, friends and neighbours to follow the public health measures. We don't have the vaccine quite yet. But we do have each other.

As always, with gratitude and appreciation,



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

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

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**From:** Reaghan Gamble <Reaghan.Gamble@albertahealthservices.ca> on behalf of Community Engagement <Community.Engagement@albertahealthservices.ca>  
**Sent:** December 4, 2020 10:47 AM  
**To:** Community Engagement  
**Subject:** RFP Issued for Community Lab Services  
**Attachments:** News Release - Community Lab RFP.PDF



This morning Alberta Precision Laboratories (APL) and Alberta Health Services (AHS) issued a Request for Proposals (RFP) seeking private-sector partners to provide community lab services across Alberta.

As we have discussed during the last year, the RFP process is about finding partners that can help deliver high-quality laboratory services for all Albertans, sustainably and efficiently. Contracting of community lab services is an opportunity for innovation and potential cost savings identified by the AHS Performance Review. Issuing the RFP is part of the implementation plan for the Performance Review that was approved by the Government of Alberta earlier this year.

The RFP scope includes the contracting of community-related laboratory collections, logistics and testing in urban centres and large rural communities. The private-sector provider(s) would also support some hospital lab testing for those tests not performed on-site at hospitals. Additional components where the new private provider will also need to continue to support are research and training.

In order to ensure that small rural and remote communities continue to receive the service they need, hospital sites that currently handle less than 25,000 community blood test collections per year will continue to do so by APL. Larger communities will expect to be serviced by the private provider(s) through community collection sites.

APL will also continue to deliver all other laboratory services, including direct operation of laboratories located in acute care and urgent care facilities operated by AHS, Covenant Health and Lamont Health Care Centre. Other services that will remain with APL include the public health laboratory, the genetics laboratories and other specialty testing services.

We are pleased to say that the RFP is designed to minimize impact on APL's workforce during the potential transition. The successful proponent(s) will be required to assume all impacted unionized, non-unionized and medical staff on the same or similar terms and conditions as exist prior to transition.

Laboratory testing is critical to the diagnosis and management of patient health, which requires highly trained technical staff and medical experts. Our staff have played a critical role in Alberta's response to COVID-19, and their expertise will be important in ensuring the quality and consistency of lab service is maintained across the province.

The RFP will close in early 2021, and a contract is expected to be awarded in spring 2021, with full transition of community lab work transitioned to the successful proponent(s) in 2022.

The evaluation of proposals we receive from private-sector proponents will include a detailed analysis by a panel that includes medical/scientific experts, laboratory operations professionals and financial analysts.

Our top priority during the evaluation process will be to ensure the safety, quality and service levels of community lab services are maintained and enhanced for all Albertans. We want to reinforce that proceeding with an RFP is not about the quality of the work currently done by our teams. It is about exploring opportunities to enhance the sustainability of laboratory services – as one component of the integrated healthcare system – in Alberta.

Sincerely,

Mauro Chies, Board Chair, APL; Vice President Cancer Care Alberta & Clinical Support Services

Dr. Mark Joffe, Vice President & Medical Director – Cancer Care Alberta, Clinical Support Services & Provincial Clinical Excellence

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**Request for Proposals Issued for Community Lab Services**

**December 4, 2020**

Alberta Health Services and Alberta Precision Laboratories (APL) have issued a Request for Proposals (RFP) seeking private-sector partners to provide community lab services across Alberta.

The RFP process is about finding partners that can help deliver high-quality laboratory services for all Albertans, sustainably and efficiently. Contracting of community lab services is an opportunity for innovation and potential cost savings identified by the AHS Performance Review.

"AHS continues to pursue innovative approaches of delivering critical healthcare services more efficiently while enhancing the level of care for all Albertans," says Tyler Shandro, Minister of Health. "Any savings realized through contracting community lab services will be invested elsewhere in the healthcare system, ensuring that use of healthcare dollars addresses the greatest areas of need in Alberta."

The RFP includes the contracting of community-related laboratory collections, logistics and testing in urban centres and large rural communities to a private provider. Approximately 65 per cent of provincial lab work, or 50 million tests per year, is generated from the community and will be transitioned to the successful proponent(s).

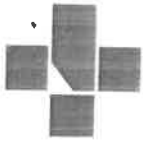
"Alberta's growing and aging population means we need to be more efficient and focused in terms of healthcare spending," said Dr. Verna Yiu, President and Chief Executive Officer, AHS. "We need to seek opportunities for innovation and consider ways of doing things differently to ensure Albertans continue to receive the highest quality of laboratory care, and the greatest value from every dollar invested in the healthcare system, both now and in the years ahead."

The RFP is designed to minimize impact on APL's workforce during the potential transition. The successful proponent(s) will be required to assume all impacted unionized, non-unionized and medical staff on the same or similar terms and conditions as exist prior to transition.

Approximately 30 per cent of all community lab tests are currently provided by private-sector partners, including 73 per cent in the Edmonton and North zones.

"Laboratory testing is critical to the diagnosis and management of patient health that requires highly trained technical staff and medical experts. Our staff have played a critical role in Alberta's response to COVID-19, and their expertise will be important in ensuring the quality and consistency of lab service is maintained across the province," said Mauro Chies, Board Chair of APL, and Vice President of Cancer Care Alberta and Clinical Support Services.

In order to ensure that small rural and remote communities continue to receive the service they need, hospital sites that currently handle less than 25,000 community blood test collections per



year will continue to do so by APL. Larger communities will expect to be serviced by the private provider(s) through community collection sites.

AHS and APL have secured a third-party sourcing facilitator to lead the procurement process, as well as provide advice, strategic planning and project facilitation. The evaluation of proposals will include a detailed analysis by a panel that includes medical/scientific experts, laboratory operations professionals and financial analysts.

A contract is expected to be awarded in spring 2021, with full transition of community lab work transitioned to the successful proponent(s) in 2022.

**Media Contact:**

Kerry Williamson  
Executive Director, Issues Management  
Alberta Health Services  
**Office:** (780) 613-8822  
**Cell:** (780) 905-5890  
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aboffice@albertabeach.com

cc: Council

**From:** Alberta Health Operations <AH-Operations@gov.ab.ca>  
**Sent:** November 20, 2020 9:24 AM  
**To:** gerald@RMAAlberta.com; rdevos@auma.ca; Scott Long; Stephen Carr; ! MURRAY; ! Allan; remmons@clearwatercounty.ca; Tarolyn.Aaserud@cypress.ab.ca; sandra.fox@mdfairview.ab.ca; sarmstrong@flagstaff.ab.ca; lmercier@md.bonnyville.ab.ca; keith.bodin@fortymile.ab.ca; ! Shathaway; jwhittleton@countygp.ab.ca; HarryRiva.Cambrin@FoothillsCountyAB.ca; robert.ellis@mdbighorn.ca; ! Bbeck; doyarzun@countybarrhead.ab.ca; Denise.Thompson@mdgreenview.ab.ca; j.wallsmith@mdacadia.ab.ca; ! Birch Hills County CAO; ! Westlock County CAO; rhawken@county10.ca; ! Brian Henderson; Derrick@mdwillowcreek.com; gordon.frank@woodlands.ab.ca; ! Jramme; ! ADMIN; cao@athabascacounty.com; ! SHIRLEY; ! Tlawrason; ! CAO; cao@rdcounty.ca; ahoggan@rockyview.ca; cao@kneehillcounty.com; lcielin@smokylakecounty.ab.ca; jpanasiuk@biglakescounty.ca; ! CHARLIECUTFORTH; skitz@county.stpaul.ab.ca; ! CMERRITT; ! YCASSIDY; rmcullough@sturgeoncounty.ca; acrofts@mdtaber.ab.ca; ! Thorhild County CAO; ! Sdary; hnorthcott@county24.com; ! Vulcan County CAO; ddibbelt@mdspiritriver.ab.ca; stephen.h@lamontcounty.ca; ! RTHERRIAULT; ! TTIMMONS; ! Municipal District of Pincher Creek No 9 CAO; ! Duanec; allan.winarski@mndlsr.ca; amitchell@lethcounty.ca; ! Bwilliams; ! Jholmes; stephensonk@newellmail.ca; ! County of Northern Lights CAO; cmillar@northernsunrise.net; ! Municipal District of Opportunity No 17 CAO; adam.laughlin@edmonton.ca; salima.ebrahim@edmonton.ca; 'Rob Squire'; david.aitken@edmonton.ca; 'Nicole Poirier'; chelsey.hammett@edmonton.ca; kscoble@stalbert.ca; sfarbrother@sprucegrove.org; city.manager@reddeer.ca; dpollard@lloydminster.ca; ! City Manager; mgoudy@lacombe.ca; ! SUE.HOWARD; tfleming@fortsask.ca; ! Robnic; ! Knagoya; bmorton@chestermere.ca; mboyd@camrose.ca; david.duckworth@calgary.ca; Tom.Sampson@calgary.ca; Susan.Henry@calgary.ca; Christopher.Lammiman@calgary.ca; ! A Martens; Mike.schwartz@beaumont.ab.ca; city.manager@airdrie.ca; ! H Galanti; ! Craig Dalton; Kieran Dowling; abetinney@raymond.ca; daniellemorine@improvementdistrict9.ca; Travis Nosko; Travis Nosko; Travis Nosko; Travis Nosko; Travis Nosko; ! Jwhaley; ! PKING; ! Msimpson; ! Mprimeau; laura.swain@parklandcounty.com.; ! BJOHNSON; Darcy Ferguson; darrell.reid@strathcona.ca; jamie.doyle@rmwb.ca; cao@mackenziescounty.com; ken.vanbuul@laclabichecounty.com; JGreathead@town.jasper.ab.ca; patrick.thomas@crownsnestpass.com; ! SVWESTCOVE; cao@sundancebeach.ca; sv sandyb@xplornet.ca; ! SVSEBA; cao@silverbeach.ca; ! ADMINISTRATION; ! INFO; ! TOMASZYK; ! ADMINISTRATION; tevens@sylvansummervillages.ca; cao@rosshaven.ca; svsunrisebeach@wildwillowenterprises.com; ! GMBANCROFT; ! OFFICE; ! D.EVANS; ! VIVIANDRIVER; svbbeach@gmail.com; ! GMBANCROFT; gscott@stettler.net; ! ADMINISTRATION; information@svofficepl.com; admin@waiparous.ca; ! SVCASTLE; tevens@sylvansummervillages.ca; ! Sylvia Roy; svpointalison@outlook.com; ! BURNSTICK8; ! TOMASZYK; ! D.EVANS; ! SVSEBA; information@svofficepl.com; information@svofficepl.com; information@svofficepl.com; ! ADMIN; tevens@sylvansummervillages.ca; ! SVHORSESHOEBAY; ! ADMIN; ! ADMIN; svislandlake@wildwillowenterprises.com; pelicanarrows@gmail.com; information@svofficepl.com; tevens@sylvansummervillages.ca; ddm@kronprinzconsulting.ca; bancroftkim@hotmail.com; cao@itaska.ca; ! GMBANCROFT; ! SVSEBA; emily@milestonemunicipalservices.ca; tevens@sylvansummervillages.ca; information@svofficepl.com;

**To:**

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**Cc:****Subject:**

Alberta Health Operations  
ABTraceTogether

Good morning,

As mentioned in our meeting last week, we would like to request that all municipalities encourage their residents to download the secure ABTraceTogether app. Unlike the federal app, ABTraceTogether is directly integrated with

Alberta's contact tracing system. Notification of exposure is left to health experts to follow up directly with those at risk, support them in their recovery and ensure they isolate. In the time since ABTraceTogether launched, we have made a number of improvements. We updated the app in September to address any privacy concerns and allow it to run in the background on IOS. It can detect interactions between two iPhones while the app is in the background or on a locked iPhone.

The technology in ABTraceTogether has been successfully used in Singapore, Australia and other places to stop the spread of COVID19. And while any app is only one small part of the fight against COVID19, ABTraceTogether remains an effective public health tool.

Thank you,

Alberta Health Emergency Operations Centre

Classification: Protected A

**aboffice@albertabeach.com**

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**From:** Len Klausner <Len.Klausner@albertahealthservices.ca>  
**Sent:** December 1, 2020 2:25 PM  
**To:** 'aboffice@albertabeach.com'  
**Subject:** EMS lease expiry - Alberta Beach

**Importance:** High

Good day;

The lease for the above noted EMS station expires on March 31, 2021.

It is our intention to continue providing EMS services to this community and look forward to lease extension discussions with you.

Our Property Management team will be completing an inspection of the property and will provide their report shortly after. We would welcome the opportunity of reviewing their findings and look forward to doing that.

All levels of government are watching and reviewing expenses during these challenging times and note that the Minister is not approving increases to rental rates. In fact like most, we are looking at rental reductions and look forward to discussing the lease extension with you.

Let's connect early in the New Year.

Many thanks and kind regards,

**Len Klausner**  
Director, Real Estate & Leasing  
Real Estate & Leasing – Edmonton & North Zone  
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**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** November 27, 2020 10:53 AM  
**To:** Kathy Skwarchuk  
**Subject:** Municipal Governance CONVID-19 November 27 Issue  
**Attachments:** 103802\_FAQ\_Nov 27.pdf

Dear Chief Administrative Officers:

I would like to personally thank you for all the efforts you are taking to keep municipal staff and residents in your community safe during the ongoing COVID-19 pandemic.

On November 24, 2020, Premier Jason Kenney announced that the Government of Alberta has declared a State of Public Health Emergency in response to the ever-evolving pandemic. He announced several new mandatory public health measures in communities across Alberta to protect the health system and slow the spread of COVID-19 based on the Chief Medical Officer of Health's recommendations. I encourage you to review these measures on [Alberta.ca](http://Alberta.ca).

To assist you in leading your communities through the public health emergency, Municipal Affairs is reinstating our regular distribution of a Frequently Asked Questions document addressing common questions we are receiving. The latest version is attached for your information.

Municipal Affairs continues to be mindful of the added governance and operational strains you are facing as we continue to navigate these challenging times, while also addressing more familiar priorities such as your next budget year and the upcoming 2021 general election nomination period. Please rest assured we will continue to support you to the best of our ability.

I encourage you to continue to contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk

Deputy Minister

Attachment - Frequently Asked Questions

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – November 27, 2020

On November 24, 2020, Premier Jason Kenney announced that the government has declared a State of Public Health Emergency in response to the ever-evolving COVID-19 pandemic. He announced several new mandatory public health measures in communities across Alberta to protect the health system and slow the spread of COVID-19 based on the Chief Medical Officer of Health's recommendations. I encourage you to review them on [Alberta.ca](http://Alberta.ca).

While we continue down the road to recovery together, Alberta Municipal Affairs remains committed to issuing regular updates that address frequently asked questions as well as provide information on new information or resources as they become available.

If you would like a specific question answered in an upcoming update, please email your request to [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca).

### 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 Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>

### Council Meetings

**Can municipal councils still meet in person and meet the Chief Medical Officer of Health's recommendations for physical/social distancing?**

**YES.** The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) enables municipalities to follow the Chief Medical Officer of Health's recommendations for physical/social distancing by conducting meetings electronically. While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**Can meetings be held entirely by electronic means?**

**YES.** During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- eligible parties can send submissions before and during the meeting by email or any other method that the council, board or commission considers appropriate; and

- the following people attend by electronic means:
  - CAO or designated officer;
  - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair;
  - For a composite or a local assessment review board, the presiding officer.

**Can a member of the public be required to wear a mask in order to attend a council meeting?**

Masks are only mandatory for municipalities included in the “enhanced areas” or in any other municipalities excluded from “enhanced areas” if there is a municipal face covering bylaw that requires masks to be worn within public buildings.

## Enhanced Restrictions

**What restrictions on activities apply for all of Alberta?**

Throughout all of Alberta, no indoor social gatherings are permitted, and outdoor social gatherings are restricted to 10 people. Wedding and funeral services are restricted to 10 people, and no receptions are permitted. Festivals and other events are prohibited, and working from home arrangements should be considered whenever possible.

