

**ALBERTA BEACH  
REGULAR COUNCIL MEETING  
BEING HELD ELECTRONICALLY VIA ZOOM MEETING  
FEBRUARY 16, 2021 AT 7:00 P.M.**

**AGENDA**

1. CALL TO ORDER
2. AGENDA ADDITIONS
3. ADOPTION OF AGENDA
4. CONFIDENTIAL – CLOSED MEETING SESSION
5. ADOPTION OF PREVIOUS MINUTES
  - a. Regular Council Meeting of January 19, 2021
  - b. Alberta Beach Emergency Advisory Committee Meeting of May 27, 2020
  - c. Alberta Beach Emergency Advisory Committee Meeting of December 14, 2020
6. DELEGATIONS
  - a. Switch – Switch Alberta Beach 5G Air Fiber Fixed Wireless Presentation  
(Jared Zamzow & Freddie Jawaid)
7. PUBLIC HEARINGS
8. MUNICIPAL PLANNING COMMISSION
9. OLD BUSINESS & CAO REPORT ACTION LIST
10. FINANCIAL REPORTS
11. BYLAWS & POLICIES
  - a. Bylaw #281-21 Assessment Review Board Bylaw
12. COUNCIL, COMMITTEES & STAFF REPORTS
13. CORRESPONDENCE – INFORMATION ITEMS
  - a. Alberta Health Services – Covid-19 Community Update January 18, 2021
  - b. Alberta Health Services – Covid-19 Community Update January 25, 2021
  - c. Alberta Health Services – Covid-19 Community Update February 1, 2021
  - d. Alberta Health Services – Covid-19 Community Update February 8, 2021
  - e. Alberta Health Emergency Operations – Covid-19 Municipality Update January 19, 2021
  - f. Alberta Municipal Affairs – Municipal Governance during Covid-19 January 22, 2021
  - g. Alberta Municipal Affairs – Municipal Governance during Covid-19 February 5, 2021
  - h. Alberta Municipal Affairs – Intermunicipal Collaboration Framework & Intermunicipal Development Plan
  - i. Alberta Municipal Affairs – 20<sup>th</sup> Annual Minister’s Awards for Municipal Excellence
  - j. Alberta Recycling Management Authority – Update on Alberta Recycling Municipal Grant Program
  - k. Alberta Urban Municipalities Association – Regional Partnerships & Collaboration Course
  - l. Alberta Urban Municipalities Association – AUMA Presidents Summit on Policing
  - m. Alberta Urban Municipalities Association – Alberta Police Interim Advisory Board Report
  - n. Alberta Urban Municipalities Association – AUMA Representative on RMA Pembina District #3
  - o. Alberta Urban Municipalities Association – AUMA/AMSC Digest
  - p. Doyle & Company – Audit of the Financial Statements for December 31, 2020 & Auditor Independence
  - q. Doyle & Company – Audit Terms of Engagement Letter
  - r. Fortis Alberta – 2021 Fortis Alberta Approved Rates Revised
  - s. MacKenzie County – Copy of Letter to Premier regarding Reopening Recreational & Business Services
  - t. M.D. of Bonnyville – Need for a Stronger Western Canadian Municipal Advocate
  - u. M.D. of Spirit River – Copy of Letter to Premier regarding Impact of Covid-19 Lockdowns on Albertans
  - v. North Saskatchewan Watershed Alliance – January 2021 In Stream Newsletter
  - w. North Saskatchewan Watershed Alliance – Study on Municipal Watershed Planning
  - x. Senator Doug Black – A Message from Alberta Elected Senator – Vaccines, Virtual Tour & Keystone
  - y. Town of High River – Reinstatement of the 1976 Coal Development Policy
  - z. Government of Alberta Community & Social Services – 2021 FCSS Update
  - aa. Alberta Urban Municipalities Association – AUMA’s Budget Webinar
14. CORRESPONDENCE – ACTION ITEMS
  - a. Lake Isle & Lac Ste. Anne Water Quality Management Society – Watershed Stewardship Grant
  - b. MP Gerald Soroka – Support for Suicide Prevention Hotline
  - c. Mr. Tony Oswald – Damage to Gazebo during Windstorm
15. NEW BUSINESS
  - a. Capital Region Assessment Services Commission – Memorandum of Agreement 2021
  - b. Community Peace Officer Services Agreement – Summer Village of Sunset Point
  - c. Community Peace Officer Services Agreement – Summer Village of Val Quentin
16. QUESTION PERIOD
17. ADJOURNMENT

**MINUTES OF THE REGULAR MEETING OF COUNCIL OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA HELD ELECTRONICALLY VIA ZOOM MEETING ON JANUARY 19, 2021 AT 7:00 P.M. MEETING WAS INTERRUPTED AND RESUMED ON JANUARY 20, 2021 AT 7:00 P.M.**

**PRESENT:**

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

**CALL TO ORDER:**

Mayor Benedict called the meeting to order at 7:06 P.M.

**AGENDA ADDITIONS:** None.

**ADOPTION OF AGENDA:**

#001-21 MOVED BY Councillor Love that the agenda be adopted as presented. CARRIED UNANIMOUSLY

**CONFIDENTIAL – CLOSED MEETING SESSION:**

No closed meeting session was held.

**ADOPTION OF PREVIOUS MINUTES:**

#002-21 MOVED BY Deputy Mayor Duncan that the minutes of the Regular Council Meeting of December 15, 2020 be adopted as presented. CARRIED UNANIMOUSLY

#003-21 MOVED BY Councillor Love that the minutes of the Municipal Planning Commission Meeting of December 15, 2020 be adopted as presented. CARRIED UNANIMOUSLY

**DELEGATIONS:** None.

**PUBLIC HEARINGS:** None.

**MUNICIPAL PLANNING COMMISSION MEETING:**

No Municipal Planning Commission meeting was held.

Councillor Valiquette joined the meeting at 7:10 P.M.

**OLD BUSINESS & CAO REPORT ACTION LIST:**

The CAO reviewed the CAO Report Action List, no motions arose.

**CHRISTMAS LIGHT UP CONTEST:**

Mayor Benedict reported that the 1<sup>st</sup> place winner in this years' Christmas Light Up Contest was Bud & Barb Love, 2<sup>nd</sup> place winner was David Quick and the 3<sup>rd</sup> place winner was Richard & Laurie Demers, honourable mentions went to 4523 – 50<sup>th</sup> Avenue and 5803 – 51<sup>st</sup> Avenue.

Mayor Benedict congratulated the winners and thanked all the residents who participated in this years' light-up contest, he also expressed a special thank you to Donovan Boggs, Ken Anderson and Councillor Weber for judging the contest.

**RECORDING MOTIONS IN THE COUNCIL MEETING MINUTES:**

The CAO submitted a request for confirmation from Council on how it is preferred to record the motions in the Council meeting minutes when all of Council is in favour of the motion on a matter put to vote; the vote would be recorded as either "carried unanimously" or "carried". Council confirmed they prefer "carried unanimously" to provide transparency in the Council meeting minutes.

**FINANCIAL REPORTS:**

**BOLSON ENGINEERING - MSP ALBERTA BEACH STORM OUTFALL PROJECT TENDERS:**

It was reported that 3 tenders were received for the Alberta Beach Storm Outfall Project as follows:

- Rockhill Contracting \$101,430.00;
- Roadbridge Services \$167,755.35; and
- TCL Construction \$352,800.00

#004-21 MOVED BY Councillor Weber that Council approve to award the Alberta Beach Storm Outfall Project to the low bidder, Rockhill Contracting in the amount of \$101,430.00 including gst to be funded through the Municipal Stimulus Program.

CARRIED UNANIMOUSLY

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**OFFERS RECEIVED FOR THE SALE OF THE 2008 CAT 277C SKIDSTEER:**

It was reported that four offers were received for the sale of the 2008 CAT 277C Skidsteer as follows:

Rodney Froese \$28,140.00;  
West Nash \$27,300.00;  
Craig Martin \$26,000.00; and  
Julian Wozniak \$28,000.00.

#005-21

MOVED BY Councillor Weber that Council approve the sale of the 2008 CAT 277C Skidsteer to the highest bidder Rodney Froese in the amount of \$28,140.00.

CARRIED UNANIMOUSLY

**BYLAWS & POLICIES:** None.

**COUNCIL, COMMITTEES & STAFF REPORTS:**

DEPUTY MAYOR DUNCAN:

Deputy Mayor Duncan reviewed and submitted reports on the following meetings:  
West Inter-lake District (WILD) Water Commission meeting of December 21 & January 19.  
Land Use Bylaw Review Committee meetings of January 5, 9 & 13.

**MEETING INTERRUPTION:**

The meeting was interrupted due to a storm and a power outage at 7:25 P.M. and therefore the meeting will be carried over to January 20, 2021 at 7:00 P.M. (notice was posted on the website).

**MEETING RECONVENED:**

Mayor Benedict reconvened the meeting on January 20, 2021 at 7:01P.M.

**PRESENT:**

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

**ABSENT:**

Councillor .....Judy Valiquette

**COUNCIL, COMMITTEES & STAFF REPORTS CONTINUED:**

COUNCILLOR WEBER:

Councillor Weber reviewed and submitted reports on the following meetings:  
Community Futures Yellowhead East meeting of December 17.  
I(WAG) Watershed Action Group meeting of January 8.

COUNCILLOR LOVE:

Councillor Love reviewed the Alberta Beach Public Works Advisory Committee's recommendation for the sale of two public works department vehicles being the 2007 GMC Sierra 3500 & 2008 International 7400 Plow truck as well as the recommendation for the purchase of a 2008 Ford 4 Ton 4x4 Truck with dump box.

#006-21

**SALE OF 2007 GMC SIERRA 3500 & 2008 INTERNATIONAL 7400 PLOW TRUCK & PURCHASE OF 2008 FORD 4 TON 4X4 TRUCK WITH DUMP BOX:**

MOVED BY Councillor Love that Council approve that the Public Works Advisory Committee oversee and approve the disposal sale of the 2007 GMC Sierra 3500 as well as the 2008 International 7400 Plow Truck and further that Council approve the purchase of a 2008 Ford 4 Ton 4x4 truck with dump box to a maximum of \$15,000.00 or on approval of the Public Works Advisory Committee.