**What additional restrictions apply only to municipalities that fall within an “enhanced” status area?**

Places of worship are restricted to a maximum of 1/3 of attendance capacity, and masks must be worn while inside places of worship.

Banquet halls, conference centres, trade shows, auditoria, concert venues, non-approved/licensed markets, community centres, children’s play places or indoor playgrounds, and all levels of sport must be closed (exemptions may be considered for sport activities). This would mean that council meetings cannot be relocated into local banquet halls.

Museums, galleries, libraries, indoor entertainment centres and indoor fitness facilities are restricted to 25% of the occupancy set by the Alberta Fire Code. Further information on business restrictions can be found on [Alberta.ca](http://Alberta.ca).

**What municipalities do the mandatory masking requirements apply to?**

Mandatory masking applies in the following communities:

- Calgary, Airdrie, Chestermere, Cochrane, Foothills County, High River, Okotoks, Rockyview County, and surrounding villages and businesses
- Edmonton, Beaumont, Devon, Evansburg, Fort Saskatchewan, Gibbons, Leduc, Leduc County, Morinville, Parkland County, St. Albert, Spruce Grove, Stony Plain, Strathcona County, Sturgeon County, Thorsby, and surrounding villages and businesses

A complete list of all municipalities falling within the enhanced areas can be found on [Alberta.ca](http://Alberta.ca).

## Enforcement of Health Orders

**Is the province working on standardizing what is subject to penalties to ensure there is clarity and consistency between enforcement bodies for enforcement under the *Public Health Act*?**

**YES.** Alberta Justice and Solicitor General, in collaboration with Alberta Health and Alberta Health Services, have been in constant contact with Alberta’s police services through the Alberta Association of Chiefs of Police, and directly with authorized employers of community peace officers (municipalities) regarding enforcement of Alberta’s Chief Medical Officer of Health’s orders to ensure a clear and constant message around the enforcement of these orders is being provided.

**Can community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**YES.** Community Peace Officer Level 1s have been provided authority to enforce the Chief Medical Officer of Health's Orders issued under the *Public Health Act*. This authority was granted through a Ministerial Order in accordance with section 13 of the *Peace Officer Act*.

**Can municipal bylaw enforcement officers who are not designated as community peace officers enforce the recommendations of the Chief Medical Officer of Health?**

**NO.** Municipal bylaw officers can only enforce municipal bylaws.

## General Information

**Can municipalities choose to keep certain municipally controlled properties closed even if they are allowed to be open under the provincial approach?**

**YES.** The decision to open facilities remains a local council decision. Municipalities and the public must continue to put safety first while gradually reopening businesses, resuming activities and getting people back to work.

**Should municipalities be encouraging employees to work from home?**

**YES.** If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

### Municipal Advisory Services

If you have further questions, please call:

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

**Can a municipality declare a pandemic State of Local Emergency (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.

## Additional Resources

The Alberta Urban Municipalities Association and Rural Municipalities of Alberta continue to be a valuable resource for municipalities. A COVID-19 response hub is accessible via <https://rmaalberta.com/about/covid-19-response-hub/>.

The Federation of Canadian Municipalities also has a list of links and resources for municipalities. <https://fcm.ca/en/resources/covid-19-resources-municipalities>.



**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** December 4, 2020 9:53 AM  
**To:** Kathy Skwarchuk  
**Subject:** December 4 Issue - Municipal Governance COVID-19  
**Attachments:** FAQ.pdf

December 4, 2020

Dear CAOs:

As a follow up to my message of November 27, 2020, we continue our efforts to support you with your municipal operations and services in accordance with the direction from the Chief Medical Officer of Health.

As announced on December 2, 2020, the Alberta government has appointed a new COVID-19 Vaccine Task Force, which I will be chairing. This Task Force will oversee the implementation of the province's immunization delivery program to ensure the ethical, timely and effective distribution of vaccines across Alberta. I look forward to leading this very important initiative to begin immunizations in phases in early 2021, once vaccines are received.

Attached is a Frequently Asked Questions document covering some of the more common municipal governance inquiries received by our ministry. Past issues can be viewed at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx).

I trust these updates provide you with the timely information and answers you need. Please continue to participate in the weekly Q&A session with the Chief Medical Officer of Health. Also, visit [www.alberta.ca](http://www.alberta.ca) for the latest COVID-19 information or contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk

Deputy Minister

Attachment

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 4, 2020

On November 24, 2020, the Government of Alberta declared a State of Public Health Emergency and announced several new mandatory public health measures to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. These measures can be reviewed on [Alberta.ca](http://Alberta.ca).

While all levels of government continue to navigate the ever-evolving COVID-19 pandemic together to bend the curve, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Enhanced Status

**Is the Provincial Relaunch Status Map revisited so municipalities can be moved on and off the enhanced status list as cases in the area increase or decrease?**

**YES.** Communities can enter the enhanced category while the measures are in place and then must adhere to the more stringent public health measures to protect the health system and reduce the rising number of COVID-19 cases. Communities that are on the [enhanced status list](#) at any time on or after November 27 must keep all measures in effect until at least December 15. Municipalities should continue to monitor the status of their region [online](#) and can [sign up](#) to be notified if their region moves up to 'watch' or 'enhanced' status.

### Municipal Affairs Updates

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

### Council Meetings

**Can councils in both areas with high case counts (Enhanced Areas) and in areas with lower cases (Open Areas) continue meeting in public?**

**YES.** All councils may continue to meet in public if they can adhere to social distancing guidelines and ensure measures are in place to prevent the transmission of COVID-19. [The Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) also remains in effect and enables municipalities to conduct meetings electronically. While electronic meetings are encouraged as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission.

**Can councils located outside enhanced areas hold their meetings in a community centre?**

**YES.** To clarify information provided December 1, 2020 from Alberta Health Operations, councils **outside** of enhanced areas can still hold meetings in centres if they can adhere to social distancing guidelines. Holding council meetings in community centres within enhanced areas remains restricted at this time.

### **Can the public be required to wear masks in order to attend a council meeting?**

**YES.** Masks are only required to be worn for indoor public meetings in areas specified in Part 4 of CMOH Order 38-2020 or in any other municipality that has a municipal face covering bylaw that requires masks to be worn in public buildings. For communities specified in Order 38-2020, masks should be worn at all times during a council meeting. Where councils have elected to make masks mandatory in public spaces, the requirements are at the discretion of council and should be outlined in each individual municipal face covering bylaw.

### **Can a face covering bylaw be passed so that it comes into effect upon a condition, instead of the date of passage?**

**YES.** A bylaw comes into effect on the day it receives third and final reading and is signed by the chief elected official and a designated officer. A bylaw may specify a future date for the bylaw to come into effect, but it cannot apply retroactively. A bylaw may contain provisions that can "trigger" the bylaw's effective date, such as a specified number of COVID-19 cases within the municipality or the region being put into enhanced status. However, a bylaw cannot contain provisions allowing council to enact or repeal the bylaw by resolution, as this is contrary to section 191(2) of the *Municipal Government Act (MGA)*.

#### **Alberta Biz Connect**

Alberta Biz Connect provides workplace guidance and support to businesses and non-profits. The online tool also provides sector-specific guidelines to ensure businesses can reopen safely during the COVID-19 pandemic. Businesses with questions regarding the relaunch can [email the Biz Connect team](#). Common questions are also posted [online](#).

#### **Public Libraries Resources**

Resources are available at:  
<https://www.alberta.ca/public-library-services.aspx>

### **Travel Restrictions**

#### **Are there restrictions in place to prevent residents of communities in enhanced areas from travelling into other regions to use their municipal facilities?**

**NO.** Travel within or outside of Alberta is not restricted at this time; however, non-essential travel is not recommended. The Chief Medical Officer of Health encourages municipalities to take measures to limit access to municipal facilities by teams and groups from outside their areas.

### **Elections**

#### **With the restrictions for areas with enhanced measures and the 2021 election nomination period beginning January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?**

**YES.** Section 28 of the *Local Authorities Election Act (LAEA)* states that "nominations shall be submitted at the local jurisdiction office at any time during the nomination period". Ultimately, it is the responsibility of the candidate to ensure their nomination requirements are complete in all aspects, including the inclusion of a deposit if a municipality has a bylaw requiring deposits. In addition to being delivered in person, the specific requirement of section 28 to submit nomination forms can be met by having forms mailed or delivered by courier. This could pose a risk for delivery guarantee that the candidate should be aware of as it is the responsibility of the candidate to meet the requirements of the *LAEA* and have information submitted to the local jurisdiction office by the deadline on nomination day.

## Municipal Operations

### **Can our municipal administrative offices and other public buildings where we provide public and essential services remain open?**

**YES.** Unless they are explicitly listed in Appendix A of [Order 39](#), there are no restrictions in place. Municipalities must follow the [Guidance for Office Buildings](#) and [General Relaunch Guidance](#). Within the enhanced areas, workers must wear a mask unless working alone in an office or an appropriate barrier is in place. Closing municipal offices and public buildings to protect the health and welfare of employees and the public, or for staffing and financial reasons remains at the discretion of individual municipalities.

### **Many municipal facilities have recreation centres, fitness centres, libraries and meeting space all under one roof. Do the stronger health measures impact capacity in these multi-use facilities?**

**YES.** In buildings (e.g., rec centres) that house multiple uses, the municipality must ensure a process to limit total occupancy to 25 per cent of the fire code limit for that location and ensure the number of attendees does not exceed this number. Individual venues within the larger facility must also follow the applicable restrictions. These guidelines also apply to local businesses operating within larger buildings such as business centres and malls. In communities under an enhanced status, some businesses will be restricted to appointment only and must follow all public health guidance in place. Individual operators should review [Order 39](#), Appendix A, and the [overview](#) of enhanced restrictions to determine the operating restrictions for each venue.

### **Is there guidance documentation available for municipalities and local businesses regarding reduced capacity and occupancy loads, as well as approximating restricted capacity?**

**YES.** Information has been posted [online](#), including additional information on how to approximate restricted capacity if municipalities are unsure of current occupant loads, or have been unable to locate them.

### **Are municipal outdoor rinks permitted to remain open at this time?**

**YES.** Skating is permitted with members from individual households if physical distancing is maintained at all times. If a group of people attend a rink together to skate, this is a social gathering, therefore, groups cannot be more than ten people unless from the same household. Games like shinny or pick up hockey should not occur.



### **Are there any uses for which community centres in enhanced areas can remain open?**

**YES.** Community centres in enhanced areas can remain open to the public if they are being used to provide health care services or child care services, shelter vulnerable persons, for election purposes and related activities, to undertake jury selections, for indoor markets, or as a place of worship.

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at: <https://rmaalberta.com/about/covid-19-response-hub/>

AUMA's updated guide is available at: <https://auma.ca/covid19>

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at: <https://fcm.ca/en/resources/covid-19-resources-municipalities>

cc: Council

**aboffice@albertabeach.com**

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** December 11, 2020 11:24 AM  
**To:** Kathy Skwarchuk  
**Subject:** COVID-19 Municipal Governance - December 11, 2020 Issue  
**Attachments:** FAQ.pdf

December 11, 2020

Dear CAOs:

As a follow up to my message of December 4, 2020, we continue our efforts to support you with your municipal operations and services in accordance with the direction from the Chief Medical Officer of Health.

On December 8, 2020, Premier Jason Kenney announced several new mandatory public health measures that apply province-wide. These will be in place until at least January 12, 2021 and are required to protect the health system and slow the spread of COVID-19. I strongly encourage you to review these measures on [Alberta.ca](http://Alberta.ca).

As a leader in your community, I commend you for your efforts to adapt municipal operations as necessary to do your part to keep your staff and community safe.

Attached is a Frequently Asked Questions document covering some of the more common municipal governance inquiries received by our ministry. Past issues can be viewed at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx).

I trust these updates provide you with the timely information and answers you need. Please continue to participate in the weekly Q&A session with the Chief Medical Officer of Health. Also, visit [www.alberta.ca](http://www.alberta.ca) for the latest COVID-19 information or contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk

Deputy Minister

Attachment

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 11, 2020

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On December 8, 2020, the Government of Alberta announced additional public health orders to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. Active public health orders can be reviewed on [Alberta.ca](http://Alberta.ca).

The new measures announced on December 8 apply province-wide and will be in place until at least January 12, 2021. Restrictions on businesses and facilities come into effect December 13, at 12:01 am.

Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca).

### Municipal Affairs Updates

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

## Mandatory Masks

**Is the use of masks mandatory province-wide now?**

**YES.** Mask use is now mandatory across the province (with some exceptions for farming or ranching operations when not interacting with the public, as well as for certain individuals and activities).

## Provincial Relaunch Status Map

**The Provincial Relaunch Status Map has been updated to move every region in the province to the purple 'Enhanced Status'. Are the orders put in place on November 27 now in effect for all areas?**

**NO.** Order 39 only applies to communities that previously met the case rate thresholds (active case rate of 50 cases per 100,000 people, and a minimum of 10 active cases) and were listed as "Enhanced Status".

Should your area reach the case rate threshold prior to Sunday, December 13, 2020, then the measures found in **Order 39** will become applicable.

Municipalities should monitor active cases and active case rates that are found on the relaunch map, which updates around 4:00 p.m. daily. Prior to Sunday, December 13, Alberta Health will provide a notification email to municipalities where cases trigger the Order 39 measures.

### Public Libraries Resources

Resources are available at:  
<https://www.alberta.ca/public-library-services.aspx>

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Municipal Governance during the COVID-19 Outbreak

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Classification: Public



## Public Meetings

### **Can municipal councils still meet in person within council chambers?**

**YES.** Business meetings remain excluded from social gatherings so municipal councils may continue to meet in public if they can adhere to social distancing guidelines and ensure measures are in place to prevent the transmission of COVID-19.

### **The new orders prohibit the use of community centres for council meetings in all areas within Alberta. Are there alternatives available if our municipality cannot adhere to social distancing guidelines?**

**YES.** The Public Meeting Procedures (COVID-19 Suppression) Regulation remains in effect until it has been repealed. The regulation enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically.

While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

### **Can our municipality still proceed with an in-person public hearing at a community centre if the meetings was scheduled before the restrictions came into place?**

**NO.** All community halls must remain closed to the public unless the hall is being used for a permitted use including providing health care services, child care services, shelter for vulnerable persons or being used for elections purposes and related activities, to undertake jury selections, as a place of worship or indoor market.

### **Our municipality can no longer hold a property tax recovery public auction given the new province-wide restrictions on community centres. Can we adjourn the auction until these restrictions have been lifted?**

**YES.** Section 422 of the *MGA* authorizes municipalities to adjourn an advertised public auction for up to two months if it cannot be conducted in accordance with the current public health orders. If there are legitimate reasons to postpone a public auction past the two-month adjournment period, a municipality can request a Ministerial Order from the Minister of Municipal Affairs to extend the period of time in which an auction may be adjourned. This request can be made by sending an email or a letter from the CAO to [ma.lqs@mail@gov.ab.ca](mailto:ma.lqs@mail@gov.ab.ca) stating the request and the reason(s) and a proposed date for the extension.

## Municipal Operations

### **Is our municipality expected to follow the same four-week mandatory work at home rule?**

**YES.** The new orders include a mandatory province wide work from home requirement where operationally possible, effective December 13. Municipalities should support staff work from home arrangements unless their role requires a physical presence for operational effectiveness.

### **Are we able to have a small number of staff remain in the office to accept nomination papers, utility payments, etc.?**

**YES.** It is up to each municipality to determine what is operationally required and put in place measures that adhere to the active public health orders and protect the health and safety of the public and employees that are deemed critical to operational effectiveness.

## Elections

**Is there a contingency plan for the 2021 municipal elections if the pandemic is still ongoing?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election, and have identified a number of temporary modifications that could be made, if needed, to specific requirements under the Local Authorities Elections Act (LAEA). These modifications, if needed, will provide municipalities with additional flexibility and greater ability to align election operations with public health orders or recommendations.

**As the 2021 election nomination period begins January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?**

**YES.** Section 28 of the LAEA states that "nominations shall be submitted at the local jurisdiction office at any time during the nomination period". Ultimately, it is the responsibility of the candidate to ensure their nomination requirements are complete in all aspects, including the inclusion of a deposit, if a municipality has a bylaw requiring deposits.

In addition to being delivered in person, the specific requirement of section 28 to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. However, this could pose a risk for candidates if the information is not submitted to the local jurisdiction office by the deadline on nomination day.



**We have candidates that are eager to start incurring campaign expenses and raise funds so they want to submit nomination forms as soon as possible in January. Given that candidates can mail or send by courier, and the forms must be signed by a returning officer, are there alternative options available if the returning officer is unavailable or working from home?**

**YES.** The order states employees should work from home "where operationally feasible", so nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box. Municipalities have the authority to determine options that safely enable the submission of nomination forms.

## Travel Restrictions

**Are there any new restrictions on travel within or outside the province at this time?**

**NO.** Travel within or outside of Alberta remains unrestricted at this time; however, non-essential travel is not recommended. The Chief Medical Officer of Health encourages municipalities to take measures to limit access to municipal facilities by teams and groups from outside their areas.

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at: <https://rmaalberta.com/about/covid-19-response-hub/>

AUMA's updated guide is available at: <https://auma.ca/covid19>

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at: <https://fcm.ca/en/resources/covid-19-resources-municipalities>



**aboffice@albertabeach.com**

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**From:** MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>  
**Sent:** November 27, 2020 3:19 PM  
**To:** ! ABOffice  
**Cc:** ! ABOffice  
**Subject:** MSP Project Acceptance Notification - Alberta Beach

Dear Mayor Benedict,

The Government of Alberta is proud to provide municipalities and Metis Settlements with new infrastructure funding through the Municipal Stimulus Program (MSP). The MSP will help your community recover from the economic challenges posed by the pandemic and the downturn in energy prices. It also positions communities to support local jobs and participate in future economic growth.

I am pleased to accept the following eligible project submitted by your community under the MSP program:

Storm Water Outfall Rehabilitation: \$121,009

My ministry welcomes the opportunity to celebrate your MSP project announcements with you. Municipalities and Metis Settlements are encouraged to refrain from making an MSP public announcement unless you have been in contact with your local MLA, or my office directly for approval, toll-free at 310-0000, then 780-427-3744, or at [Minister.MunicipalAffairs@gov.ab.ca](mailto:Minister.MunicipalAffairs@gov.ab.ca).

As partners in supporting Alberta's communities, I look forward to working together to move your infrastructure priorities forward.

Sincerely,

Tracy L. Allard  
Minister

cc: Kathy Skwarchuk, Chief Administrative Officer, Alberta Beach

Classification: Protected A

**aboffice@albertabeach.com**

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**From:** MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>  
**Sent:** December 3, 2020 12:18 PM  
**To:** ! ABOffice  
**Cc:** ! ABOffice  
**Subject:** MSP Red Tape Reduction  
**Attachments:** RTR Report Template 2020.pdf; RTR Report Template 2021.pdf

Dear Chief Elected Official,

On July 30, 2020, our government was proud to announce the Municipal Stimulus Program (MSP). One of the conditions associated with this funding is that municipalities are required to reduce red tape, and this email provides further information about what this commitment entails.

Municipalities are required to take actions that advance at least one of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

The attached report templates provide some examples of actions you could take to achieve these objectives, but you are not limited to these examples. Each municipality must determine the most appropriate actions for their local circumstances. I strongly encourage you to think carefully about what actions would result in the most benefit for your local economy, and pursue those actions diligently. If you are unsure which actions will be most effective, I urge you to speak with local job creators in your area to understand how you can best support them.

There are separate report templates for 2020 and 2021.

- Municipalities must submit the 2020 report template to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) before February 1, 2021, indicating any actions they have undertaken in 2020 to reduce red tape and how they intend to reduce red tape in 2021.
- Municipalities must submit the 2021 report template to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) before February 1, 2022, describing the concrete progress they made in reducing red tape in 2021.

I trust you understand the important role municipalities play in creating a positive environment for investment. Municipalities are the level of government directly responsible for business licensing, construction permitting, and development decisions – all of which are factors businesses consider when deciding where and when to invest. Municipalities can contribute to Alberta's economic recovery by creating an environment where processes are clear and consistent; where decisions are made quickly and transparently; and where there are no unnecessary barriers to realizing our province's potential.

Thank you for your commitment to work with us in ensuring Alberta's future prosperity.

Tracy L. Allard  
Minister

Classification: Protected A



Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

### What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

### What do municipalities need to do?

Municipalities are required to make measurable progress in at least one of these areas, develop a red tape reduction plan, and report it to Municipal Affairs using this form by February 1, 2021. For the 2020 report only, if no progress was made in 2020, municipalities must still complete the section indicating their plans to meet this commitment in 2021.

Municipal Affairs will review the submitted plan and determine whether it is sufficient based on the actions identified and the circumstances of the municipality. Please include any information Municipal Affairs should be aware of when reviewing your plan. The 2020 Red Tape Reduction Report must be approved by the Minister before the 2021 MSP payment will be released. Municipalities will undertake their plan and must report on concrete progress using a separate form by February 1, 2022.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can develop any plan or action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

## Submission

### Summary:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
  - You are required to indicate how your municipality intends to reduce red tape in 2021.
- E-mail the completed form to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) by February 1, 2021 by clicking on the "Submit to E-mail" button below.
- Take action to reduce red tape.
- Report on the concrete progress you have made to reduce red tape using the 2021 Red Tape Reduction Report Template, and submit it to Municipal Affairs by February 1, 2022.

This template, the MSP program guidelines, and other program resources are available at [www.alberta.ca/municipal-stimulus-program.aspx](http://www.alberta.ca/municipal-stimulus-program.aspx).

If you have any questions regarding this template or the MSP, please e-mail [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

### About this Form

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca). Scanned copies of the form will not be accepted.

**Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.**

Municipality Name

Date

1. Please indicate any steps your municipality has taken to reduce red tape in 2020. Please note that MSP funding is NOT conditional on reducing red tape in 2020, though any steps you have taken to reduce red tape should be noted. Use "+" and "-" buttons beside each objective to see example actions.

a) *Make it easier to start up a new business.* + -

Please elaborate on your response, including metrics and performance targets..

b) *Streamline processes and shorten timelines for development and permit approvals.* + -

Please elaborate on your response, including metrics and performance targets.

c) *Make your municipality a more attractive destination for new investment and/or tourism.* + -

Please elaborate on your response, including metrics and performance targets.

2. How do you plan to measurably reduce red tape in 2021? Please check all that apply. Please note that a refund of MSP funding may be required if there is insufficient progress in reducing red tape in 2021. Use "+" and "-" buttons beside each objective to see example actions.

a) *Make it easier to start up a new business.* + -

b) *Streamline processes and shorten timelines for development and permit approvals.* + -

c) *Make your municipality a more attractive destination for new investment and/or tourism.* + -

d) How do you intend to measure the results of your actions? Include a brief description of your action(s), baseline data (your current state) and quantitative targets. For example:

- We plan to review our processes for approving business licenses. Currently it takes a new business with a complete application approximately 4 weeks to obtain a license. We hope through our process review to bring that down to 2 weeks.
- We partner with two neighbouring municipalities to network with businesses and share economic development opportunities in our region. We intend to expand this group to include one more municipality.

3. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

### Certification

As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality.

Print Name

Telephone Number

The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.

Save Form

Submit by E-mail



Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

**What is Red Tape?**

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

**What do municipalities need to do?**

Municipalities participating in MSP developed plans to reduce red tape in 2020, and are expected to have made concrete progress on reducing red tape to meet at least one of the objectives listed above in 2021. Municipalities are encouraged to follow the plans that the Minister approved in 2020, but if they wish to reduce red tape through unapproved actions this is acceptable, as long as they are able to demonstrate concrete progress.

Any municipalities that have not taken sufficient action to reduce red tape may be required to refund their MSP grant regardless of whether the funding has already been spent. Actions to reduce red tape will generally be considered sufficient if they result in demonstrable, measurable improvements in at least one of the three objectives listed above, but the scope of action taken must correspond to the capacity of the municipality. Each municipality's individual circumstances will be considered in determining whether actions were sufficient, so please include any relevant information on your completed form.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can take any action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

**Submission**

**Instructions:**

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
  - You are required to indicate how your municipality reduced red tape in 2021.
- E-mail the completed form to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) by **February 1, 2022** by clicking on the "Submit by E-mail" button.

This template, the MSP program guidelines, and other program resources are available at [www.alberta.ca/municipal-stimulus-program.aspx](http://www.alberta.ca/municipal-stimulus-program.aspx).

If you have any questions regarding this template or the MSP, please e-mail [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

**About this Form**

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca). Scanned copies of the form will not be accepted.

**Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.**

Municipality Name		
Date		

**1. What steps have been taken to make it easier to start up a new business in the municipality? Please check all that apply.**

- Implement incentives to encourage new businesses.
- Streamline or speed up processes for obtaining a business licence.
- Review the process for establishing a business and eliminate any unnecessary municipal requirements.
- Work with neighbouring municipalities to establish common business licensing systems, or recognize business licences from other Alberta municipalities.
- Establish a paperless process for business licence applications, and/or an option for electronic payment of application fees.
- Create a section on the municipality's website providing information on how to start a business, including municipal licensing requirements and application forms, process documents, and/or other guidance documents.
- Review and evaluate municipal regulatory requirements to limit and mitigate unintended impacts on small business.
- Work with neighbouring municipalities to coordinate bylaws for weight restrictions, noise restrictions, dust abatement requirements, or other factors that impact commercial/industrial activity.
- Consult with a local post-secondary institution about how to help students establish new businesses after graduation.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

**2. What steps have been taken to streamline processes and shorten timelines for development and permit approvals? Please check all that apply.**

- Establish internal targets for issuing subdivision application decisions that are faster than legislated timelines.
- Establish internal targets for issuing development permit decisions that are faster than legislated timelines.
- Prepare process summaries and checklists of required materials for subdivision and development permit applications.
- Update the municipal website to clearly communicate subdivision and development permit approval processes.
- Establish an online application process for subdivision and development applications.
- Establish an electronic payment system for subdivision and development permit applications.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

3. What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism? Please check all that apply.

- Implement incentives for new investment or tourism, such as new property tax incentives now allowed under the *Municipal Government Act*.
- Develop an action plan to reduce red tape with clearly defined objectives, actions, and targets, and make it available on the municipality's website.
- Partner with neighbouring municipalities to promote investment and economic development opportunities at a regional level.
- Develop and implement asset management policies, plans, and strategies to ensure infrastructure supports long-term economic growth.
- Develop measures of economic activity supported by municipal capital assets (such as roads) and incorporate into asset management plans.
- Assess how the community's long-term plans align with and support Alberta's long-term economic strategies.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

4. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

### Certification

<input type="checkbox"/>	<p>As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality .</p> <p style="text-align: center;"><input type="text"/> Print Name</p> <p style="text-align: center;"><input type="text"/> Telephone Number</p> <p><small>The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.</small></p>
--------------------------	--

Save Form

Submit by E-mail



aboffice@albertabeach.com

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**From:** Benjamin Chan <Benjamin.Chan@gov.ab.ca>  
**Sent:** December 8, 2020 9:36 AM  
**To:** ! ABOffice  
**Subject:** Assessment Audit Report - Alberta Beach  
**Attachments:** 05 DT00420 Report\_AB Beach for Municipal Response1.docx

TO: Ms. Kathy Skwarchuk, CAO  
Alberta Beach

Good Morning Ms. Skwarchuk,

Attached for you review is a draft copy of the assessment audit report for Alberta Beach. The report has been provided to your assessor and the attached contains his response and comments. You can put any comments you may wish to be included in the report under the Municipal Response section (Page 5) or you can send it to me separately and I will incorporate it in the report.

Please call me if you have questions or if you wish to discuss the report.

We would like to extend our sincere thanks to you and your staff, particularly to Cathy McCartney for all the assistance that we received.

Regards,

Ben

---

Benjamin Chan, CAE  
Assessment Auditor  
Assessment Services Branch  
Alberta Municipal Affairs  
Phone: 780-422-8405  
Fax: 780-422-3110  
e-mail: benjamin.chan@gov.ab.ca

Classification: Protected A

Alberta Beach  
Detailed Assessment  
Audit Report

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Assessment Year 2019/Tax Year 2020

*Alberta* ■

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### Detailed Audit Program

Detailed audits combine the factual, results-oriented ratio study with the more investigative, process oriented procedural audit to determine if assessments meet valuation and administration standards that can reasonably be expected of Alberta municipalities assessment programs. As well as properties assessed at market value, detailed audits may review property classified as farm land and machinery & equipment assessed at regulated rates that cannot be monitored by ratio studies.

Assessment Audit is tasked with administering the audit program. Each year a number of detailed audits are scheduled to be undertaken. These audits can be initiated by a municipal request or by Minister's initiative. An audit can be specific to a municipality or can be based on property group which could encompass multiple municipalities.

Assessment Audit  
Assessment Services Branch  
Municipal Assessment and Grants Division  
Municipal Affairs

15<sup>th</sup> Floor, Commerce Place  
10155 102 Street  
Edmonton, AB T5J 4L4

P: 780-422-1377

## TABLE OF CONTENTS

<b>Executive Summary</b> .....	<b>1</b>
<b>Overview</b> .....	<b>1</b>
<b>Findings of Audit</b> .....	<b>3</b>
<b>MUNICIPAL RESPONSE</b> .....	<b>5</b>
<b>PERFORMANCE REVIEW</b> .....	<b>6</b>
<b>Sold Parcel Reconciliation</b> .....	<b>6</b>
<b>Ratio Studies</b> .....	<b>8</b>
<b>Overall Ratio Study Results</b> .....	<b>9</b>
<b>PROCEDURAL REVIEW - PROPERTY INVENTORY</b> .....	<b>18</b>
<b>Sufficient and Accurate Property Information</b> .....	<b>18</b>
<b>Property Characteristics at Date of Sale</b> .....	<b>19</b>
<b>Special Purpose Property</b> .....	<b>19</b>
<b>Regulated Property</b> .....	<b>20</b>
<b>Administrative Review</b> .....	<b>21</b>
<b>Authority</b> .....	<b>21</b>
<b>Addendum:</b> <b>Table of Commonly Used Acronyms and Abbreviations</b>	

## EXECUTIVE SUMMARY

### Overview

#### Introduction

Municipalities prepare assessments in accordance with Part 9 of the *Municipal Government Act* (MGA) and the regulations. Assessment audits are performed under the authority of section 22 of the *Matters Relating to Assessment and Taxation Regulation, (203/2017)* by assessment auditors appointed by the Minister of Municipal Affairs. The *Detailed Assessment Audit Manual* guides the auditors' work. This report is intended to be read in conjunction with the *Detailed Assessment Audit Manual*. The manual is meant to be used by auditors to facilitate a consistent approach to detail audits, or can be used by municipalities as a tool for self-review.

#### Objective of the Audit

The objective of this detailed assessment audit is to provide an unbiased opinion as to the quality of the municipality's assessment roll for the 2020 tax year. The opinion is based on a review of assessment performance by measuring the degree to which assessments meet regulated quality standards and a review of procedures and administration of the municipality's assessment program. The audit also provides a means to identify and reinforce strengths in a municipality's assessment program and to identify where opportunities exist to improve assessments or assessment administration.

The audit meets this objective by providing brief findings and conclusions for individual tasks meeting best practice guidelines and/or legislative requirements as outlined in the *Detailed Assessment Audit Manual*. For tasks not meeting legislative or best practise requirements and requiring a recommendation, the auditor provides more detail and explanation of findings supporting conclusions.

#### Scope of the Audit

This detailed assessment audit will review assessment performance for those properties for which the municipality is legislatively required to prepare assessments, as well as an administrative review. Ratio studies serve as the primary tool for the objective evaluation and measurement of mass appraisal performance. The procedural review will focus on how assessments are prepared and will involve a pool of sample properties for testing.