CARRIED UNANIMOUSLY

MAYOR BENEDICT:

Mayor Benedict reviewed and submitted reports on the following meetings:  
Regional Fire Services Steering Committee meeting of December 16 & 22.

**PATROL REPORTS:**

The 2020 Patrol Department Annual Report which included the 2020 violation statistics was distributed for information.

**DEVELOPMENT PERMIT REPORT:**

The 2020 Development Permit Report was distributed for information.

#007-21

MOVED BY Councillor Weber that the Council, committee and staff reports be accepted for information.  
CARRIED UNANIMOUSLY

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**CORRESPONDENCE – INFORMATION ITEMS:**

**ALBERTA BEACH & DISTRICT AMATEUR SOFTBALL ASSOCIATION – LSA COUNTY  
CONTRIBUTE TO ALBERTA BEACH BALL DIAMONDS:**

The Alberta Beach & District Amateur Softball Association forwarded a letter received from Lac Ste. Anne County advising on their approval of \$14,000.00 to the Alberta Beach ball diamond fence upgrade.

**ALBERTA ENVIRONMENT – LAC STE. ANNE WEIR AND WATER LEVELS:**

Correspondence was received from Alberta Environment regarding a Lac Ste. Anne Weir and Water Levels meeting being held on January 26<sup>th</sup>. Mayor Benedict, Councillor Weber and the CAO will be attending.

**ALBERTA HEALTH SERVICES – COVID-19 COMMUNITY UPDATES:**

Covid-19 Community Updates of December 14, 21, January 4 & 11 was received from Alberta Health Services.

**ALBERTA HEALTH – RECORD OF DECISION ORDERS AND MUNICIPAL UPDATE Q&A:**

Alberta Health forwarded the most recent Record of Decision Orders regarding 2020 Covid-19 as well as a municipal update questions & answers of December 22, 2020.

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

Alberta Municipal Affairs forwarded their December 21<sup>st</sup> and January 8<sup>th</sup> issues of Municipal Governance during Covid-19 for information.

**ALBERTA RECREATION & PARKS – COMMUNITIES CHOOSE WELL NEWSLETTER:**

Alberta Recreation & Parks forwarded for information the Communities Choose Well Newsletter of January 2021 which outlines the Healthy Communities Grant and the Civil Society Fund opportunities.

**ALBERTA TREASURY BOARD & FINANCE – BORROWING NOTICE:**

Correspondence was received from the Alberta Treasury Board & Finance regarding the March 2021 borrowing process.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA VILLAGES WEST UPDATE:**

An AUMA Villages West update was received from Alberta Urban Municipalities Association.

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION – AUMA RESPONDS TO REMOVAL OF  
MLA PAT REHN:**

Correspondence was received from the Alberta Urban Municipalities Association regarding AUMA's response to the removal of MLA Pat Rehn.

**COMMUNITIES IN BLOOM – SCOTTS CANADA 2021 GRO FOR GOOD GRANTS INITIATIVE:**

Correspondence was received from Communities in Bloom regarding the Scotts Canada 2021 Gro for Good grants initiative.

**LAC STE. ANNE COUNTY – 2020/2021 COUNCIL APPOINTMENTS:**

Lac Ste. Anne County forwarded their 2020/2021 Council representatives and appointments schedule.

**NORTH SASKATCHEWAN WATERSHED ALLIANCE – IN STREAM NEWSLETTER:**

The North Saskatchewan Watershed Alliance December 2020 In Stream Newsletter was received for information.

**NORTHERN GATEWAY PUBLIC SCHOOLS – SCHOOL BOARD ELECTION - OCTOBER 18, 2021:**

A letter was received from Northern Gateway Public Schools regarding facility sharing for the October municipal and school board elections.

**SUMMER VILLAGE OF VAL QUENTIN – ALBERTA COMMUNITY PARTNERSHIP GRANT:**

A letter was received from the Summer Village of Val Quentin advising that they will not be participating with Alberta Beach and Lac Ste. Anne County in the ACP Grant application for an Alberta Beach and area Regionalization Study.

**WILD WATER COMMISSION – 2021 RATES AND BUDGET ESTIMATES:**

Correspondence was received from the WILD Water Commission which included the 2021 Rates and Budget Estimates.

#008-21

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

**CORRESPONDENCE – ACTION ITEMS:**

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#009-21

STATISTICS CANADA – 2021 CENSUS OF POPULATION:

MOVED BY Deputy Mayor Duncan that Council of Alberta Beach supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca) accurate, and complete census data support programs and services that benefits our community.

CARRIED UNANIMOUSLY

#010-21

TOWN OF ONOWAY – FIRE SERVICES AMENDING AGREEMENT AND 2021 BUDGET:

MOVED BY Mayor Benedict that Council approve the Town of Onoway Fire Services Amending Agreement as presented.

CARRIED UNANIMOUSLY

**NEW BUSINESS:**

#011-21

ALBERTA BEACH LIBRARY BOARD – APPOINTMENT OF LIBRARY BOARD MEMBERS:

MOVED BY Deputy Mayor Duncan that Council ratify the Alberta Beach Municipal Library Board members as follows; Betty Meads, Helen Purnell, Cathy VandenBiggelaar, Marlene Walsh, Sharon Hansen, Chaddie Langman, Mary Lutz, Annette MacKinnon, Ann Morrison and Judy Valiquette as Council representative and further that Donna Warwaruk be appointed as Auditor.

CARRIED UNANIMOUSLY

#012 -21

NOTICE OF MOTION SUBMITTED BY DEPUTY MAYOR DUNCAN – TVRSSC BYLAW REVIEW:

MOVED BY Deputy Mayor Duncan that Council support and approve the Notice of Motion regarding the TVRSSC Bylaw Review and further that Alberta Beach send a letter to the TVRSSC outlining the proposed changes that Alberta Beach would like made during the TVRSSC bylaw review as presented in the notice of motion attached.

CARRIED UNANIMOUSLY

**QUESTION PERIOD:**

No questions came forward.

**ADJOURNMENT:**

The meeting adjourned at 7:38 P.M.

\_\_\_\_\_  
Mayor – Jim Benedict

\_\_\_\_\_  
C.A.O. – Kathy Skwarchuk

**Alberta Beach Emergency Advisory Committee Meeting  
Held in Alberta Beach Council Chambers  
Temporarily Located at 5A, 4000 Museum Road  
Wednesday, May 27, 2020 at 8:15 P.M.**

**Present:**

Jim Benedict, Mayor  
Angela Duncan, Deputy Mayor  
Bud Love, Councillor  
Judy Valiquette, Councillor  
Daryl Weber, Councillor  
Shari Ives, DEM  
Dave Ives, DDEM/Liason Officer  
Bruce Parno, Incident Commander/Public Works Manager  
Kathy Skwarchuk, DDEM/Finance Officer/CAO

**Call to Order:**

Mayor Benedict called the meeting to order at 8:15 P.M.

**SOLE – Flooding Update:**

**Incident Commander:**

Incident Commander Bruce Parno updated the Advisory Committee on the status of the incident. Concerns are to get the sand bags, sand and the bags filled. There will be 1200 sand bags ready to go by the end of the day and another 1200 sand bags tomorrow. 120 sand bags will go out tonight. Don't see this event beyond Friday. Alberta Environment to contact us tomorrow.

**DEM:**

DEM Shari Ives reported she has been in communication with the Province, through Alberta Emergency Management Agency (AEMA).

**DDEM:**

Deputy DEM Dave Ives reported the operational period is 8am to 8pm.  
The members will fill the rest of the sandbags and deliver the sandbags confirmed for tonight.  
The members will then rest.  
Tomorrow the members to fill 1200 more sand bags, deliver, and define who needs help.

Atco Gas has no concerns. For any flooded crawl space the gas should be turned off at the meter.

Fortis Alberta has no concerns.

TVRSSC, Jason Madge has everything under control, the pumps are running steady, has concerns with 51 manholes.

**DEM:**

DEM Shari Ives updated the Advisory Committee on the EOC (Emergency Operations Centre), the Emergency Management Agency, the people and their roles.

Further comments noted as follows;

Finance concerns, watch costs.

Wind has died down.

Target is to cancel SOLE by Friday, May 29<sup>th</sup>.

Road Infrastructure may be threatened.

Lego Blocks may be needed in accesses.

Weekend forecast is 80 km winds, so suggest SOLE stay in place for the weekend.

**Adjournment:**

The meeting adjourned at 9:00 P.M.

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Mayor, Jim Benedict

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CAO, Kathy Skwarchuk

**Alberta Beach Emergency Advisory Committee Meeting  
Held Electronically Via Zoom Meeting  
Monday, December 14, 2020 at 9:00 A.M.**

**Present:**

Jim Benedict, Mayor  
Angela Duncan, Deputy Mayor  
Bud Love, Councillor  
Judy Valiquette, Councillor  
Daryl Weber, Councillor  
Shari Ives, DEM  
Dave Ives, DDEM  
Kathy Skwarchuk, DDEM/CAO  
Cathy McCartney, PIO/Asst CAO/Zoom Coordinator

**Call to Order:**

Mayor Benedict called the meeting to order at 9:03 A.M.

**Agenda Additions:**

None.

**Agenda Adoption:**

MOVED BY Councillor Weber that the Agenda be adopted as presented.

CARRIED UNANIMOUSLY

**Flood Update (SOLE May 27, 2020):**

DEM Shari Ives presented a Flood Post Action Report which she reviewed with the Advisory Committee. She will forward the report to the Advisory Committee.