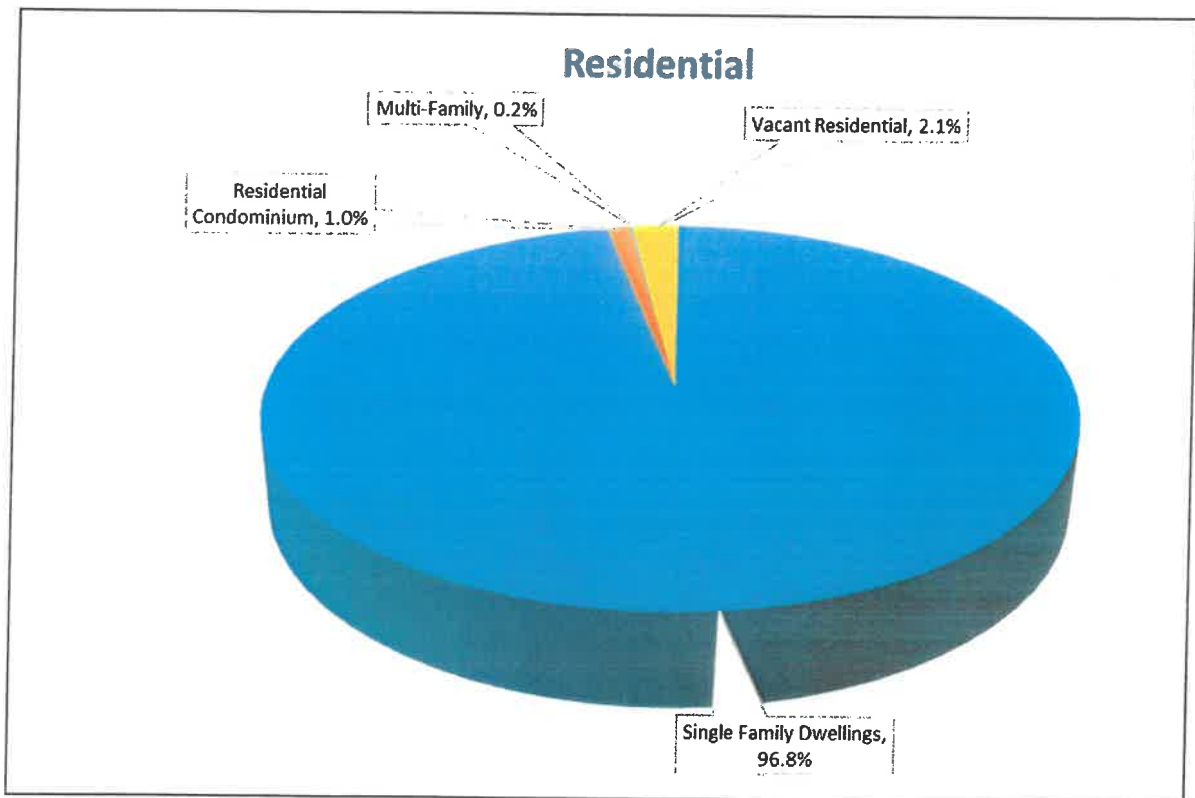
The following topics are out of scope for this audit:

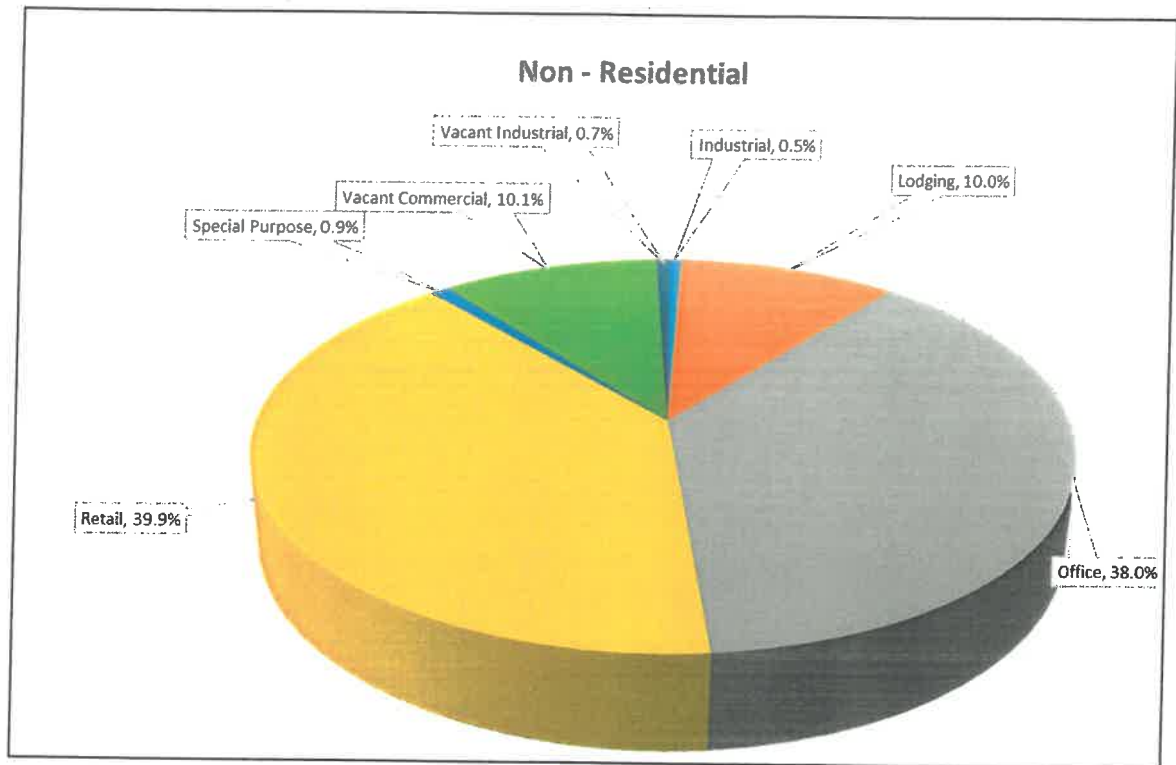
- Provincial and municipal tax policy,

- Equalized assessment and education requisition policy,
- Business assessment and taxation provisions in Part 10 of the Act other than those for property tax, and
- Property assessments completed by the Provincial Assessor.

**Distribution of Assessment by Property Type**

Category	Total Assessment	Property Count
Residential	164,969,670	812
Non-Residential	11,211,860	36
Farmland	15,600	3
Residential Exempt	30,190	1
Non-residential (non-regulated) Exempt	13,966,260	28
<b>Total Taxable Assessment</b>	<b>176,197,130</b>	<b>851</b>
<b>Total Assessment</b>	<b>190,193,580</b>	<b>880</b>





**Findings of Audit**

In our opinion, the Village of Alberta Beach, in preparing its assessment roll for the 2020 tax year, meets virtually all of legislated standards. Most aspects of procedures and practices used in preparation of property assessments meet assessment best practices.

In addition, an administrative review of the municipality's management of the assessment program finds legislative requirements have been met for the administration of bylaws, assessment rolls, notices, complaints and public relations.

## **Recommendations:**

### **Compliance with Legislation Requirements**

- No recommendations are offered.

### **Best Practice Recommendations**

- It is recommended that the assessor use a consistent valuation approach in assessing non-residential properties.

### **Observations**

- It is advisable for the municipality to develop a formal MGA section 299/300 request form and process to ensure appropriate handling of a formal request.

### **Acknowledgements**

Cooperation received from the assessor and administration staff of the Village of Alberta Beach is appreciated. We received all information, reports and explanations required to conduct the audit in a timely fashion.

### **Next Steps**

The assessor and the chief administrative officer were asked to respond to the conclusions and recommendations contained in this report, indicating the actions that will be taken to address the recommendations and the timeframe in which the actions will be completed. Such action demonstrates a commitment toward continued improvement of assessment practices and administration; and contributes to enhancing assessment quality across the province.

A follow-up audit will be conducted in 2021 to evaluate progress on actions taken by the municipality in addressing recommendations contained in the report.



### **ASSESSOR RESPONSE**

Upon reviewing this detailed audit and the recommendations made within, I am in complete agreement with the auditor's findings. I feel he has been completely fair and I appreciate the opportunity to have the assessments and my work reviewed by an unbiased third party.

I agree and will endeavour to implement the auditor's recommendations made on page 20 of this report this year.

### **MUNICIPAL RESPONSE**

DRAFT

## PERFORMANCE REVIEW

A performance based review provides direct evidence of valuation accuracy and uniformity of properties assessed at market value.

### Sold Parcel Reconciliation

Using *Land Titles Office* data, Assessment Audit reviews whether the assessor is reporting the appropriate number of sales to ASSET. A review is also conducted to identify if the assessor is including all *good* sales as valid for statistical review.

### Sales Verification

Assessors are expected to screen land titles transactions and assign *sales verification codes* indicating whether the sale is representative of market value and can be used in market analysis and ratio studies, or whether the sale is not representative and is invalid.

The following table is a summary of sales verification coding as submitted by the assessor into Assessment Shared Service Environment (ASSET) system for the 3-year period July 1, 2016 to June 30, 2019.

Sales Verification Description	Verification Code	SFD	RC	VR	MF	RET	VCOM	VIND	LOD
<b>Used in the analysis</b>									
Good sale	8001	74		3		3	1		1
		74		3		3	1		1
<b>Not Used in the Analysis</b>									
Good sale	8001	9		2		1		1	
Non-Arm's Length	8002	71	3	2	3	2			1
Foreclosure	8008	7							
Duress	8005	3							
		90	3	4	3	3		1	1

The auditor reviewed a sample of registration documents of included and excluded sales. For the most part, sales verification codes are found to be applied appropriately. Sales that are coded as Good Sale but excluded in the analysis are sales with outlier ratios.

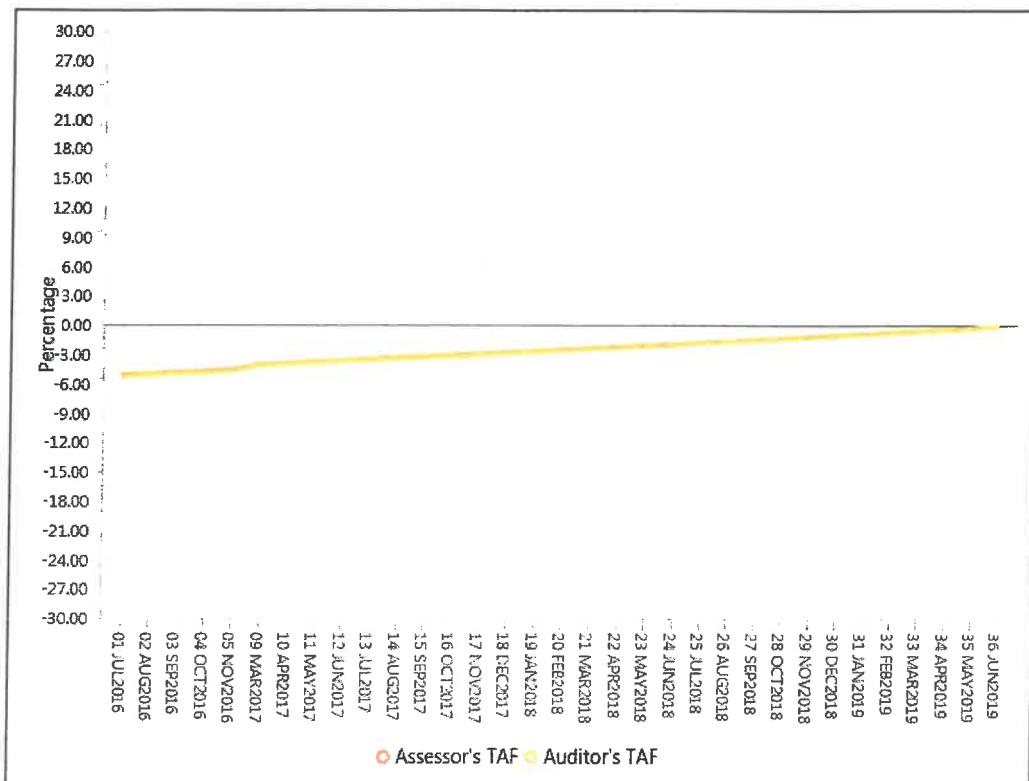
The assessor appears to be using discretion appropriately. Therefore, auditor ratio studies will use the assessor's reported sale set.

Time Adjustments

The *Matters Relating to Assessment and Taxation Regulation (MRAT)* states that any assessment prepared in accordance with the MGA must be an estimate of value on July 1<sup>st</sup> of the assessment year. The most common sale price adjustment that the assessor will make is for price since the time of sale.

The most common method of determining time adjustment is sales-assessment ratio trend analysis (SAR). The auditor used this method in testing the time adjustment factors applied by the assessor. This was done on single family (SFD). Other property groups do not have enough sales in order to arrive at a reliable conclusion.

Of note, the results of the auditor’s time adjustment analysis is very close to that of the assessor’s. These are illustrated in the following graph and table:



No. of Sales	Assessor's Median ASR	Auditor's Median ASR	Assessor's COD	Auditor's COD
176	.956	.952	12.2	12.2

## Conclusion

The time adjustment factors developed by the assessor for the SFD group, which has sufficient sales for analysis, are in line with the factors resulting from the auditor's time adjustment analysis. Differences, if present, are minimal. The proceeding ratio study will use the assessor's time adjustment factors.

## Other Sale Price Adjustments

Occasionally, other adjustments are employed (chattels for example). For SFD in particular, these types of adjustments should rarely be used. The assessor has not applied any other adjustments to sale prices in the submission to ASSET.

## Ratio Studies

Market value assessments must meet median assessment ratio and coefficient of dispersion standards. Performance-based review (ratio studies) provide direct evidence of valuation accuracy and uniformity of properties assessed at market value. Ratio studies are an essential tool for objective evaluation and measurement of mass appraisal performance.

Various statistical studies were undertaken to review quality and uniformity of assessments within the assessment roll. Conclusions are made when a sample size is 15 or more of sold properties within a particular stratum for the preceding three years. If the sample is less than 15 but more than five; and, if the sales are judged to be representative of the population, some weight may be accorded to results. The *Matters Relating to Assessment and Taxation Regulation* sets forth requirements for assessment quality and uniformity. Statistical testing measures whether standards are met. For any stratum, median assessment ratio and corresponding coefficient of dispersions (COD) must be within the following ranges:

Property Type	Median Assessment Ratio (ASR)	Coefficient of Dispersion (COD)
Property containing 1, 2 or 3 dwelling units	0.950 – 1.050	0 – 15.0
All other property	0.950 – 1.050	0 – 20.0

## Overall Ratio Study Results

### Findings:

Property Type	Parcel Count	Sales Count	Median ASR	COD
Single Family Dwellings (SFD)	733	74	0.977	9.0
Vacant Residential (VR)	59	3	0.986	11.6
Commercial - Retail (RET)	26	4	0.979	2.0
Vacant Commercial (VCOM)	19	1	1.01	0.0

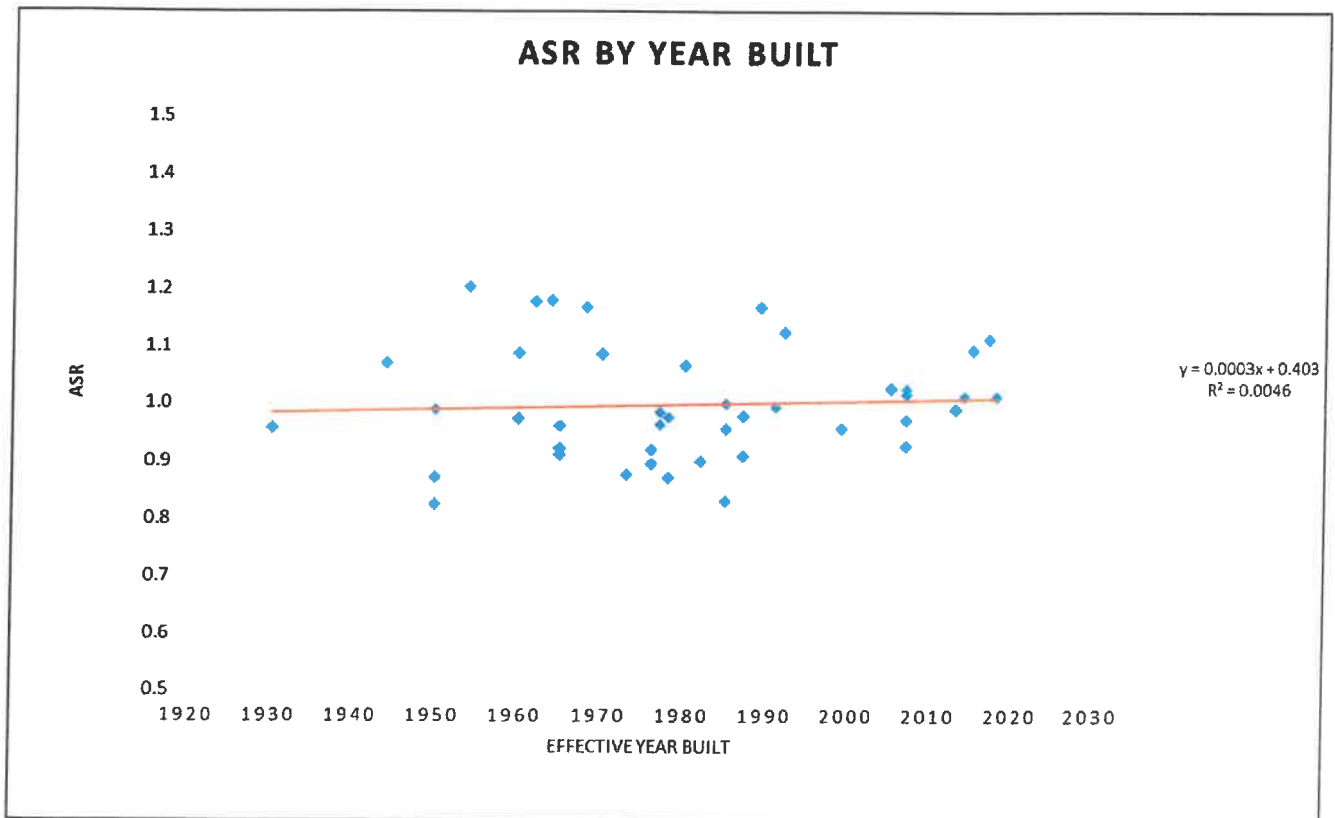
### Conclusion

Median ASRs (assessment level) and CODs (*Coefficient of Dispersion*) are within the regulated quality standard.

**Stratified Assessment level Analysis:**

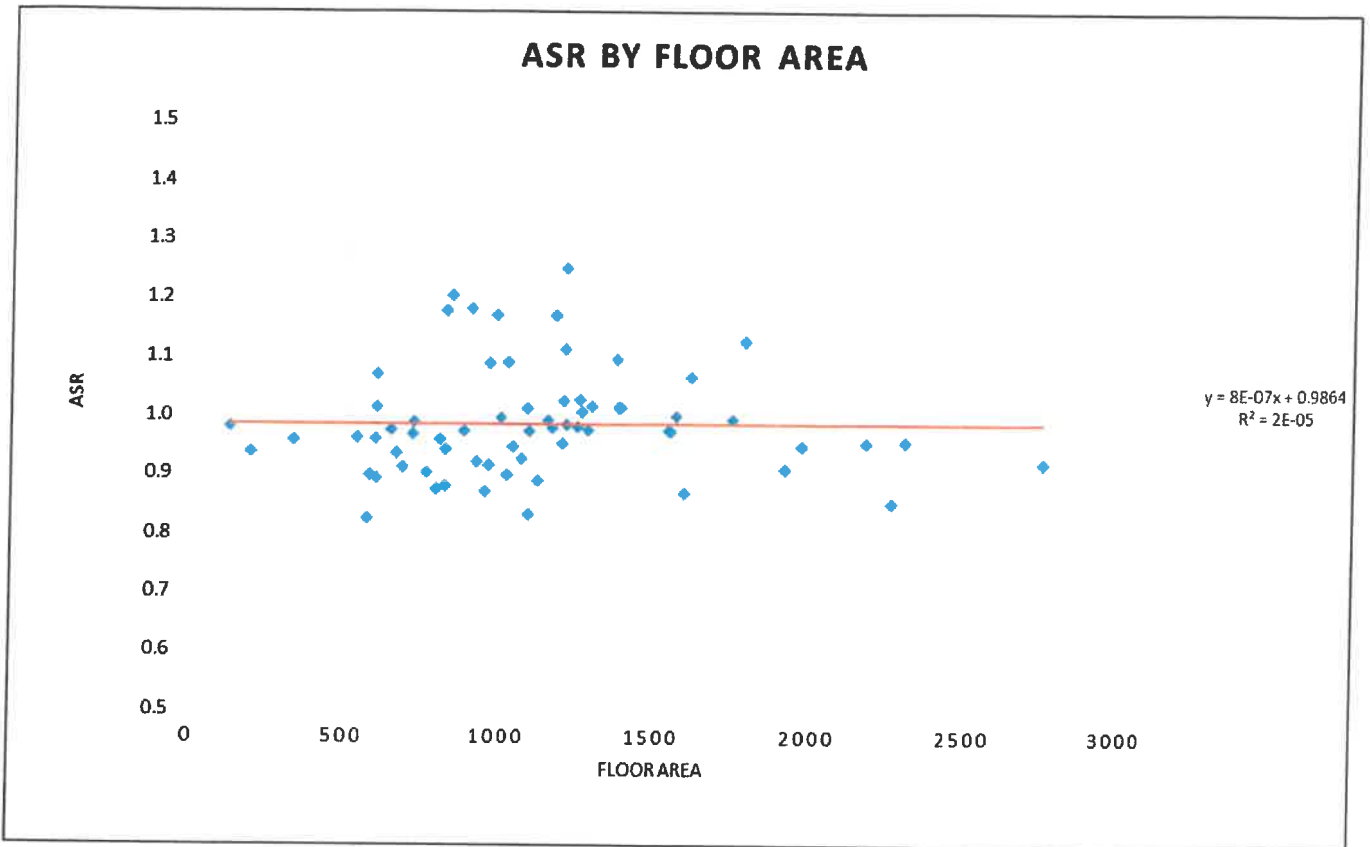
The Village of Alberta Beach assesses residential property using the market-adjusted cost approach to derive value for improved properties, and the direct sales (market) approach for vacant land. The following analysis reviews if assessment level is consistent across a range of value-influencing factors.

**SFD Properties by Age:**



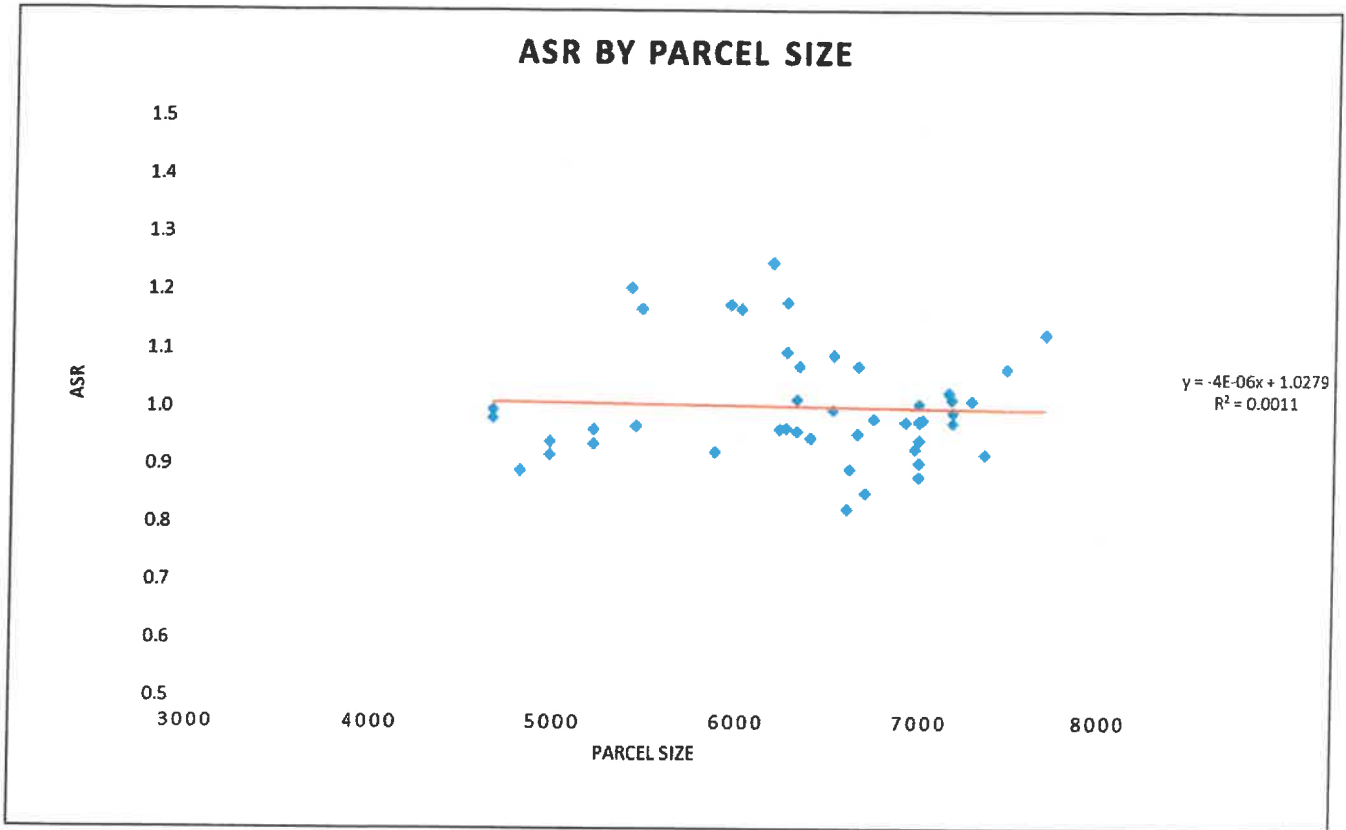
The trendline from *ASR vs. Year Built* indicates the median assessment ratio is virtually identical across the age band; a desirable result.

**SFD Properties by Floor Area:**



This trendline shows properties with differing building size are assessed at a consistent level.

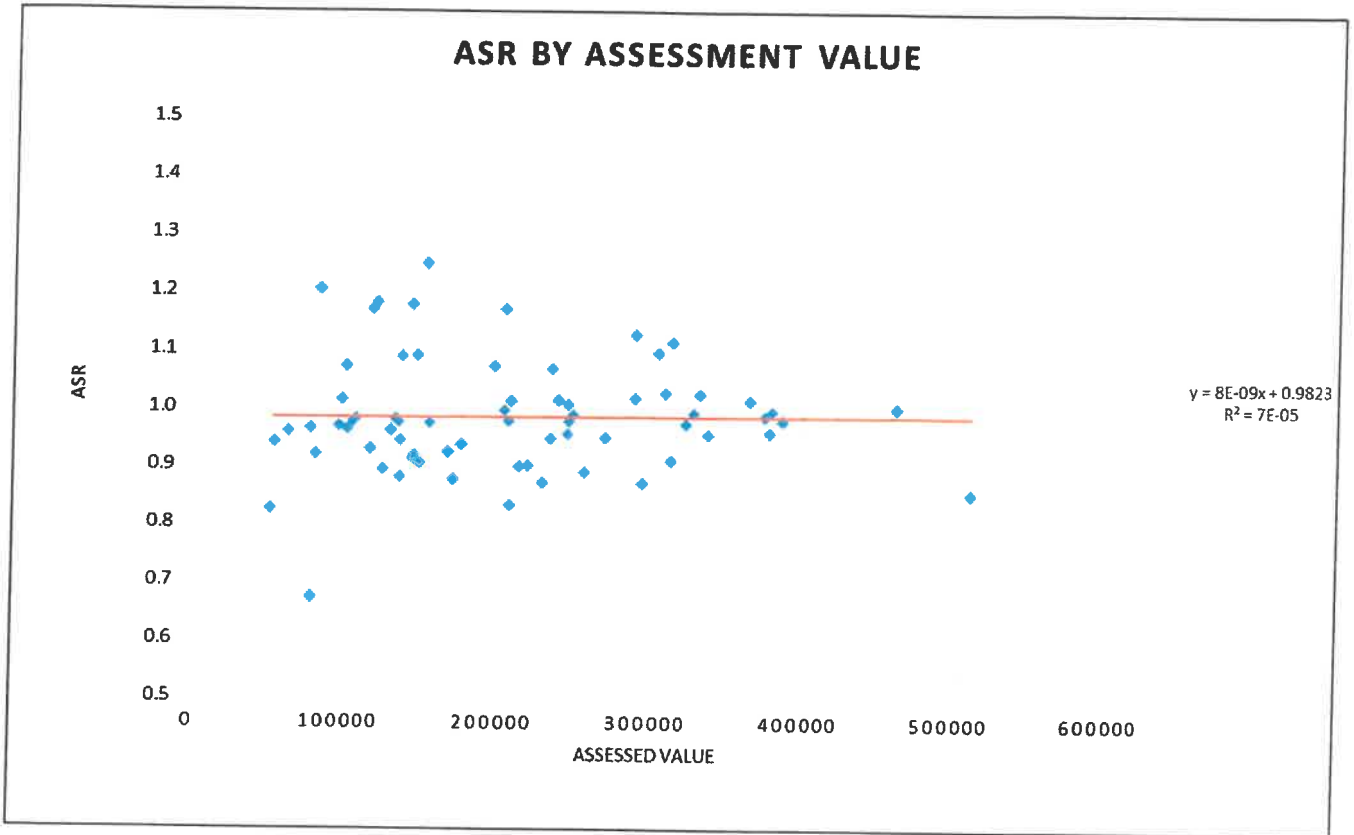
**SFD Properties by Parcel Size:**



The nearly flat trendline indicates assessment levels are consistent across property size.



**SFD Properties by Assessment Value:**



Assessment levels are reasonably consistent across the value range of sold property.

**VALUATION OF SIMILAR PROPERTY**

**Uniform and equitable assessments:**

**SOLD VS: UNSOLD ANALYSIS**

The objective of ratio studies is to determine appraisal performance for the population of properties; that is, both *sold* and *unsold* parcels. If sold parcels are selectively reassessed based on their sale prices, assessment values in ratio studies are not representative of the total population and may distort ratio study results.

**Findings:**

Assessment Audit reviewed the *sold* sample, and the *unsold* population to determine if their change (or shift) in assessment from the previous year is similar. A substantially greater year-over-year change in assessment of *sold* properties, when compared to *unsold* properties, could be an indication of selective re-assessment. For audit purposes, if there are differences of greater than 5% between *sold* and *unsold* properties, they are flagged for review. The results are as follows.