**Municipal Emergency Management Plan:**

DEM Shari Ives advised the Advisory Committee of the following:

- The DEM is required to meet annually with representatives of the Alberta Emergency Management Agency (AEMA) to review the Alberta Beach Municipal Emergency Management Plan (MEMP).
- Mark Pickford and John Swist are the AEMA Rep's for Alberta Beach.
- That she met with Mark & John (Feb'20) for the 2019 annual review of the plan, there are a few changes required in the plan.
- There are more expectations due to changes in the Local Emergency Management Regulation.
- That she has been working on updates to the plan.
- That she will forward out a copy of the plan to the Advisory Committee members along with a summary of the changes.
- The Advisory Committee is responsible to approve the plan.
- That she will be meeting soon with AEMA for the 2020 annual review.



**DEM Contract:**

Shari Ives requested confirmation from the Advisory Committee regarding her position as the DEM. She was asked if she wanted to throw her hat back in the ring, and she replied yes and explained her reasons why, she explained that the Advisory Committee is required to approve the municipal emergency management plan as well as whether to have her as the DEM for another year, and that this was required by our government reps from AEMA.

The CAO confirmed that the Alberta Beach Emergency Management Bylaw #271-20 appoints Shari Ives as the DEM (Director of Emergency Management).

The Emergency Advisory Committee accepted Shari Ives as the Alberta Beach DEM as per the bylaw and had no further business.

**Adjournment:**

The meeting adjourned at 11:06 A.M.

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Mayor, Jim Benedict

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CAO, Kathy Skwarchuk



**Switch Alberta Beach 5G Air Fiber Fixed Wireless Presentation**

**February 16, 2021**

switch™

**RELATIONSHIP WITH  
ALBERTA BEACH**

Relationship with Alberta Beach for years (how many?)

- ▶ Variety of Business and Residential clients within community
- ▶ Spark WiFi services (with revenue split) delivered to campsite; Air Fiber clients; DSL clients
- ▶ Prior agreement - left room for improvement
- ▶ Updated agreement - opportunity for triple win (Alberta Beach Council, Alberta Beach Residents, Switch)

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**WHAT'S CHANGED?**

- ▶ ***We listened to your concerns***
- ▶ Updated, expanded, mutually beneficial agreement
- ▶ Expansion of service range within community
- ▶ New, single point of contact
- ▶ Timely reporting and commissions

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**WHAT ARE WE  
PROPOSING?**

▶ **Alberta Beach becomes an *Air Fiber Community***

5% revenue share on all Air Fiber sales

Leverage all co-location opportunities (access + power)

Provide high-speed Internet option to businesses/residents

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**Alberta Beach -  
PROPOSED**

**19 x 5G Sites**

**Speeds: up to 1Gbps**

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**WHAT MIGHT THE  
PROPOSED LOOK LIKE?**

*With a 50% penetration rate\**

- ▶ 467 Residential Air Fiber Clients - ~\$46,700/month
- ▶ 16 Business Air Fiber Clients - ~\$2,880/month
- ▶ TOTAL ~\$49,580/month
  
- ▶ 5% revenue split
  - \$2,479/month
  - \$29,748/year

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*\*Based on Government of Canada and Government of Alberta Census Data*

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**WHAT DO WE NEED?**

- ▶ Right to co-locate
- ▶ Access to power
- ▶ No after hours fees
  
- ▶ *Right to put up signage to promote Air Fiber*

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NEXT STEPS

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[switch.ca](http://switch.ca)

The logo for 'switch' is displayed in a white, lowercase, sans-serif font. It is positioned in the upper left corner of a dark blue/black rectangular area. To the right of the text, there are several overlapping, semi-transparent blue diagonal stripes that create a sense of motion or a 'switch' being flipped.

Thank you for your time!

[switch.ca](http://switch.ca)

**CAO REPORT – ACTION LIST** **JANUARY 2021**

**COUNCIL:**

COUNCIL COMMITTEE REPORTS – TO BE SUBMITTED IN WRITING FOR ATTACHMENT TO THE MINUTES.

**ALBERTA BEACH BOAT LAUNCH – LOC (LICENCE OF OCCUPATION):**

- Jan.16/18 MOVED BY Councillor Love that the correspondence received from Hon. Oneil Carlier, MLA & from AEP regarding the Licence of Occupation on the Alberta Beach Boat Launch be accepted for information.
- Apr.17/18 A letter was received from Alberta Environment and Parks regarding the financial strain of the boat launch and the possibility of creating a provincial park, further advising that the process for establishing a new park is through the Land-use Framework’s regional planning process for the Upper Athabasca region.
- May 15/18 MOVED BY Mayor Benedict that a letter be forwarded to Alberta Environment & Sustainable Resource Development regarding the Alberta Beach Boat Launch LOC advising that due to the strain of the ongoing maintenance and capital costs falling on the landowners of Alberta Beach we are requesting that the LOC be amended to allow Alberta Beach to charge a fee to use the boat launch to cover these costs and further that the letter be copied to the surrounding municipalities requesting they send a letter of support.
- Jun19/18 Letters were sent to Hon. Carlier & Hon. Phillips and copied to LSA County & Sunset Point & Val Quentin requesting support. Sunset Point has sent a letter of support.
- July17/18 LSA County sent a letter of support.
- Sept.18/18 A letter was received from Minister Shannon Phillips of AEP regarding the 5 year shoreline authorization approval for shoreline repairs & weed removal as well as a response to the boat launch costs & maintenance.
- Nov.20/18 MOVED BY Deputy Mayor Duncan that Council approve to write a letter to Minister Miranda of Alberta Culture and Tourism requesting assistance in locating funding for the Alberta Beach Boat Launch and that the cost spreadsheets be attached and further that the Premier of Alberta, Ministers of Municipal Affairs, Environment and Parks, and Infrastructure and Transportation as well as the MLA be copied on the letter.
- Dec.18/18 Letter was sent. Response email rec’d from AB Culture & Tourism advising that the responsibility for parks falls under AB Environment & Parks & therefore AB Environment will be responding to our letter.
- Feb.19/19 A letter was received from Hon. Shannon Phillips, Minister of Environment & Parks regarding the request for funding opportunities to cover the capital and operating costs of the Alberta Beach boat launch and park advising that funding is available for capital projects on a 50/50 basis through the CFEP grant and further through the funding provided to municipalities through the MSI and GTF funding.
- MOVED BY Mayor Benedict that Council approve Deputy Mayor Duncan’s letter to Hon. Oneil Carlier, MLA regarding the Alberta Beach Boat Launch and further that the letter be copied to the Premier. (Email was sent)
- Mar.19/19 MOVED BY Councillor Valiquette that the correspondence from Minister Carlier’s Whitecourt Ste. Anne Constituency Office regarding the Alberta Beach Boat Launch be accepted for information.
- July16/19 Congratulatory letter sent to MLA Shane Getson, outlining concerns with boat launch.
- Sept.17/19 P.W. is monitoring the erosion on the boat launch & is keeping track of maintenance work done.
- Nov.19/19 MOVED BY Deputy Mayor Duncan that Council approve a letter to MLA Hon. Shane Getson regarding the A.B. Boat Launch to request assistance in identifying funding streams to support the annual maintenance costs & repairs.
- Dec.17/19 Letter was sent to MLA Getson.
- Dec.17/19 A letter was received from Hon. Shane Getson, MLA outlining the process for disposition of the Alberta Beach Boat Launch and further advising that in response to Council’s request for assistance locating funding streams that there are no alternative funding options other than ones previously provided by Environment and Parks which included assigning the disposition to another party such as Lac Ste. Anne County to take on the management and maintenance of the structure or converting the area to a provincial recreation area managed by Alberta Parks.
- Feb.18/20 Mayor Benedict met with MLA Getson & LSA Reeve & letter was forwarded to MLA. Admin will forward a copy to Council.
- July 21/20 A letter was received from Minister Nixon of AEP regarding the A.B. boat launch confirming AEP does not have a grant program & Alberta Beach as the disposition holder is responsible for the maintenance & operations, further regarding the collection of fees a written request to amend the LOC must be submitted for their consideration.
- MOVED BY Mayor Benedict to forward a written request to Alberta Environment and Parks to request the Alberta Beach Boat Launch LOC be amended to allow for charging user fees.
- Sept.15/20 Letter was sent to AEP to request amendment to LOC.
- Dec.15/20 Follow up email was sent to AEP.

**BOAT LAUNCH & MAIN BEACH PARKS MAINTENANCE POLICY:**

- Oct.15/19 MOVED BY Deputy Mayor Duncan that Council develop a Boat Launch and Main Beach Parks Maintenance Policy to define a parks maintenance program for the boat launch park and main beach park and further that the policy include any requirements for regulatory authorizations and approvals.

**ALBERTA BEACH BOAT LAUNCH PARK – ENGINEERING QUOTE:**

Dec.17/19 MOVED BY Deputy Mayor Duncan that administration request an engineering quote from MPE Engineering for the engineering and submission of an application to Alberta Environment & Parks to request authorization to fill in the southwest drainage channel not being used in the Alberta Beach Boat Launch Park and install a concrete ramp for public access to the lake and further that the application include the removal of a portion of rip rap and the installation of a concrete ramp for public access to the lake on the north east side of the park.

Peter Stevens of MPE Engineering is interested on the project, however would like to wait until the snow is gone.

Bruce will contact regulatory agencies to meet and discuss project.

Feb.18/20 Bruce has met with AB Environment and will be submitting application.

Apr.21/20 MPE Engineering forwarded correspondence & Bolson Engineering has submitted an engineering quote.

June16/20 Bolson Engineering to prepare engineering.

**BUSINESS LICENSE BYLAW:**

Sept.15/20 MOVED BY Deputy Mayor Duncan that Council investigate the feasibility of a Business License Bylaw.

Dec.15/20 Admin will forward out sample bylaws for Council's review.