Actual Use Group Code	Sold Count	Unsold Count	Sold Median % Asmnt Change	Unsold Median % Asmnt Change	Difference in Sold and Unsold
SFD	70	594	-0.34	-0.63	0.28

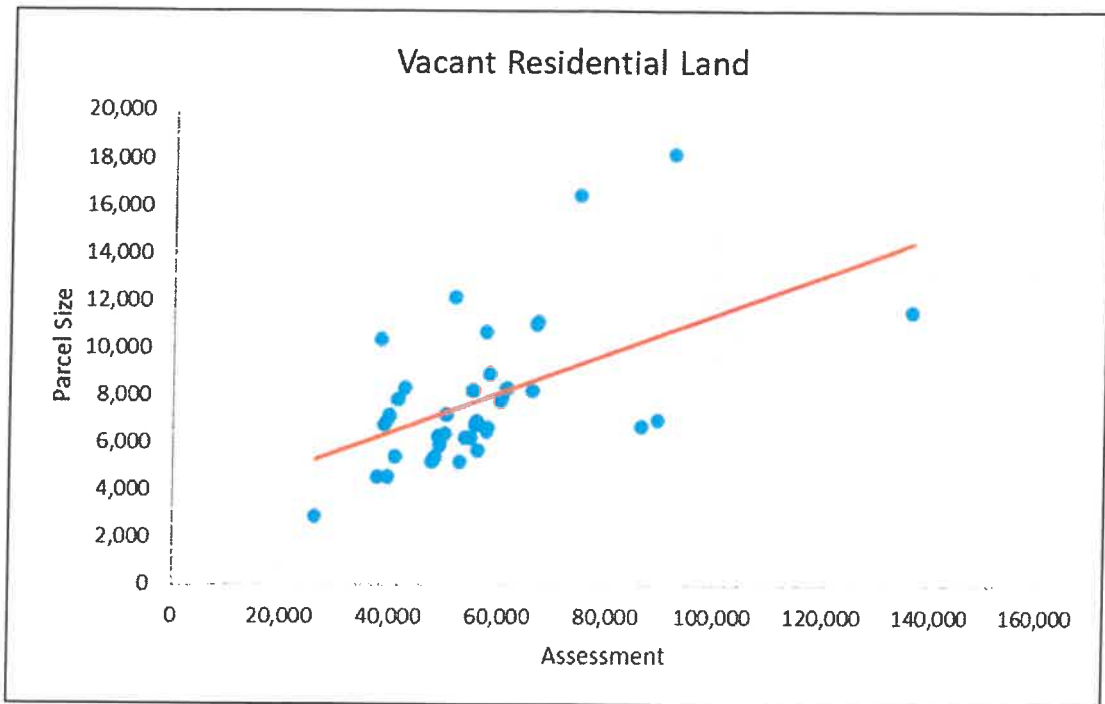
The indicated difference between *sold* and *unsold* properties is 0.28%; well within tolerance.

**Conclusion:**

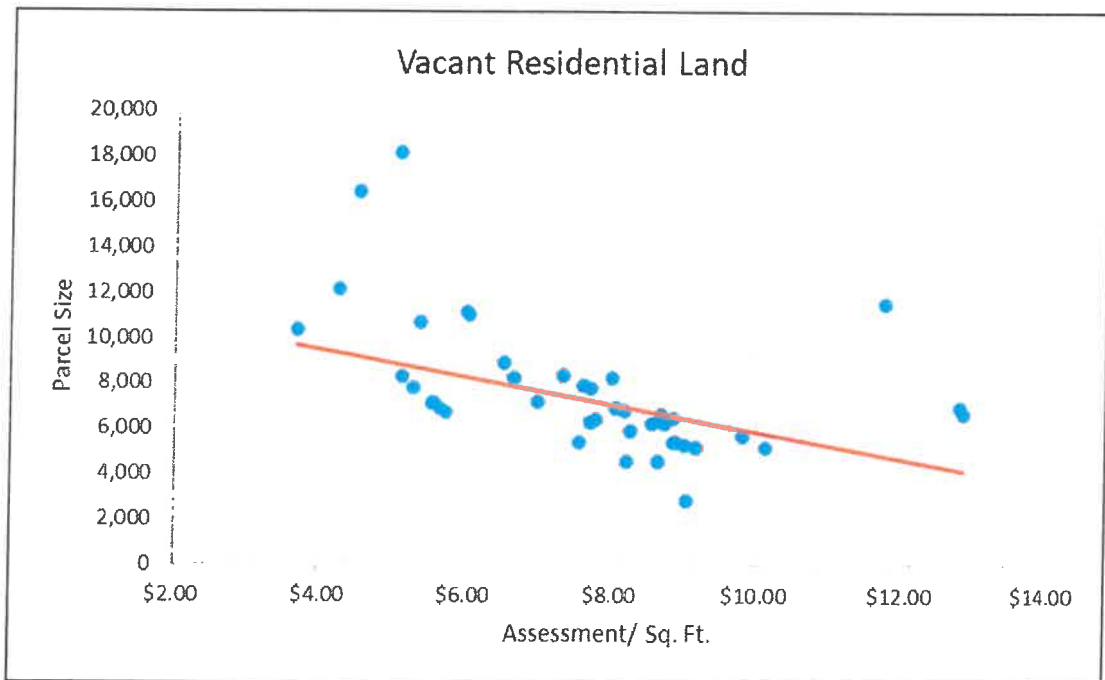
As a whole, based on preceding statistical tests and property viewing, the SFD group meets with best practices.

**Vacant Land**

There are almost no sales for the assessor to review for vacant land. The chart below shows the land size vs. the assessment values; it shows that assessed value increase as the parcel size increases.



A typical land assessment model would reflect the principle of *diminishing returns*, where larger lots are worth more, but at a declining unit (sq.ft.) rate. This is confirmed by the chart below.



Based on the foregoing, VR assessments appear to be reasonable.

**Recommendations:**

No recommendations are offered.

**Residential Property**

Residential property includes single family (SFD), multi-family (MF), and vacant residential (VR).

For these property types, there are two valuation methods used; the sales comparison, and market-modified cost approaches. Sales comparison requires a sufficient mass of similar sales to invoke unit rates for modelling purposes, and is rarely used in small municipalities.

The assessor reasonably chooses the market-modified cost approach for improved residential. The biggest steps within the cost approach are land valuation, estimating replacement cost new, deducting depreciation, and reconciling (modifying) to limited sales data.

The audit process relies heavily on property viewing. Direct, property-specific observation can reveal subtleties not apparent in a strict statistical analysis (preceding sections). The auditor viewed, by exterior observation, a sample of improved properties. The process considers application of the cost approach to *sold* v. *unsold* properties, various architectural styles, ages, locations, qualities, and lot sizes. The review process checks if application of cost new, market modifiers, quality ratings, depreciation, and land value are consistent with similar properties. The review also checks the inventory of structures (dwellings, garages, sizes, carports, decks, fireplaces, etc.).

No material discrepancies between observation and assessment record were identified. Direct observation confirms the assessment record reflects changes in property data (building permits, additions/deletions); and assessments of *sold* properties align reasonably with sale prices.

**SFD CONCLUSION:**

Ratio study results for Single Family Dwellings (SFD) are within quality standards. Upon direct viewing sale prices v. assessments are reasonable.

### **Non-Residential (NR)**

Non-residential includes Industrial (IND), Retail (RET), Office (OFF), and Special Purpose (SPEC).

Any of the three approaches to value might have applications for non-residential property. The three valuation approaches are; sales comparison, income, and cost. Sales comparison requires a sufficient mass of similar sales to invoke unit rates for modelling purposes. The market approach is rarely used for non-residential in small municipalities; similar to SFD.

The income approach is based on the premise property values are expressed as a price-earnings multiple of typical rent. A sufficient number of rent rates from the area are required for the income approach to be valid.

For the most part, the assessor used the cost approach (Marshall & Swift) in assessing non-residential properties within Alberta Beach. However, there are few properties that were assessed using the income approach. Of the twenty-three retail properties, four were assessed on income approach. For the three hotels, only one is assessed using income approach.

The few commercial properties within the Village are a mixture of owner occupied and leased properties. Assessment best practice prescribe to use the income approach in the valuation of income producing properties, provided that sufficient income information is available. The assessor indicated that to use the income approach, he is using income rates from other jurisdictions, due to insufficient actual income information available in Alberta Beach. This is a reasonable practice provided in depth analysis is needed to make sure that the rates used are from the same property or space types.

For the purpose of consistency, it is recommended that the assessor reviews the valuation approaches being used for non-residential properties and determine the appropriate valuation approach.

### **NON-RESIDENTIAL RECOMMENDATIONS**

It is recommended that the assessor use a consistent valuation approach in assessing non-residential properties.

## PROCEDURAL REVIEW - PROPERTY INVENTORY

Process-oriented procedural reviews focus on how assessments are prepared and whether legislative requirements are met, valuation regulations are adhered to, appropriate manuals used, and if professional standards and guidelines are followed.

### All Assessable Property Assessed:

The municipality must prepare an assessment annually for every assessable property in the municipality except linear and *Designated Industrial Property*.

Task Reviewed		Findings Yes/No	Comments
Assessable properties are assessed	Required by MGA s.285	Yes	
New and/or partially completed improvements assessed	Required by MGA s.291	Yes	

### Sufficient and Accurate Property Information

Data Element Reviewed	Reference	Findings	Comments
Legal description	Required by MGA s.293(3)	Yes	All parcels requiring legal descriptions are entered in the CAMA (Computer Assisted Mass Appraisal) system and report to ASSET.
Parcel size	Required by MGA s.293(3)	Yes	All parcels have reported sizes.
Improvement(s) size	Required by MGA s.293(3)	Yes	All parcels with improvement assessments have reported sizes.
Improvement(s) with standard M/Q/S classification	Required by MGA s.293(3)	Yes	All have M/Q/S (Model/Quality/Structure) identified in the roll submission.
Improvement(s) year built	Required by MGA s.293(3)	Yes	All parcels are recorded with the year built.
PUC (Predominant Use Code)	Required by MGA s.292(3)	Yes	Every parcel has a PUC.
Inspection Date	Required by MGA s.293(2)	Yes	All parcels have reported inspection date
LINC #'s	Required by MGA s.293(2)	Yes	All possible Linc numbers were reported
Improvement(s) Condition code	Required by MGA s.293(3)	Yes	All improvement condition codes were reported
Details of Accessory Improvements if applicable.	Required by MGA s.293(3)	Yes	Separate cost approach calculations and details retained in CAMA system.
Land Use (zoning) Bylaw code	Required by MGA s.293(3)	Yes	All parcels have Land Use (zoning) coding attached.
Farm Land net productivity factors	Required by AR 203/2017	Yes	There are only 2 farm class parcels, with productivity and unit cost factors.
Farm Land cost factors	Required by AR 203/2017	Yes	

Inspection Cycle:

Inspection Year	Door	Driv	Ext	Int	NAA	Total	Pct.
No Record					1	1	
Prior to 2014	1	1				2	0%
2014			1			1	0%
2015	13	311				324	37%
2016	8	118				126	14%
2017	40	10				50	6%
2018	15	6	2			23	3%
2019/2020	78	219	44	1		342	39%
<b>TOTAL</b>	<b>155</b>	<b>665</b>	<b>47</b>	<b>1</b>		<b>869</b>	

The table above shows that practically 100% of properties have experiences some form of inspections in the last five years. An excellent result.

## Property Characteristics at Date of Sale

### Findings and Conclusions:

Property characteristics at sale date may be different from characteristics as of December 31 in a subsequent assessment year (condition date). According to IAAO texts and the *Property Assessment in Alberta Handbook*, assessors should preserve a “snapshot” of property details at sale date so prices and property characteristics match, and ratio studies not distorted.

The assessor’s computer assisted mass appraisal (CAMA) system tracks changes to improvements since any sale.

### Special Purpose Property

A special purpose property is typically a large, distinct-in-nature, industrial property constructed to transform raw materials into product. Special purpose properties could include facilities such as public utility buildings, refineries, power plants, natural gas plants, mills, and grain handling facilities. Location is a key factor for industrial plants; they are generally located near the source of raw materials or within reasonable distance to a major transportation network.

Alberta Beach has just three parcels marginally qualifying under the *Special Purpose* designation. These two were included in our cost approach detail review along with other non-residential property. The valuation details are in keeping with the property type, and are consistent with the balance of non-residential assessments.

### **Regulated Property**

Pursuant to *Matters Relating to Assessment and Taxation, 2018* (MRAT) regulation (203/2017), the assessor appointed by the municipality must follow procedures set out in the Minister’s Guidelines.

<b>Task Reviewed</b>		<b>Findings Yes/No</b>	<b>Comments</b>
<b><i>Applicable Minister’s Guidelines are applied properly and consistently</i></b>			
Machinery and Equipment (M&E)	Required by MGA s.293 and AR 203/2017	N/A	Not applicable. No M&E assessments for Alberta Beach.
Farm land	Required by MGA s.293 and AR 203/2017	Yes	2 parcels are coded as “farm.” Farm parcels are assessed at regulated rates if used for the raising, production and sale of agricultural products. The calculations are complete and meet with the legislative/regulatory regime.

### **Conclusion – Procedural**

Based on review, there is an assessment for all properties according to legislation. From a review of sample properties and data reported to *Assessment Shared Services Environment* (ASSET); the assessor collects and reports virtually all of the required information in the CAMA system.

### **Recommendations**

No recommendations are offered.



## Administrative Review

Administrative review is a review of the municipality's management of the assessment program with a focus on whether preparation and administration of the assessment program meets legislative requirements.

### Authority

<b>Task Reviewed</b>		<b>Findings Yes/No</b>	<b>Comments</b>
<i>Appointed assessor has appropriate qualifications</i>	Required by AR 54/99	Yes	The assessor, Mr. Dan Kanuka holds the designation of <i>Accredited Municipal Assessor of Alberta (AMAA)</i> , which meets requirements.
<i>Assessor as designated officer established by bylaw, and person appointed as assessor</i>	Required by MGA s.210(1) and s.284(1)(d)	Yes	Bylaw 160-00, established the position of assessor as Designated Officer and appointed Mr. Kanuka as assessor
<i>Supplementary assessment bylaw passed</i>	Required by MGA s.313	N/A	The Village of Alberta Beach does not use supplementary assessments for construction completed before year's end.
<i>Supplementary assessment prorated</i>	Required by MGA s.314	N/A	
<i>Application of exemptions pursuant to the MGA</i>	Required by MGA s.351 and s.361 to s.368	Yes	
<i>Application of exemptions pursuant to the regulations</i>			
a. Rural residences and farm buildings	Required by AR 203/2017	N/A	
b. Community Organization Property Tax Regulation (COPTER)	Required by AR 281/98	N/A	
<i>Assessment roll is prepared by February 28</i>	Required by MGA s.302	Yes	Assessment roll submitted and declared February 5, 2020
<i>Assessment roll contains the required contents</i>	Required by MGA s.303	Yes	
<i>Supplementary assessment roll prepared by end of year</i>	Required MGA s.315(1)	N/A	
<i>Bylaw designating manufactured home community as an assessed person</i>	Required by MGA s.304(1)(j)	N/A	
<i>Assessment notices meet legislated requirements</i>	Required by MGA s.309	Yes	Notices mailed June 10, 2020
<i>Assessment notices sent by legislated date</i>	Required by MGA s.310	Yes	
<i>Public notice that assessment notices sent</i>	Required by MGA s.311	Yes	Public notice was published in the local newspaper.
<i>Supplementary assessment notices sent by legislated date</i>	Required by MGA s.316(1)	N/A	

<b>Task Reviewed</b>		<b>Findings Yes/No</b>	<b>Comments</b>
<i>Supplementary assessment notices meet legislated requirements</i>	Required by MGA s.316(2)	N/A	
<i>Assessment record reflects decision of assessment review board</i>	Required by best practice	Yes	No appeals in the current assessment year.
<i>Sufficient information provided to assessed persons</i>	Required by MGA s.299	Yes	Upon request, property owners informally receive sufficient information to determine how their assessment is calculated.  In the event of a s.299 request, it is advisable for the municipality to have a formal plan in place to track requests, compliance dates, and a duplicate copy of information supplied to property owners.
<i>Summary of assessment of any assessed property in municipality</i>	Required by MGA s.300	Yes	Upon request, property owners receive sufficient information to determine how an assessment is calculated.  In the event of a formal s.300 request, records of request and compliance dates need to be kept, along with a duplicate copy of information supplied to the property owner.
<i>Information submitted to the department</i>	Required by MGA s.293(3) and s.319	Yes	The required information was reported into the ASSET system, and the roll declared February 5, 2020.
<i>Assessment roll changes submitted to department</i>	Required by MGA s.305.1 and AR 220/2004 s.15	Yes	The assessor loaded a Revision Submission (RANN) into ASSET on September 23, 2020. This load includes 11 accounts.

### Conclusions – Administrative Review

It is advisable for the municipality to develop an MGA section 299/300 request form and process to ensure formal requests are dealt with appropriately. While this is not a legislative or best practice requirement, it is advisable. Therefore, this item has been included as an *observation* in the executive summary of the report.

### Recommendations – Administrative Review

No recommendations are offered.