**BROWNLEE LLP – EMERGING TRENDS IN MUNICIPAL LAW VIRTUAL CONFERENCE:**

Dec.15/20 MOVED BY Mayor Benedict that Deputy Mayor Duncan attend the Brownlee LLP Emerging Trends in Municipal Law Virtual Conference. (Feb 11<sup>th</sup> & 18<sup>th</sup>)

**ADMINISTRATION:****DEVELOPMENT AGREEMENT – LOT 3, BLOCK 9, PLAN 3321BQ:**

Aug.14/18 Development Agreement Deposit has been received. (D.O. was advised)

Sept.18/18 Sidewalks/ramp was completed/admin will invoice or deduct from deposit.(Invoice was deducted from deposit)

June 18/19 Development Agreement has been forwarded to D.O. (Development is ongoing)

Dec. 15/20 Development Officer is following up on the development.

**BYLAW #257-18 UNTIDY & UNSIGHTLY PREMISES BYLAW:**

June 18/19 MOVED BY Councillor Love that Council direct the Development Authority to revise Bylaw #257-18 strictly for unsightly premises and further develop a Bylaw strictly for property maintenance.

July16/19 D.O. has drafted bylaws & forwarded to patrol for comments. (Patrol forwarded to admin for comments)

Sept.17/19 CPO requested Bylaw 257-18 remain as is and additional bylaw be created o deal with grass & weeds only.

Nov.19/19 D.O. has submitted a draft bylaw for CPO to review. CPO is requesting further changes.

Sept.15/20 Bylaw sent to Patriot Law for review. (Patriot Law will be drafting bylaw)

**ASSESSMENT REVIEW BOARD AGREEMENT:**

Mar.17/20 MOVED BY Mayor Benedict that the letter from Lac Ste. Anne County to terminate the Assessment Review Board Agreement be accepted.

Apr.21/20 Capital Region Assessment Services Contract was previously distributed for review.

July 21/20 MOVED BY Mayor Benedict that Council approve to make application to the Capital Region Assessment Services Commission to provide Assessment Review Board services beginning in 2021.

Aug.18/20 Request was sent to CRASC.

Nov.17/20 Email rec'd from CRASC advising that the board approved our application, next step they apply to the Minister for approval. (Once approved CRASC will forward agreement & admin will prepare the bylaw)

**AFRRCS (ALBERTA FIRST RESPONDERS RADIO COMMUNICATION SYSTEM) AGREEMENT:**

Apr.21/20 Town of Mayerthorpe has terminated the Alberta First Responders Radio Communication System (AFRRCS) third party agreements as the agreements for the use of the radios must be directly with the province.

Apr.21/20 Alberta Beach has submitted a request to the Province for an agreement on the AFRRCS radios.

Sept.15/20 MOVED BY Councillor Love that the AFRRCS (Alberta First Responders Radio Communications System) Access Agreement be approved.

Oct.20/20 Agreement was signed & returned and Patrol has completed application process for their use. AFRRCS mtg with Emergency Mgmt group scheduled for Oct. 23<sup>rd</sup>. (meeting was held – waiting for further information)

Jan.19/20 Another meeting is scheduled with AFRRCS for Jan.27<sup>th</sup>.

**ABADASA – BALL DIAMOND FENCING:**

Oct.20/20 MOVED BY Deputy Mayor Duncan that Council agree in principle with the cost share proposal from ABADASA (Alberta Beach & District Amateur Ball Association) to increase the height of the ball diamond outfield fences and further that the CAO contact ABADASA for further discussion.

Nov.17/20 ABADASA sent letter to LSAC to request their participation on the fence upgrade project.

Jan.19/21 ABADASA forwarded a letter received from Lac Ste. Anne County advising on their approval of \$14,000.00 to the Alberta Beach ball diamond fence upgrade.

**ACP (ALBERTA COMMUNITY PARTNERSHIP) PROGRAM GRANT – REGIONALIZATION STUDY:**

Oct.20/20 MOVED BY Deputy Mayor Duncan that Council approve to partner with Lac Ste. Anne County in an Alberta Community Partnership Program (ACP) application for an Alberta Beach and Area Regionalization Study; that Alberta Beach be the managing partner; that Lac Ste. Anne County be advised that Alberta Beach Council has approved to partner in an application; and further that letters be sent to the Summer Villages of Sunset Point and Val Quentin to invite their participation.

Nov.17/20 Letters were sent to LSAC, SVSP & SVVQ. ACP Applications opened Nov.17<sup>th</sup>, 2020.

Dec.15/20 SVSP CAO has advised they will not be participating as they are working on an ACP application to look into regionalization of summer villages.

Jan.19/21 A letter was received from the S.V. of Val Quentin advising that they will not be participating with Alberta Beach and Lac Ste. Anne County in the ACP Grant application for an Alberta Beach and area Regionalization Study.

Jan.19/21 Admin has submitted the ACP grant application for the Alberta Beach & Area Regionalization Study.

**MUNICIPAL STIMULUS PROGRAM – ALBERTA BEACH STORM OUTFALL PROJECT:**

Jan.19/21 Bolson Engineering reported that 3 tenders were received for the Alberta Beach Storm Outfall Project as follows: Rockhill Contracting \$101,430.00; Roadbridge Services \$167,755.35; and TCL Construction \$352,800.00.

MOVED BY Councillor Weber that Council approve to award the Alberta Beach Storm Outfall Project to the low bidder, Rockhill Contracting in the amount of \$101,430.00 including gst to be funded through the Municipal Stimulus Program.

**STATISTICS CANADA – 2021 CENSUS OF POPULATION:**

Jan.19/21 MOVED BY Deputy Mayor Duncan that Council of Alberta Beach supports the 2021 Census, and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca) accurate, and complete census data support programs and services that benefits our community.

**TOWN OF ONOWAY – FIRE SERVICES AMENDING AGREEMENT AND 2021 BUDGET:**

Jan.19/21 MOVED BY Mayor Benedict that Council approve the Town of Onoway Fire Services Amending Agreement as presented.

**ALBERTA BEACH LIBRARY BOARD – APPOINTMENT OF LIBRARY BOARD MEMBERS:**

Jan.19/21 MOVED BY Deputy Mayor Duncan that Council ratify the Alberta Beach Municipal Library Board members as follows; Betty Meads, Helen Purnell, Cathy VandenBiggelaar, Marlene Walsh, Sharon Hansen, Chaddie Langman, Mary Lutz, Annette MacKinnon, Ann Morrison and Judy Valiquette as Council representative and further that Donna Warwaruk be appointed as Auditor.

**NOTICE OF MOTION SUBMITTED BY DEPUTY MAYOR DUNCAN – TVRSSC BYLAW REVIEW:**

Jan.19/21 MOVED BY Deputy Mayor Duncan that Council support and approve the Notice of Motion regarding the TVRSSC Bylaw Review and further that Alberta Beach send a letter to the TVRSSC outlining the proposed changes that Alberta Beach would like made during the TVRSSC bylaw review as presented in the notice of motion attached.

**PUBLIC WORKS:**

**OFFERS RECEIVED FOR THE SALE OF THE 2008 CAT 277C SKIDSTEER:**

Jan.19/21 It was reported that four offers were received for the sale of the 2008 CAT 277C Skidsteer as follows:

Rodney Froese \$28,140.00; West Nash \$27,300.00; Craig Martin \$26,000.00; and Julian Wozniak \$28,000.00.

MOVED BY Councillor Weber that Council approve the sale of the 2008 CAT 277C Skidsteer to the highest bidder Rodney Froese in the amount of \$28,140.00.

**SALE OF 2007 GMC SIERRA 3500 & 2008 INTERNATIONAL 7400 PLOW TRUCK & PURCHASE OF 2008 FORD 4 TON 4X4 TRUCK WITH DUMP BOX:**

Jan.19/21 MOVED BY Councillor Love that Council approve that the Public Works Advisory Committee oversee and approve the disposal sale of the 2007 GMC Sierra 3500 as well as the 2008 International 7400 Plow Truck and further that Council approve the purchase of a 2008 Ford 4 Ton 4x4 truck with dump box to a maximum of \$15,000.00 or on approval of the Public Works Advisory Committee.

11. a

**ALBERTA BEACH  
BYLAW # 281-21**

***Municipal Government Act* RSA 2000 Chapter M-26  
Part 11 Assessment Review Boards**

**BEING A BYLAW OF ALBERTA BEACH IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING ONE OR MORE ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF AN ASSESSMENT REVIEW BOARD CLERK.**

**WHEREAS** Section 454 of the *Municipal Government Act* requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

**WHEREAS** Section 456 of the *Municipal Government Act* requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in Alberta Beach;

**NOW THEREFORE**, the Council of Alberta Beach, in the Province of Alberta, duly assembled enacts as follows:

**1. Title**

- a) This Bylaw may be cited as the "Assessment Review Board Bylaw".

**2. Definitions**

In this Bylaw, unless the context otherwise requires, the following definitions apply;

- a) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- b) "Assessment Clerk(s)" means an individual appointed pursuant to Section 456 of the *Municipal Government Act* who is accredited by the Municipal Government Board to act as the Clerk of Assessment Review Boards for Alberta Beach;
- c) "Chair" means an individual appointed pursuant to Section 454 of the *Municipal Government Act* to act as Chairperson who will preside over the hearings of the Assessment Review Boards for Alberta Beach;
- d) "Commission" means Capital Region Assessment Services Commission contracted to Alberta Beach to provide a full ARB administration services;
- e) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the *Municipal Government Act* to hear and make decisions on complaints referred to in Section 460.1 (2) of the *Municipal Government Act*;
- f) "Council" means the duly elected Council of Alberta Beach;
- g) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the *Municipal Government Act* to hear and make decisions on complaints referred to in Section 460.1 (1) of the *Municipal Government Act*;
- h) "*Municipal Government Act*" means the *Municipal Government Act, RSA 2000, c M-26* and amendments thereto; and
- i) "Panelist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards.

**3. Establishment of Boards**

Council hereby establishes the following boards:

- a) Local Assessment Review Board (LARB); and
- b) Composite Assessment Review Board (CARB).

**4. Duties**

- a) The Assessment Review Boards shall carry out all duties and responsibilities as set out in the *Municipal Government Act* and its regulations.

**ALBERTA BEACH  
BYLAW # 281-21**

***Municipal Government Act RSA 2000 Chapter M-26  
Part 11 Assessment Review Boards***

**5. Appointments of Board Members, Chair and Assessment Clerk**

- a) Annually Council will appoint the list of Commission Panelists, the names of the Chair of the LARB and CARB and the name of the Assessment Clerk provided to Alberta Beach Council by the Commission.
- b) All Panelists and Assessment Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

**6. Fees and Expenses**

- a) Compensation payable to the Commission for its performance including annual fees, hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the Commission and Alberta Beach.

**7. Filing a Complaint**

- a) Upon receipt of an assessment complaint, the Village shall provide to the Commission a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.
- b) A complaint must be accompanied by the appropriate fee as established by Council in the Fees and Rates Bylaw.

**8. Rescind Bylaw**

- a) That Bylaw No. 229-10 is hereby rescinded with the passing of this bylaw.

**9. Coming into Force**

- a) This Bylaw shall come into effect upon third and final reading and signing of this Bylaw.

**READ** a first time this \_\_\_\_ day of \_\_\_\_\_ 2021.

**READ** a second time this \_\_\_\_ day of \_\_\_\_\_ 2021.

**UNANIMOUS CONSENT** to proceed to third reading this \_\_\_\_ day of \_\_\_\_\_ 2021.

**READ** a third and final time this \_\_\_\_ day of \_\_\_\_\_ 2021.

**SIGNED this** \_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Mayor, Jim Benedict

\_\_\_\_\_  
Chief Administrative Officer, Kathy Skwarchuk





**From:** Alberta Health Services <community.engagement@ahs.ca>  
**Sent:** January 18, 2021 4:15 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AHS Together4Health Headlines - COVID Community Update

[View this email in your browser](#)



Together  Health

# Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**, 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
- **COVID-19 Immunizations**
  - COVID-19 Vaccination Updates
  - CANVAS Project to Monitor Vaccine Safety Across Canada
  - Verna's Weekly Video Message - Answering Common Questions about the COVID-19 vaccination rollout
- **Things You Need to Know**
  - Limited Changes to Public Health Measure Effective Monday
  - Changes to Online Access to Test Results Coming Feb. 1
  - Step Up Step Down launches in Central Zone
  - AHS to update surgical waitlist with automated calls in Edmonton Zone
  - Influenza Immunization Update
- **Join the Conversation**

- Program supports Albertans to live well with chronic health conditions
- Join us for a conversation about supporting individuals with financial strain
- Upcoming Public Health Advisory Council Meetings
- Health Advisory Councils are Recruiting
- Straight Talk - "Please wear a mask. It can change so much."
- **Be Well - Be Kind**
  - Foundation Good News
  - Photo of the Week
  - Sharing the Love

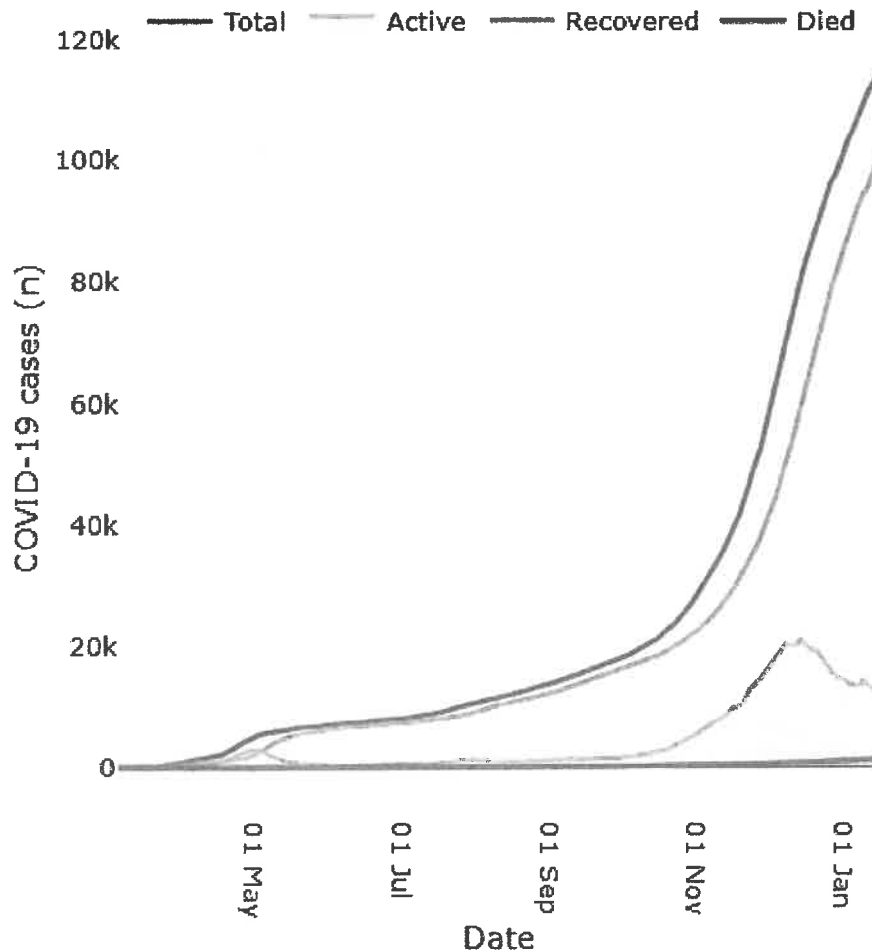
## COVID-19 Status

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### Cases in Alberta

Alberta's average number of daily new cases is down this week, as are our hospitalization and ICU numbers. This week, 172 people in the province lost their lives to the coronavirus, a sobering reminder that we are still in the midst of a pandemic.

There was an average of 876 daily new cases for the seven-day period ending on Jan. 13, compared to 981 the previous week, an 11 per cent decrease. As of Jan. 13, there were 12,434 active cases in the province compared to 13,298 the previous week, a 6.5 per cent decrease.

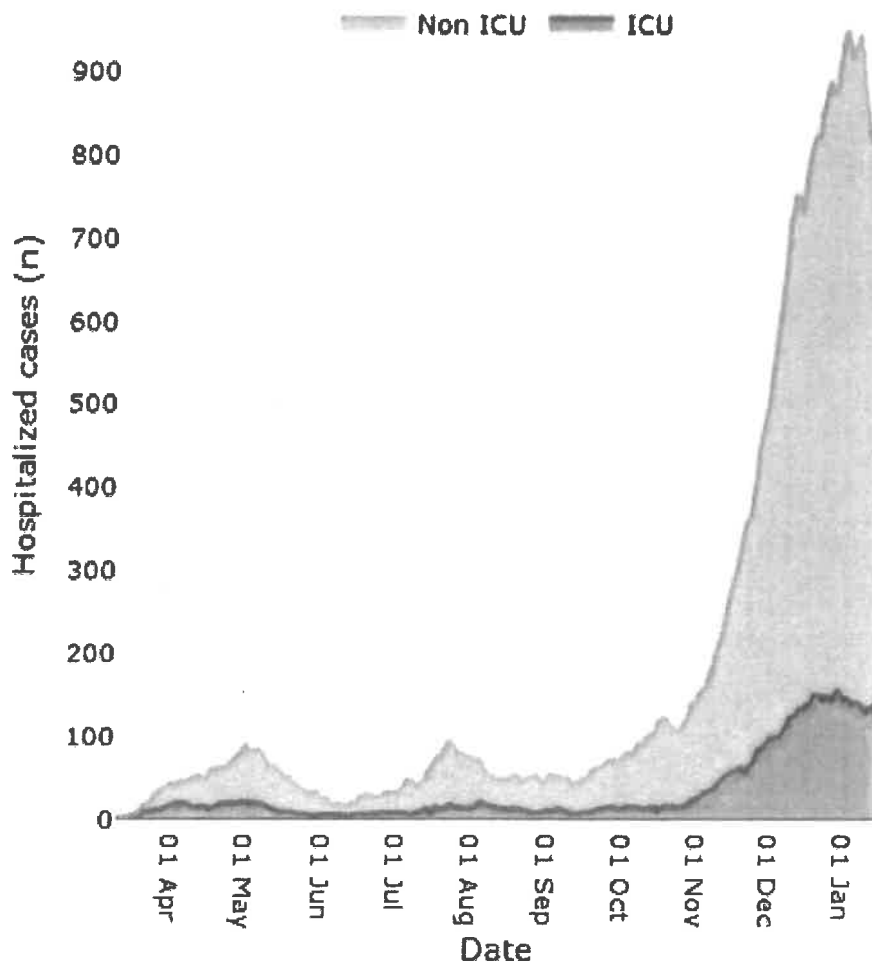


The table below shows the number of active cases in each zone for the last two weeks. It's worth noting that, for the first time in nine weeks, the Calgary Zone has the most active cases in the province.

	Active Cases (as of Jan. 13)	Active Cases (as of Jan. 6)	Per Cent Change
<b>Edmonton</b>	<b>4,570</b>	<b>5,465</b>	<b>-16.4%</b>
<b>Calgary</b>	<b>4,691</b>	<b>4,739</b>	<b>-1.0%</b>
<b>Central</b>	<b>1,635</b>	<b>1,381</b>	<b>18.1%</b>
<b>North</b>	<b>1,152</b>	<b>1,384</b>	<b>-16.6%</b>
<b>South</b>	<b>362</b>	<b>252</b>	<b>43.7%</b>
<b>Unknown</b>	<b>24</b>	<b>77</b>	<b>-68.8%</b>

**Hospitalizations and ICU admissions**

On Jan. 13, there were 806 individuals with COVID-19 in hospitals across the province compared to 871 on Jan. 6, a seven per cent decrease. Also on Jan. 13, there were 136 individuals in intensive care compared to 139 on Jan. 6, a two per cent decrease.