<b>Municipality:</b>	<b>Village of Alberta Beach</b>
<b>Tax Year:</b>	<b>2020</b>

Type of Notice (Annual/Revision/Supplementary)	Annual
Attachment to notice	

Parcel identifiers			
1	Description sufficient to identify the location	Yes	No
2	name and mailing address	X	
3	parcel of land, an improvement or a parcel of land and the improvements to it	X	
4	if the property is an improvement, a description showing the type of improvement	X	
5	the assessment class or classes	X	
6	whether the property is assessable for public school purposes or separate school purposes		
7	if the property is fully or partially exempt from taxation	X	
Notice dates			
8	notice of assessment date	X	
9	complaint deadline (60 days from notice of assessment date)	X	
10	sending of notice (7 days prior to notice of assessment date)	X	
Statements			
11	statement specifying where copies of the complaint form and the assessment complaints agent authorization may be found	X	
12	statement of entitlement for assessed person to see or receive sufficient info	X	
13	specifying the procedures and timelines to request the information or summary	X	

## Addendum:

### Table of Commonly Used Acronyms and Abbreviations

AUG	Actual Use Group Code (SFD, RC, IND, etc.)
CAMA	Computer Assisted Mass Appraisal - <i>CAMA/ot</i> (brand name)
PUC	Predominant Use Group code
M/Q/S	Model/Quality/Structure codes
ASR	Assessment/Sale Price ratio
SAR	Sale Price/Assessment ratio
COD	Coefficient of Dispersion
PRD	Price Related Differential (measure of low-value vs. high-value ASR's)
Non Res (NR)	Combined non-residential property types; retail, office, industrial, vacant industrial/commercial
IND	Improved Industrial
LOD	Improved Lodging
RFI	Request for Information (typically from property owner)
RC	Residential Condominium
SFD	Single Family Dwelling
SPEC	Special Purpose Property (manufacturing plants, oil & gas facilities...)
VCOM	Vacant Commercial
VIND	Vacant Industrial
VR	Vacant Residential

13.n

cc: Council ✓

**aboffice@albertabeach.com**

**From:** President <President@auma.ca>  
**Sent:** November 20, 2020 1:41 PM  
**To:** Undisclosed recipients:  
**Subject:** Join your municipal peers to discuss 2021 municipal budgets

Dear Mayors, Councillors & CAOs,

Alberta municipal leaders have long understood the importance of providing their residents and businesses with efficient services and balanced budgets. And since AUMA members are so very supportive of each other, we are hosting special interaction sessions to help you achieve these goals.

Join us and your municipal peers to share information on key considerations for 2021 municipal budgets. Find out what other municipalities are doing or have done to achieve a balanced budget during these unprecedented times and learn what AUMA is doing to help through our advocacy priorities and business services.

These interaction sessions will be hosted on Zoom. **Please register for the session that is most appropriate for you:**

- Towns, Cities and Specialized Municipalities: December 3, 5:30pm to 6:30pm – [Register](#)
- Summer Villages and Villages: December 3, 7:00pm to 8:00pm - [Register](#)

We look forward to seeing you and hearing your ideas, concerns, and thoughts as we look to a better year ahead.

Sincerely,

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

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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**From:** President <President@auma.ca>  
**Sent:** November 30, 2020 4:27 PM  
**To:** Undisclosed recipients:  
**Subject:** REMINDER: Join your municipal peers to discuss 2021 municipal budgets

Dear Mayors, Councillors & CAOs,

This is a courtesy reminder that we will be hosting our special interactive municipal budget town hall sessions this Thursday evening.

Alberta municipal leaders have long understood the importance of providing their residents and businesses with efficient services and balanced budgets. And since AUMA members are so very supportive of each other, we are hosting special interaction sessions to help you achieve these goals.

Join us and your municipal peers to share information on key considerations for 2021 municipal budgets. Find out what other municipalities are doing or have done to achieve a balanced budget during these unprecedented times and learn what AUMA is doing to help through our advocacy priorities and business services.

These interaction sessions will be hosted on Zoom. **If you haven't already, please register for the session that is most appropriate for you:**

- Towns, Cities and Specialized Municipalities: December 3, 5:30pm to 6:30pm – [Register](#)
- Summer Villages and Villages: December 3, 7:00pm to 8:00pm - [Register](#)

We look forward to seeing you and hearing your ideas, concerns, and thoughts as we look to a better year ahead.

Sincerely,

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

---

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

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

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**From:** Angela Duncan <duncan.angela.ad@gmail.com>  
**Sent:** December 2, 2020 5:42 PM  
**To:** undisclosed-recipients:  
**Subject:** Fwd: December 10 workshop with Alberta Health Services - Please distribute

**Flag Status:** Flagged

Hello Villages West,

In case you are not aware, AHS, AUMA, and RMA are working together to deliver a workshop on the future of healthcare in Alberta. There are details and registration information below for anyone who is interested in registering.

Also, the province has invited the AUMA to participate in the Rural Sustainability Primary Care Network Task Force. This is an excellent opportunity to engage the province, AHS, and AMA on rural healthcare concerns that are important to small and rural communities. I am honoured to be appointed to represent the AUMA on the task force. We are just getting started and to date have only had our inaugural meeting. If you have any information or ideas on sustainability of or access to rural healthcare, please get in touch with me.

Thank you and have a great day,

**Angela Duncan**  
 Deputy Mayor, Alberta Beach  
 Vice President & Director, AUMA  
 780-868-5103  
[duncan.angela.ad@gmail.com](mailto:duncan.angela.ad@gmail.com)

----- Forwarded message -----

**From:** Rachel de Vos <rdevos@auma.ca>  
**Date:** Wed, 2 Dec 2020 at 11:04  
**Subject:** December 10 workshop with Alberta Health Services - Please distribute  
**To:** Angela Duncan <[duncan.angela.ad@gmail.com](mailto:duncan.angela.ad@gmail.com)>

Hello Small Communities

AUMA, RMA, and Alberta Health Services (AHS) are delivering a workshop on the future of healthcare in Alberta on December 10 from 10:00 to 10:45 a.m. Please click [here](#) to register.

Following the release of the AHS performance review in February 2020, AHS developed an [implementation plan](#) for the recommendations arising from the performance review. The purpose of this workshop is to share information with municipalities about the recommendations being implemented, and to seek feedback on the implementation plan and long-term vision for healthcare in Alberta.

Advance questions can be submitted to AHS at [community.engagement@ahs.ca](mailto:community.engagement@ahs.ca).

Please distribute to your municipal colleagues.

Thank you,

**Rachel de Vos** | Senior Director, Policy & Advocacy  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

---

D: 780.409.4313 | C: 780.915.9118 | E: [rdevos@auma.ca](mailto:rdevos@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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City of **Cold Lake**

## OFFICE OF THE MAYOR

December 3, 2020

Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6

Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

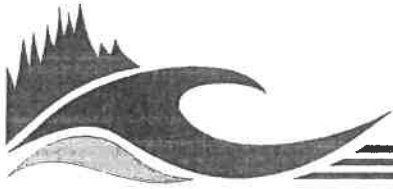
*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2

5513 - 48 Avenue, Cold Lake, AB T9M 1A1  
Telephone (780) 594-4494 Fax (780) 594-3480  
[www.coldlake.com](http://www.coldlake.com)

RECEIVED DEC 07 2020



**OFFICE OF THE MAYOR**

-2-

**WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

**WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

**NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council

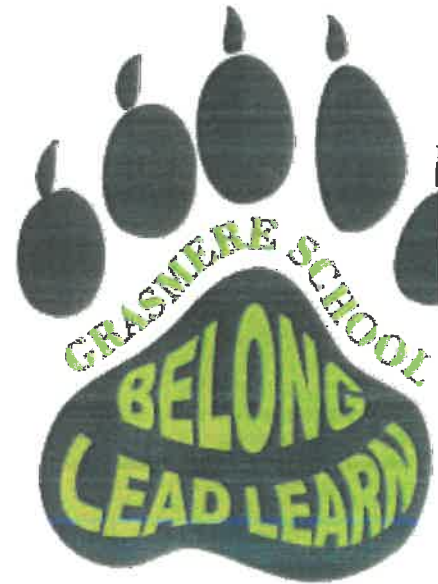
Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta

# Grasmere School

Learning for life. Together.



Northern Gateway  
Public Schools



NOV. 23/2020

ALBERTA BEACH COUNCIL,

ON BEHALF OF THE STAFF AND  
STUDENTS OF GRASMERE SCHOOL,  
I WANT TO THANK YOU VERY  
MUCH FOR YOUR GENEROUS  
DONATION. THE FUNDS WILL  
BE USED TO SUPPORT OUR FOOD  
PROGRAM, WHICH PROVIDES SNACKS  
TO THOSE STUDENTS WHO MAY  
NEED A LITTLE EXTRA DURING  
THE DAY. THANK YOU FOR  
YOUR SUPPORT,

Shelley Wyman  
Principal  
Grasmere School

**aboffice@albertabeach.com**

---

**From:** lorna porter <eastendbus@gmail.com>  
**Sent:** December 1, 2020 1:16 PM  
**To:** Alberta Beach  
**Subject:** EEB  
**Attachments:** EEB~AB INVOICE.pdf; EEB~FINANCIAL STATEMENTS.pdf

Hello,

Please find attached the 2019 financial statement for Lac Ste. Anne East End Bus Society and the invoice for vehicle replacement fund and municipal funding for 2020.

Thank you, please contact me if you have any questions or concerns.

--

**Lorna Porter**

Seniors Event Coordinator

Lac Ste. Anne East End Bus Society

780 905-3934

[eastendbus@gmail.com](mailto:eastendbus@gmail.com)

Facebook: Lac Ste. Anne East End Bus Society

**LAC STE. ANNE EAST END BUS SOCIETY**

BOX 540  
ONOWAY  
AB T0E 1V0

**Invoice**

Date	Invoice #
2020-Dec-01	76

Invoice To
ALBERTA BEACH PO BOX 278 ALBERTA BEACH, AB T0E0A0

P.O. No.	Terms	Project
	Due on receipt	

Qty	Description	Rate	Amount
	VEHICLE REPLACEMENT FUND 2020	2,210.71	2,210.71
	MUNICIPAL FUNDING 2020	5,400.00	5,400.00

<b>Sales Tax Summary</b>	
Total Tax	0.00

<b>Total</b>	<b>\$7,610.71</b>
--------------	-------------------

Phone #
(780) 967-5338 805286093

GST/HST No.

**LAC STE. ANNE EAST END BUS SOCIETY**

**Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

**LAC STE. ANNE EAST END BUS SOCIETY**

**Index to Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

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	<b>Page</b>
<b>NOTICE TO READER</b>	<b>1</b>
<b>FINANCIAL STATEMENTS</b>	
<b>Statement of Financial Position</b>	<b>2</b>
<b>Statement of Revenues and Expenditures</b>	<b>3</b>
<b>Statement of Changes in Net Assets</b>	<b>4</b>

---

**NOTICE TO READER**

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On the basis of information provided by management, we have compiled the statement of financial position of Lac Ste. Anne East End Bus Society as at December 31, 2019 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Edmonton, Alberta  
March 9, 2020

*Coyle & Company*  
CHARTERED PROFESSIONAL ACCOUNTANTS



**LAC STE. ANNE EAST END BUS SOCIETY**

**Statement of Financial Position**

**December 31, 2019**

*(Unaudited - See Notice To Reader)*

	<b>2019</b>	<b>2018</b>
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 154,145	\$ 172,180
Term deposits	140,709	105,990
Accounts receivable	-	3,600
Goods and services tax recoverable	869	7,757
Prepaid expenses	2,698	3,473
	<u>\$ 298,421</u>	<u>\$ 293,000</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 4,269	\$ 8,591
<b>DEFERRED CONTRIBUTIONS</b>		
	<u>116,633</u>	<u>102,048</u>
	<u>120,902</u>	<u>110,639</u>
<b>NET ASSETS</b>		
	<u>177,519</u>	<u>182,361</u>
	<u>\$ 298,421</u>	<u>\$ 293,000</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ *Director*

\_\_\_\_\_ *Director*

**LAC STE. ANNE EAST END BUS SOCIETY**

**Statement of Revenues and Expenditures**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

	2019	2018
<b>REVENUES</b>		
Grants and other contributions	\$ 82,510	\$ 82,663
Bus fares	20,188	18,371
Vehicle Replacement Fund restricted contributions	6,776	124,646
	<u>109,474</u>	<u>225,680</u>
<b>COST OF SALES</b>		
Vehicle purchases	6,776	124,646
	<u>6,776</u>	<u>124,646</u>
<b>GROSS PROFIT (93.81%; 2018 - 44.77%)</b>	<u>102,698</u>	<u>101,034</u>
<b>EXPENSES</b>		
Salaries and wages	56,307	56,079
Excursion tickets purchased	21,992	19,664
Repairs and maintenance	7,938	9,805
Business taxes, licenses and memberships	3,670	2,154
Employee benefits	3,600	-
Rental	3,600	3,600
Advertising and promotion	2,725	2,724
Office	2,558	2,191
Meetings and conventions	1,799	1,516
Travel	1,574	1,896
Professional fees	1,200	1,000
Telephone	1,019	1,457
Meals and entertainment	565	157
Interest and bank charges	53	196
	<u>108,600</u>	<u>102,439</u>
<b>DEFICIENCY OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<u>(5,902)</u>	<u>(1,405)</u>
<b>OTHER INCOME</b>		
Interest income and rebates	1,060	521
	<u>1,060</u>	<u>521</u>
<b>DEFICIENCY OF REVENUES OVER EXPENSES FOR THE YEAR</b>	<u>\$ (4,842)</u>	<u>\$ (884)</u>

**LAC STE. ANNE EAST END BUS SOCIETY**

**Statement of Changes in Net Assets**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

	<b>2019</b>	<b>2018</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 182,361</b>	<b>\$ 183,245</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES FOR THE YEAR</b>	<b>(4,842)</b>	<b>(884)</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 177,519</b>	<b>\$ 182,361</b>

**aboffice@albertabeach.com**

---

**From:** Thompson, Prescilla <pthompson@brownleelaw.com>  
**Sent:** October 8, 2020 8:31 AM  
**To:** 'aboffice@albertabeach.com'  
**Subject:** Save the Date: Emerging Trends in Municipal Law - Virtual

Dear Kathy,

You are invited to the following event:

**BROWNLEE LLP PRESENTS: VIRTUAL 2021 EMERGING TRENDS IN MUNICIPAL LAW**



# SAVE THE DATE



**The latest trends to keep building strong communities and adapt to challenging times.**

## Virtual Conference

February 11, 2021  
February 18, 2021 &

Attend through Zoom on either day

[BrownleeLaw.com](http://BrownleeLaw.com)

**An Exclusive Legal Education Seminar for Municipal Elected Officials & Employees of Municipalities Only.**

Webinar to be held via Zoom

No cost to attend; topics will be the same on both days.

**Emerging Trends in Municipal Law**

**Date:** Thursday, February 11, 2021

**Time:** 8:30am – Noon and 1:00pm – 3:30pm

**Location:** Online

➔ [Register here](#)

**Free Registration**

**Emerging Trends in Municipal Law**

**Date:** Thursday, February 18, 2021

**Time:** 8:30am – Noon and 1:00pm – 3:30pm

**Location:** Online

➔ [Register Here](#)

**Free Registration**

*Presentation topics and the agenda will be released closer to the date.*

We hope you can join us!

**Brownlee LLP**



**PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP  
MARKETING**

**m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [pthompson@brownleelaw.com](mailto:pthompson@brownleelaw.com)**

**2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8**

**Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)**

*To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.*

*Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).*

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**aboffice@albertabeach.com**

---

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** December 11, 2020 11:24 AM  
**To:** Kathy Skwarchuk  
**Subject:** COVID-19 Municipal Governance - December 11, 2020 Issue  
**Attachments:** FAQ.pdf

December 11, 2020

Dear CAOs:

As a follow up to my message of December 4, 2020, we continue our efforts to support you with your municipal operations and services in accordance with the direction from the Chief Medical Officer of Health.

On December 8, 2020, Premier Jason Kenney announced several new mandatory public health measures that apply province-wide. These will be in place until at least January 12, 2021 and are required to protect the health system and slow the spread of COVID-19. I strongly encourage you to review these measures on [Alberta.ca](http://Alberta.ca).

As a leader in your community, I commend you for your efforts to adapt municipal operations as necessary to do your part to keep your staff and community safe.

Attached is a Frequently Asked Questions document covering some of the more common municipal governance inquiries received by our ministry. Past issues can be viewed at [www.alberta.ca/municipal-government-resources.aspx](http://www.alberta.ca/municipal-government-resources.aspx).

I trust these updates provide you with the timely information and answers you need. Please continue to participate in the weekly Q&A session with the Chief Medical Officer of Health. Also, visit [www.alberta.ca](http://www.alberta.ca) for the latest COVID-19 information or contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk

Deputy Minister

Attachment

# Municipal Governance

## During the COVID-19 Pandemic

Frequently Asked Questions – December 11, 2020

On December 8, 2020, the Government of Alberta announced additional public health orders to protect the health system and slow the spread of COVID-19, based on recommendations from the Chief Medical Officer of Health. Active public health orders can be reviewed on [Alberta.ca](https://www.alberta.ca).

The new measures announced on December 8 apply province-wide and will be in place until at least January 12, 2021. Restrictions on businesses and facilities come into effect December 13, at 12:01 am.

Municipal Affairs remains committed to issuing regular updates to address frequently asked questions as well as provide new information or resources as they become available. If you would like a specific issue addressed in an upcoming update, please email your request to [ma.lqsmail@gov.ab.ca](mailto:ma.lqsmail@gov.ab.ca).

### Municipal Affairs Updates

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

## Mandatory Masks

**Is the use of masks mandatory province-wide now?**

**YES.** Mask use is now mandatory across the province (with some exceptions for farming or ranching operations when not interacting with the public, as well as for certain individuals and activities).

## Provincial Relaunch Status Map

The [Provincial Relaunch Status Map](#) has been updated to move every region in the province to the purple 'Enhanced Status'. Are the orders put in place on November 27 now in effect for all areas?

**NO.** Order 39 only applies to communities that previously met the case rate thresholds (active case rate of 50 cases per 100,000 people, and a minimum of 10 active cases) and were listed as "Enhanced Status".

Should your area reach the case rate threshold prior to Sunday, December 13, 2020, then the measures found in [Order 39](#) will become applicable.

Municipalities should monitor active cases and active case rates that are found on the relaunch map, which updates around 4:00 p.m. daily. Prior to Sunday, December 13, Alberta Health will provide a notification email to municipalities where cases trigger the Order 39 measures.

### Public Libraries Resources

Resources are available at: <https://www.alberta.ca/public-library-services.aspx>



## Public Meetings

**Can municipal councils still meet in person within council chambers?**

**YES.** Business meetings remain excluded from social gatherings so municipal councils may continue to meet in public if they can adhere to social distancing guidelines and ensure measures are in place to prevent the transmission of COVID-19.

**The new orders prohibit the use of community centres for council meetings in all areas within Alberta. Are there alternatives available if our municipality cannot adhere to social distancing guidelines?**

**YES.** The [Public Meeting Procedures \(COVID-19 Suppression\) Regulation](#) remains in effect until it has been repealed. The regulation enables municipalities to follow the Chief Medical Officer of Health's orders for physical/social distancing by conducting meetings electronically.

While Municipal Affairs encourages councils to consider electronic meetings as a way to ensure compliance with the public health orders regarding public gatherings, the decision on how to conduct meetings remains at the discretion of the council, committee or commission, while ensuring the process used complies with current public health orders.

**Can our municipality still proceed with an in-person public hearing at a community centre if the meetings was scheduled before the restrictions came into place?**

**NO.** All community halls must remain closed to the public unless the hall is being used for a permitted use including providing health care services, child care services, shelter for vulnerable persons or being used for elections purposes and related activities, to undertake jury selections, as a place of worship or indoor market.

**Our municipality can no longer hold a property tax recovery public auction given the new province-wide restrictions on community centres. Can we adjourn the auction until these restrictions have been lifted?**

**YES.** Section 422 of the *MGA* authorizes municipalities to adjourn an advertised public auction for up to two months if it cannot be conducted in accordance with the current public health orders. If there are legitimate reasons to postpone a public auction past the two-month adjournment period, a municipality can request a Ministerial Order from the Minister of Municipal Affairs to extend the period of time in which an auction may be adjourned. This request can be made by sending an email or a letter from the CAO to [ma.lgsmail@gov.ab.ca](mailto:ma.lgsmail@gov.ab.ca) stating the request and the reason(s) and a proposed date for the extension.

## Municipal Operations

**Is our municipality expected to follow the same four-week mandatory work at home rule?**

**YES.** The new orders include a mandatory province wide work from home requirement where operationally possible, effective December 13. Municipalities should support staff work from home arrangements unless their role requires a physical presence for operational effectiveness.

**Are we able to have a small number of staff remain in the office to accept nomination papers, utility payments, etc.?**

**YES.** It is up to each municipality to determine what is operationally required and put in place measures that adhere to the active public health orders and protect the health and safety of the public and employees that are deemed critical to operational effectiveness.

## Elections

**Is there a contingency plan for the 2021 municipal elections if the pandemic is still ongoing?**

**YES.** Municipal Affairs has met with key municipal stakeholders to discuss potential risks relating to the 2021 municipal general election, and have identified a number of temporary modifications that could be made, if needed, to specific requirements under the Local Authorities Elections Act (LAEA). These modifications, if needed, will provide municipalities with additional flexibility and greater ability to align election operations with public health orders or recommendations.

**As the 2021 election nomination period begins January 1, 2021, are candidates able to submit their nominations while still adhering to the social distancing requirements?**

**YES.** Section 28 of the LAEA states that "nominations shall be submitted at the local jurisdiction office at any time during the nomination period". Ultimately, it is the responsibility of the candidate to ensure their nomination requirements are complete in all aspects, including the inclusion of a deposit, if a municipality has a bylaw requiring deposits.

In addition to being delivered in person, the specific requirement of section 28 to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. However, this could pose a risk for candidates if the information is not submitted to the local jurisdiction office by the deadline on nomination day.



**We have candidates that are eager to start incurring campaign expenses and raise funds so they want to submit nomination forms as soon as possible in January. Given that candidates can mail or send by courier, and the forms must be signed by a returning officer, are there alternative options available if the returning officer is unavailable or working from home?**

**YES.** The order states employees should work from home "where operationally feasible", so nomination forms can be accepted at specific times set by the returning officer, by appointment, or at a secure drop box. Municipalities have the authority to determine options that safely enable the submission of nomination forms.

## Travel Restrictions

**Are there any new restrictions on travel within or outside the province at this time?**

**NO.** Travel within or outside of Alberta remains unrestricted at this time; however, non-essential travel is not recommended. The Chief Medical Officer of Health encourages municipalities to take measures to limit access to municipal facilities by teams and groups from outside their areas.

## Additional Resources

The Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) continue to be a valuable resource for municipalities.

RMA's COVID-19 response hub is available at: <https://rmalberta.com/about/covid-19-response-hub/>

AUMA's updated guide is available at: <https://auma.ca/covid19>

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at: <https://fcm.ca/en/resources/covid-19-resources-municipalities>



**We have exciting news!**

Alberta Online is partnering with Alberta towns and cities to ensure that **ALL** of their local & area businesses have an additional resource for promoting their business to local consumers.

Alberta Online is a province-wide super directory that is consolidating directories for every town and city into one accurate source for finding Alberta businesses, products and services.

We are **donating** this service to the first 100 businesses of each municipality to help make your community stronger and more resilient during these challenging economic times.

There are no hidden costs, fees or future obligation to the businesses (or the municipality) taking advantage of it.

The Alberta Online resource includes:

- 3 year Directory listing
- A full web page linked to the listing
- Unlimited classified ads linked to the web page
- Deal Checker linked to the web page
- Unlimited links to phone, email, website, social media
- A "Currently Open!" option
- E-commerce option
- An Alberta Online shout out on social media for your business

For the first 100 businesses per municipality that are ready to get listed, please follow these 4 easy steps!

1. Fill out the intake form at <https://form.jotform.com/abonline.ca/directory-listing-intake>. (this will include your business & contact info for your customers to find you)
2. Attach your logo
3. Attach any photos and/or graphics you'd like to display on your Alberta Online webpage, as well as a description that best suits your business!
4. Sit back and let us do all the work to create the listing!

RECEIVED DEC 11 2020

Once we have completed your initial set up you will receive an email with your login information as well as a temporary password which you can change at anytime.

If you're still not sure what to put on your listing, please contact us and we would be happy to assist you in making your listing the best it can be!

Don't hesitate to contact us with any questions you may have.

Sincerely,

**Ian Brown**

Ian Brown  
VP Corporate Development  
(403) 352-1865  
[ian@ab-online.ca](mailto:ian@ab-online.ca)  
<https://www.ab-online.ca>

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**From:** Ian <ian@ab-online.ca>  
**Sent:** December 11, 2020 10:41 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Alberta Online  
**Attachments:** Donated Offer to Municipalities.pdf

Dear Kathy

Thank you for your interest in the Alberta Online initiative that we are offering to Alberta Municipalities.

Please find enclosed, the relevant information relating to our donated offer that I discussed with you.

This can be forwarded to your local businesses for them to take advantage of. We would take it from there and deal with them to get them listed with Alberta Online.

Our offer includes a listing and web page on our directory for your municipality as well. We would also create a shop local branded logo with your logo for you to use.

We are currently partnered with a number of communities such as Sundre, Peace River, Smoky Lake, Smoky Lake, Mayerthorpe and others to create business clusters for their local businesses to take advantage of.

All I would ask is that you let all of your businesses, chamber of commerce and other business associations know about this offer so that they can be included in the local business cluster that we would create.

If you have any questions, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

*Ian Brown*

Ian Brown  
VP Corporate Development  
(403) 352-1865  
[ian@ab-online.ca](mailto:ian@ab-online.ca)  
<https://www.ab-online.ca>

**aboffice@albertabeach.com**

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**From:** Heather Comrie ✓  
**Sent:** December 2, 2020 11:06 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Taxes

Good Morning

I am just wondering if council is going to defer the penalties in January. Most people haven't even worked 6 months this year , and if they have returned it is not to full time.  
Could this please be addressed at the next council meeting?

Thank You  
Heather Comrie

**aboffice@albertabeach.com**

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**From:** Cydney Henderson <earthday2017@gmail.com>  
**Sent:** December 11, 2020 9:43 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Re: CIP grant

AB office,  
We will be applying for the CIP project based grant. We will be asking for \$1,500.

On Fri, Dec 11, 2020 at 9:24 AM <[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)> wrote:

Good Morning,

Could you please clarify for which grant you will be applying for?

Alberta Beach Administration

Box 278

Alberta Beach, AB

TOE OAO

Phone: 780-924-3181

Fax: 780-924-3313

[aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

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**From:** Cydney Henderson <earthday2017@gmail.com>  
**Sent:** December 10, 2020 2:02 PM

**To:** [aboffice@albertabeach.com](mailto:aboffice@albertabeach.com)

**Subject:** CIP grant

Hi! I'm Cydney and I am with the 50+ club. We are applying for a grant so that we can provide support for singles/people needing support during the pandemic.

We are asking for the Mayor to write us a letter of support to aid us in our endeavor.

Call/text me about this at your convenience at 780-298-2755

Many thanx,

Cydney



**aboffice@albertabeach.com**

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**From:** Rex King <  
**Sent:** November 26, 2020 2:01 PM  
**To:** Alberta Beach  
**Cc:** Regina King  
**Subject:** Outhouse

This letter is to be passed on to the village council:

I'm writing on behalf of both my wife Gina and myself.

We have a concern about the outhouse @5223-50 Ave. This property floods every spring with a considerable volume of water. The base of outhouse appears to be under water and the level around the house itself is quite high... appearing to flood the foundation of old timbers . It appears that the tank under the outhouse gets flooded and the contents spill out into the yard.

My wife has contacted the development officer as well as the public health office in Onoway several times in the past 2 years with no answers back.

Would it be possible to to have the council get the outhouse inspected to ensure it's not leaking and safe? They use it frequently during the summer even though they have a bathroom in the house. It vents out into our yard and is disgusting. Why is there still an outhouse when they have a toilet indoors? This is, after all, 2020!

Thank you for your attention to this matter.

**From:** Kim Kozak <development@albertabeach.com>  
**Sent:** December 11, 2020 9:49 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Re: FW: Outhouse

Good morning Cathy,

If I recall, my first inspection was conducted on their site, and I could not smell sewer coming from the neighbours' property on that day. I had completed many drive-by inspections and could not smell sewer, which I explained to Gina.

I noticed on a few of my inspections that there was a lot of water sitting around the outhouse, which was when many properties in Alberta Beach were flooding due to all the rain and snowmelt.

I also explained to Gina that this would be a health issue and not a development; therefore, I informed them to contact Alberta Health Services.

Jennifer of Alberta Health Services contacted me regarding her call with Gina. Jennifer informed me that she had conducted inspections and only smelled sewer one time, and that was when she opened the door of the outhouse. Jennifer said that she informed the landowners of that property they may want to clean out the septic tank more often.

Jennifer and I both determined that there was no sewage leak, as there was no evidence found during our inspections. The last time I spoke to Jennifer, she informed me she would contact Gina and close the file.

Regards,

Kim Kozak  
Development Officer  
Village of Alberta Beach  
587-988-7668  
development@albertabeach.com

On Thu, December 10, 2020 5:20 pm, aboffice@albertabeach.com wrote:

> Hi Kim,  
>  
>  
> I am doing a follow up on a complaint we had received from last year.  
> I have attached a copy of the enforcement letter you had sent last  
> year to the property owner for reference. Did they ever contact you?  
>  
>  
>  
> Cathy McCartney  
>  
>  
> Assistant CAO  
>  
>  
> Alberta Beach





**ALBERTA BEACH**  
4935-50<sup>th</sup> Avenue  
PO Box 278  
Alberta Beach, Alberta  
T0E 0A0

Phone: **587-988-7668** (Development Officer)  
Fax: 780-924-3313  
Email: [development@albertabeach.com](mailto:development@albertabeach.com)

August 7, 2019

**Re: Septic system  
5223-50 Avenue**

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It has been brought to our attention that the existing outhouse may be leaking, on the above-noted lands registered in your name.

You may not be aware that a septic system that leaks can pollute nearby groundwater and generate strong odors, which is a hazard to your family and the public.

I have enclosed a copy of the "Septic treatment system maintenance" published on the Alberta Government's website that you may find helpful.

Please contact me at 587-988-7668, so we may discuss what the best method would be to determine if the septic system on your property is leaking.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Kozak", is written over a horizontal line.

**Kim Kozak**  
Development Officer  
Enclosure: 2

**cc: Municipal Administrator of Alberta Beach  
Alberta Beach Patrol Department**

**New Business Agenda Item 15.a****Request for Motion of Council****Re: Appointment of Designated Officers:**

That Kathy Skwarchuk be appointed as Designated Officer in the capacity of Chief Administrative Officer;  
That Dan Kanuka of Municipal Assessment Services Group be appointed as Designated Officer in the capacity of Assessor;

That Bruce Parno and Derek Heinrichs be appointed as Designated Officers in the capacity of Bylaw Enforcement Officers;

That Kim Kozak of Innovative Planning & Development be appointed as Designated Officer in the capacity of Development Authority;

That Kim Kozak of Innovative Planning & Development be appointed as Designated Officer in the capacity of Subdivision Authority; and

That Cathy McCartney and Emily House be appointed as Designated Officers in the capacity of Subdivision & Development Appeal Board Clerks.

**New Business Agenda Item 15.b****Request for Motion of Council****Re: Appointment of Returning Officer and Substitute Returning Officer:**

That Kathy Skwarchuk be appointed as Returning Officer and further that Cathy McCartney be appointed as the Substitute Returning Officer.