The breakdown of hospitalizations by zone as of Jan. 13 is as follows:

	Hospitalizations	Patients in ICU
<b>Edmonton</b>	<b>409</b>	<b>60</b>
<b>Calgary</b>	<b>220</b>	<b>46</b>
<b>Central</b>	<b>77</b>	<b>8</b>
<b>North</b>	<b>75</b>	<b>15</b>
<b>South</b>	<b>25</b>	<b>7</b>

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

- As of Jan. 13, a total of 114,585 cases of COVID-19 have occurred in Alberta and a total of 4,858 individuals have been hospitalized, which amounts to 4.2 individuals for every 100 cases. In all, 100,762 Albertans have recovered from COVID-19.
- As of Jan. 13, 1,389 individuals have passed away from COVID-19. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- From Jan. 7 to Jan. 13, 93,932 COVID-19 tests were completed, an average of 13,419 per day. During this period, the daily positivity ranged from 5.31 per cent to 7.10 per cent. As of Jan. 13, a total of 2,982,611 tests have been conducted and 1,704,911 individuals have been tested. While test volumes have decreased from late November/early December, it is recommended that individuals get tested if they exhibit any symptoms of COVID-19, are a close contact of a COVID-19 case and/or are connected to an outbreak.

**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 Jan. 13:

- 74,538 employees (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 4,127 (or 5.5 per cent) have tested positive.
- Of the 1,084 employees who have tested positive and whose source of infection has been determined, 345 (or 31.8 per cent) acquired their infection through a workplace exposure. An additional 3,043 employees who have tested positive are still under investigation as to the source of infection.
- 4,818 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 185 (or 3.8 per cent) have tested positive.
- Of the 49 physicians who have tested positive and whose source of infection has been determined, eight (or 16.3 per cent) acquired their infection through a workplace exposure. An additional 136 physicians who have tested positive are still under investigation as to the source of infection.

**COVID-19 Immunizations**

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**COVID-19 Vaccination Updates**

As of 12:01 p.m. Jan. 15, more than 69,600 Albertans have received their first dose of COVID-19 vaccine, including:

- 32,100+ Healthcare workers
- 22,100+ Long Term Care (LTC) and Designated Supportive Living (DSL) residents
- 22,000+ LTC/DSL staff

### **COVID-19 Immunization Highlights this Week**

- Paramedics and emergency medical technicians became eligible for COVID-19 immunization in all AHS zones, as announced by [Alberta Health](#) on Jan. 11.
- AHS completed first-dose COVID-19 immunization to close to 50,000 eligible residents and staff of AHS and Contracted Operator continuing care facilities across Alberta.
- Second dose immunization window was expanded on [Jan. 12](#). Going forward, second doses of the COVID-19 vaccine will be offered within 42 days after the first dose. If you have already booked your appointment for your second dose, we will honour your appointment. For residents of long-term care and designated supportive living facilities, we will continue to offer the shorter interval of three to four weeks (21 to 28 days).
- AHS and Covenant Health are piloting a program to bring temporary satellite COVID-19 immunization clinics to some emergency departments throughout the province. As of [Jan. 13](#), nine satellite clinics have already taken place, with more than 425 emergency department staff immunized. As more vaccine becomes available, additional clinics will be opened for eligible staff.

### **Dr. Hinshaw and Dr. Yiu – The Importance of Vaccine**

Dr. Deena Hinshaw, Alberta's Chief Medical Officer of Health, and Dr. Verna Yiu, AHS President and CEO, talk about the importance of COVID-19 immunization in [this new video](#), and encourage all eligible healthcare workers to get immunized. The COVID-19 vaccine is safe and effective, and is being made available to thousands of eligible healthcare workers and continuing care residents.



### **COVID-19 Immunization Spotlight**

Sahra Kaahiye was the first person in Alberta to receive the COVID-19 vaccine on Dec. 15. The Edmonton Zone respiratory therapist received her second dose Thursday, completing her COVID-19 immunization.



### **CANVAS Project to Monitor Vaccine Safety Across Canada**

An important component of all immunization programs is monitoring for safety of each vaccine. The Canadian National Vaccine Safety Network (CANVAS) is working with acute care and public health organizations in several provinces, including Alberta, to determine the safety of COVID-19 vaccines.

This project will collect information about health events after receiving COVID-19 vaccines using web-based surveys after each vaccine dose and six months after both doses. Any health problems that develop after the COVID-19 vaccine that prevent regular daily activities and/or lead to seeking medical care will be documented. This information, as well as any reports to AHS' Adverse Event Following Immunization (AEFI) program, will provide detailed information to the province about the safety of COVID-19 vaccines and contribute to the national program.

Any Albertan who receives a COVID-19 vaccine can sign up to receive the surveys in one of two ways: when prompted at the time of online scheduling of the vaccine appointment, or at the time of the vaccination appointment through linking to the survey from a QR code that will be available on posters in all sites providing COVID-19 vaccine across Alberta.

The project is also being conducted in B.C., Ontario, Quebec and Atlantic Canada.

### **Verna's Weekly Video Message - Answering Common Questions about the COVID-19 vaccination rollout**

We know the COVID-19 vaccine is at the top of everyone's minds lately, which is why, last week, we started sharing regular email updates with our staff. A summary of those updates has been included in this public update.

We also felt it was a good idea to use this week's vlog to talk to you about the COVID-19 immunization rollout and answer some common questions you may have.

Here with me (Verna) today to talk more about the vaccination rollout are:

- Dr. Laura McDougall, Senior Medical Officer of Health.
- Dr. Cheri Nijssen-Jordan, Vaccine Task Force Co-Lead.
- Rod Kalliel, Executive Director, Workplace Health and Safety.

Laura, Cheri and Rod discuss how the immunization phases were decided, how the online immunization booking tool works and what AHS is doing to immunize people as quickly as we can. Please note this vlog was taped before the Pfizer announcement to temporarily reduce vaccine shipments to Canada.

For Phase 1A, immunizations are being offered to respiratory therapists; healthcare workers in intensive

care units; staff in long-term care and designated supportive living facilities; home care workers; healthcare workers in emergency departments; all residents of long-term care and designated supportive living, regardless of age; healthcare workers in COVID-19 units, medical and surgical units, and operating rooms; and paramedics and emergency medical technicians.



## Things You Need to Know

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### **Limited Changes to Public Health Measures Effective Monday**

The Government of Alberta announced limited province wide changes to current public health measures will take effect today, Jan. 18.

While indoor gatherings remain prohibited, up to 10 people will be allowed at outdoor social gatherings. Personal and wellness services will be allowed to open by appointment only. Funeral ceremony attendance will be increased to 20 people, with mandatory masking and two-metre physical distancing. Funeral receptions are still not allowed.

All Albertans, businesses, organizations and service providers must continue to follow all other existing health measures.

Provincial and regional trends will continue to be monitored and assessed over the coming weeks to determine if further easing of restrictions may be considered.

### **Changes to Online Access to Test Results Coming Feb. 1**

We want to make you aware of an upcoming change to the online access Albertans will have to the results of tests ordered by all healthcare providers across the province, regardless of care setting.

On Feb. 1, Albertans will be able to view more lab test results in Alberta Health's [MyHealth Records \(MHR\) portal](#), through the My Personal Records (MPR) application.

This change is being made by Alberta Health to provide Albertans with more access to their health information. Results will be viewable as soon as they are released by the lab, and will include:

- Approximately 95 per cent of the most commonly ordered (by volume) lab test results, which will be viewable by Feb 1.
- All remaining lab tests, including more complex results in microbiology, pathology and genetics, which will be available in MPR by July 1.

Lab results ordered from all sites in Alberta — including labs ordered during inpatient, ambulatory and emergency visits — will be included in MPR. Once the changes are in place, new users will see an 18-month retrospective view of any lab results slated for release. Existing users will not have labs added retroactively but they will be able to see the expanded lab results moving forward.

It is important to note that patients will still have access to My AHS Connect, which is the interactive online patient portal available through Connect Care, wherever Connect Care is in place. MyAHS Connect offers patients personalized and secure online access to their Connect Care record, together with the communications, care management and health monitoring tools that can help them achieve their healthcare goals.

Having access to both MyAHS Connect and MyPersonal Records components of MyHealth Records will improve access and consistency of health information for providers and patients.

Alberta Health is providing support to Albertans for this initiative through [MyHealth.Alberta.ca](http://MyHealth.Alberta.ca) and a 24-hour telephone line at 1-844-401-4016. An [FAQ document](#) is available on Insite, with more details about these changes.

### **Step Up Step Down launches in Central Zone**

AHS has launched a new mental health program for youth aged 13 to 17 who have significant mental health challenges, and who already receive care from a clinician but need additional support. The program, called Step Up Step Down, includes a high level of caregiver participation to help youth succeed at home, in school and in their communities.

Step Up Step Down includes a five-bed, full-time, live-in treatment program for youth, with the involvement of family/caregivers and the guidance of a multidisciplinary team, including nursing staff, a social worker, psychologist, occupational therapist, recreational therapist and family therapist. The live-in treatment program will be hosted at a standalone, existing AHS facility in Red Deer. The outpatient program will be located primarily out of the Red Deer Children's Addictions & Mental Health Clinic but some service delivery is available virtually to allow increased access for families outside of the Red Deer region.

### **AHS to update surgical waitlist with automated calls in Edmonton Zone**

Patients listed on surgical waitlists in the Edmonton Zone can expect an automated phone call or voicemail as part of an initiative to update surgical waitlists. Over the next few months, patients listed for surgery with plastic, vascular, orthopedic, ear/nose/throat (ENT) and otolaryngology surgeons in the Edmonton Zone will receive an automated phone call or voicemail from the AHS Surgery Waitlist Management Team. Patients are reminded AHS will never ask for financial information or for any personal information other than your provincial personal health number or birthdate during these automated calls, and more information and a full script of the automated call is available on the AHS website [www.ahs.ca/waitlist](http://www.ahs.ca/waitlist).

### **Influenza Immunization Update**

More than 1.5 million doses of influenza vaccine have been administered in Alberta. This is an increase of more than 37,400 doses from last week and immunizations are up to 226,744 compared to the same time last year.

For the tenth week in row, there are no reported cases of seasonal influenza in Alberta. The weekly influenza data report is available at [ahs.ca/influenza](http://ahs.ca/influenza). More information on public clinics is also available on the [AHS website](#).

## **Join the Conversation**

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### **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 in February 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 or email [selfmanagement@ahs.ca](mailto:selfmanagement@ahs.ca) to register as spots are limited.

### **Join us for a conversation about supporting individuals with financial strain**

Income is one of the most important factors that influences health. Financial strain is economic pressure that can harm health by exacerbating stressors. Primary Care Teams are working collaboratively design local solutions to support health by addressing financial concerns in a sensitive, compassionate and sustainable way.

Join three teams who will share their digital stories, how they support patients with financial strain and how those lessons strengthened transitions from home to hospital to home.

- January 22, 2020 from 12:00-1:00 pm via. Zoom Webinar
- [Register on Eventbrite to join our Webinar here](#)

### **Upcoming Public Health Advisory Councils Meetings**

Wood Buffalo & Palliser Triangle will hold public meetings this week. Agendas for each meeting are posted [online](#). For more information or to register email, please email [community.engagement@ahs.ca](mailto:community.engagement@ahs.ca).

### **Health Advisory Councils are Recruiting**

The Tamarack and Lakeland Communities Health Advisory Councils are recruiting (see provincial map [here](#)). If you know anyone in these areas who would be interested in joining our Advisory Council family, or if you are interested yourself, you can learn more and apply [here](#).

### **Straight Talk - "Please wear a mask. It can change so much."**

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.



This week, we highlight a video featuring Sydney Voogel, a registered nurse at the Royal Alexandra Hospital and the Lois Hole Hospital for Women.

“I understand everyone’s frustrated with COVID-19. We all want to go back to our regular life but, unfortunately, it’s not going away any time soon,” says Voogel. “It’s definitely stressful. It’s affecting the healthcare workers in that it’s always on your mind. You don’t get to go home and not think about it.... Please wear a mask. It can change so much for us.”

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

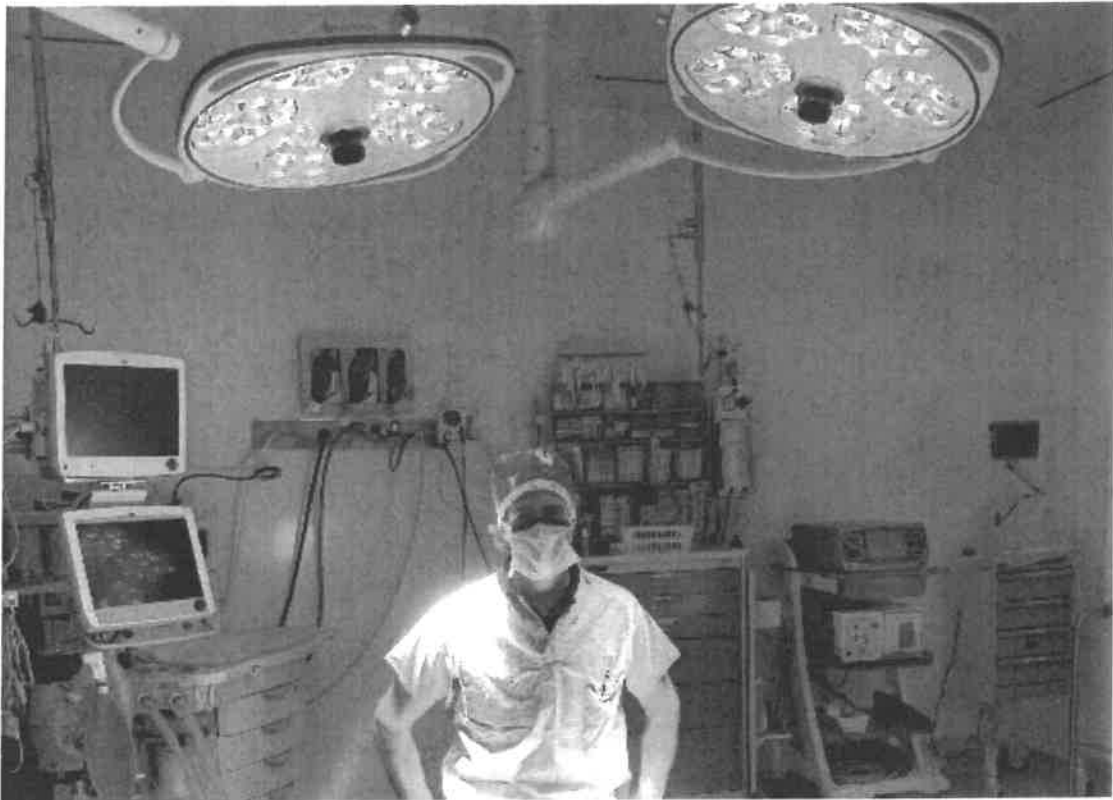
## Be Well - Be Kind

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### 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.](#)



***Rocky Mountain House patients benefit from operating room upgrades***

Upgrades to the operating room and equipment at Rocky Mountain House Health Centre will ensure patients continue to receive the best possible surgical care in their home community. Funded by the Rocky Mountain and Area Health Services Foundation, the improvements include operating room lights, a modernization to give surgeons a better line of sight during procedures. Other additions include an adjustable medical-instrument stand with trays to hold sterile instrument sets as well as laparoscopic instruments for surgeries such as gallbladder removal, hernia repair and uterine removal. Read more [here](#).

“This new equipment is the latest in technology and will provide high-quality support to our surgeons at the Rocky Mountain House Health Centre,” says Shirley Hope, site manager.

“Having access to equipment like the laparoscopic instruments will also allow us to improve the patient experience by performing procedures through smaller incisions, which minimizes the discomfort to our patients and accelerates their recovery process.”

**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.



More than 1,900 long-term care and designated supporting living residents in northern Alberta have received the first dose of COVID-19 vaccine, including 91-year-old Madeline Faucher of St. Paul Extendicare.

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

### **Sharing the Love**

#### ***Kudos to our Contact Tracing Teams***

Laura and I (Verna) want to send out a huge shout out and thank you to the contact tracing teams within Communicable Disease Control.

They are playing a hugely important role in reducing transmission of COVID-19, and have worked tirelessly, particularly during the significant increase in cases that we have seen these past two months.

What was once a group of just 50 before the pandemic, our team now has more than 1,250 contact tracers and should exceed 1,600 by the end of the month. They are essentially our COVID detectives, investigating every case and helping track down people who have been in close contact to ensure they know to get tested and have the support they need to self-isolate.

The spike in cases province wide in the last quarter of 2020 made this an extremely daunting task, and our teams have made some significant gains in the past few weeks to increase their capacity.

Once again, AHS is now able to reach out to all high-priority cases of COVID-19, including cases involving school-aged children, within 24 hours.

As well, currently about half of our active cases have an unknown source — that's down from about 80 percent in mid-December. It's important to note that even with a fully functioning contact tracing system, there are always a portion of active cases — around 30 per cent — in which the source of exposure cannot be identified.

We're continuing to train and onboard new contact tracing staff. They will continue to prioritize contact tracing for cases involving healthcare workers, returning travellers, school-aged children and youth and known outbreaks.

#### ***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:

*We are so grateful to all of you. I wish I could erase any negativity that you might experience from others. For our household, we are grateful you are there, that you are willing and able to assist those who need it. I seriously wish I could make you all dinner that you could share with your loved ones. Let our thanks be enough for now. We appreciate you.*

— Helen

*Words aren't adequate enough to express how grateful I am to have you all in the health field. Although I haven't been affected by COVID-19, it's a comfort knowing that help is available, and you are the help. Thank you.*

— Adelaide

*Thank you so much for having the compassion and courage to care for the sick, the elderly, and the dying. Without you, we couldn't make it through this pandemic on our own, and have any comfort in these challenging days, weeks, months and now a new year. You are our backbone.*

— Carole

*To all of you beautiful, incredible, brave people on the front lines: we thank you more than words can describe. So many people would crumble under the pressure you all have been put under but your resilience and strength are inspiring. On behalf of my circle, friends, family and all we thank you so very much. I hope one day we can repay you all for your courage. May 2021 treat you all extremely well.*

— David

## Wrapping Up

We've shared a lot information this week about our COVID-19 vaccination rollout — and for good reason. The vaccine is our best weapon to ultimately end a global pandemic that has caused so much death and illness. (Let's remember: until the vaccine is universally administered, public health measures remain crucial to prevent the spread of the virus and to protect the health of ourselves and others.) We're pleased the vaccine rollout in Alberta continues to accelerate. Since the beginning of the year, we've made excellent progress in immunizing Albertans, with tens of thousands of people receiving their first dose of the COVID-19 vaccine. This is due to our pre-planning efforts, as well as the many teams across AHS who have mobilized to provide immunization clinics to eligible staff and physicians, and have supported the immunization of residents in continuing care and designated supportive living. This has been a huge, extraordinary effort, by so many teams and people across the organization.

So we close this week with a 'thank you' — to all of you who are administering the vaccine to your colleagues and to Albertans; to all of you who have received the vaccine after learning of your eligibility; and to all of you who have reached out with questions and comments about the vaccine itself and how we're rolling it out across the province. Your dedication, excitement and passion reflect the crucial work being done right now and the crossroads where we find ourselves. Let this be the beginning of the end of the COVID-19 pandemic.

With enduring gratitude and appreciation,



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

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

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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 [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
  - Treatment of "long COVID"
- **COVID-19 Immunizations**
  - Sequencing and Appointment Rescheduling
  - Verna's Weekly Video Message - The Importance and Safety of Immunization
  - PPE Question of the Week - Do I Still Need to Wear PPE if I Already Received the COVID-19 Vaccine?
- **Things You Need to Know**
  - Influenza Immunization Update
  - Body Talk Campaign Encourages Albertans to Listen
  - AHS Celebrates National Non-Smoking Week
  - School immunizations
  - Construction Update: Athabasca Healthcare Centre

- Planned upgrades to hospital morgue now underway
- **Join the Conversation**
  - Quality Virtual Care - Anytime, Anywhere
  - Straight Talk - 'Everything Has Become Harder'
- **Be Well - Be Kind**
  - AHS Launches Public Kindness Campaign to Support All Healthcare Workers
  - Foundation Good News
  - Photo of the Week
  - Sharing the Love - Gratitude from Albertans

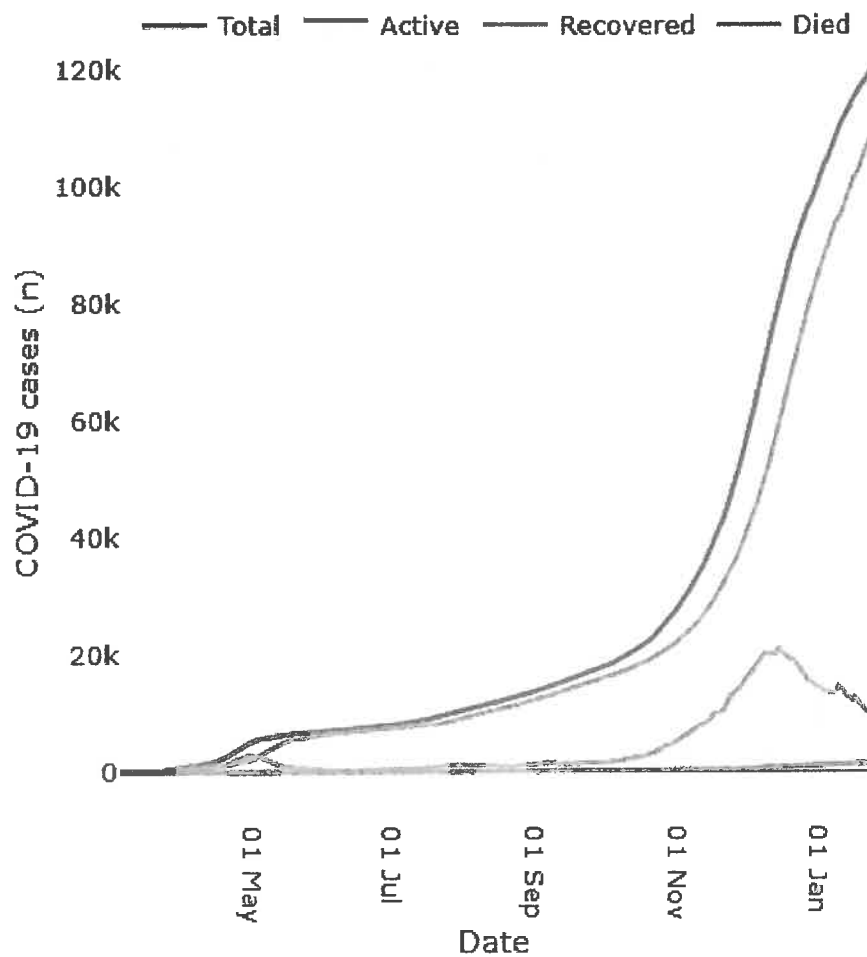
## COVID-19 Status

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### Cases in Alberta

This past week many of our COVID-19 numbers continued to trend downward, with the province now reporting the fewest active cases since mid-November. However, our health system continues to experience significant strain and, as such, the Government of Alberta has not eased any of the current public health measures.

There was an average of 645 daily new cases for the seven-day period ending Jan. 20, compared to 876 the previous week, a 26.4 per cent decrease. As of Jan. 20, there were 10,256 active cases in the province, compared to 12,538 on Jan. 13, an 18.2 per cent decrease.

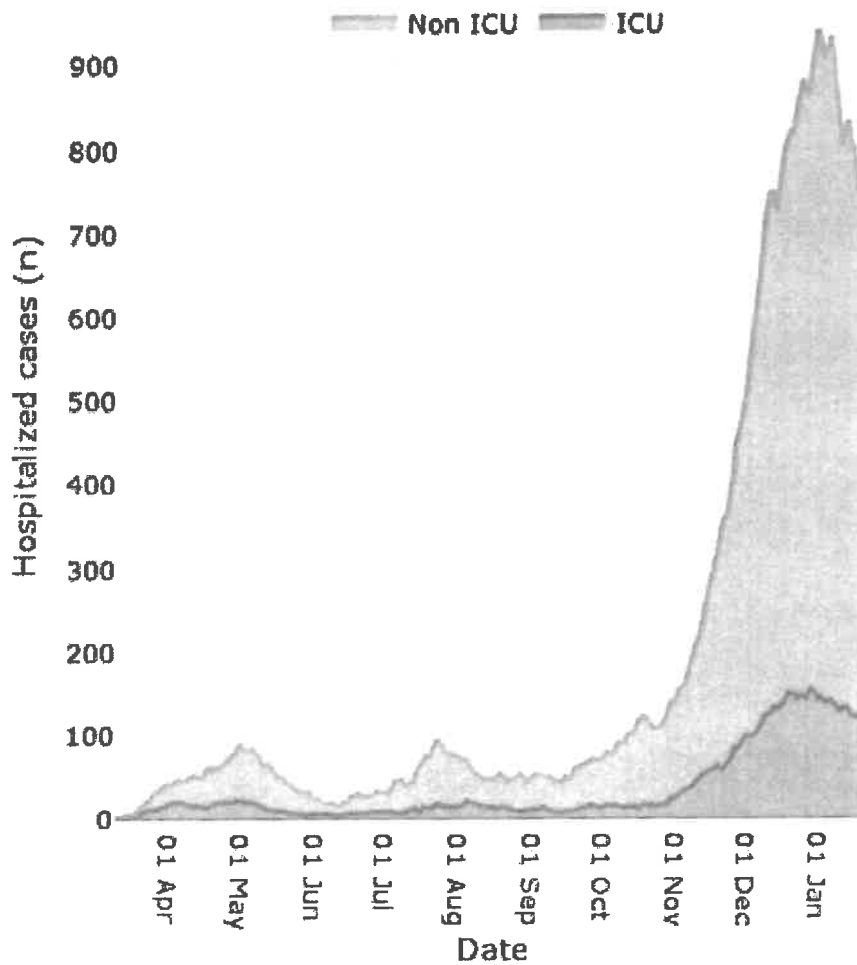


The table below shows the number of active cases in each zone for the last two weeks.

	Active Cases (as of Jan. 20)	Active Cases (as of Jan. 13)	Per Cent Change
<b>Edmonton</b>	<b>3,561</b>	<b>4,570</b>	<b>-22.1%</b>
<b>Calgary</b>	<b>3,962</b>	<b>4,691</b>	<b>-15.5%</b>
<b>Central</b>	<b>931</b>	<b>1,152</b>	<b>-19.2%</b>
<b>North</b>	<b>1,383</b>	<b>1,635</b>	<b>-15.4%</b>
<b>South</b>	<b>405</b>	<b>362</b>	<b>11.9%</b>
<b>Unknown</b>	<b>14</b>	<b>24</b>	<b>-41.7%</b>

**Hospitalizations and ICU admissions**

On Jan. 20, there were 726 individuals with COVID-19 in hospitals across the province compared to 806 on Jan. 13, a 9.9 per cent decrease. Also on Jan. 20, there were 119 individuals in intensive care compared to 136 on Jan. 13, a 12.5 per cent decrease.



The Edmonton and Central Zones reported the largest hospitalization decreases: 61 fewer patients in Edmonton Zone, a 15 per cent decrease, and 19 fewer patients in the Central Zone, a 24.5 per cent decrease.

The breakdown of hospitalizations by zone as of Jan. 20 is as follows:



	Hospitalizations	Patients in ICU
<b>Edmonton</b>	<b>348</b>	<b>44</b>
<b>Calgary</b>	<b>216</b>	<b>53</b>
<b>North</b>	<b>75</b>	<b>8</b>
<b>Central</b>	<b>58</b>	<b>9</b>
<b>South</b>	<b>29</b>	<b>5</b>

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

- As of Jan. 20, a total of 119,114 cases of COVID-19 have occurred in Alberta and 5,125 individuals have been hospitalized, which amounts to 4.3 individuals for every 100 cases. In all, 107,358 Albertans have recovered from COVID-19.
- As of Jan. 20, 1,500 individuals have passed away from COVID-19, including 111 over the past seven days. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- From Jan. 14 to Jan. 20, 83,354 COVID-19 tests were completed, an average of 11,908 tests per day. During this period, the daily positivity ranged from 4.58 per cent to 6.63 per cent. As of Jan. 20, a total of 3,066,222 tests have been conducted and 1,726,667 individuals have been tested.
- All of the school outbreaks for the fall school term were closed as per direction from Alberta Health. For the winter school term, as of Jan. 21, AHS has confirmed 282 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. A total of 182 out of 2,415 schools in the province have reported an individual has attended their 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 Jan. 20:

- 75,133 employees (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those tested, 4,275 (or 5.7 per cent) have tested positive.
- Of the 1,238 employees who have tested positive and whose source of infection has been determined, 413 (or 33.4 per cent) acquired their infection through a workplace exposure. An additional 3,037 employees who have tested positive are still under investigation as to the source of infection.
- 4,841 physicians (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those tested, 187 (or 3.9 per cent) have tested positive.
- Of the 49 physicians who have tested positive and whose source of infection has been determined, eight (or 16.3 per cent) acquired their infection through a workplace exposure. An additional 138 physicians who have tested positive are still under investigation as to the source of infection.

**Treatment of “long COVID”**

The majority of people who have tested positive for COVID-19 will fully recover, and exhibit few if any ongoing health issues as a result of their illness. However, we know that a small number of people will experience ongoing health concerns, including physical, psychological, social and cognitive issues that will likely require rehabilitation. AHS currently provides services which consider the needs of post-COVID patients utilizing current care pathways and existing resources and programs. Albertans can contact the [Rehabilitation Advice Line \(RAL\)](#) and [Health Link 811](#) to access information on services available.

In addition, to support these people and ensure they get the care they need AHS has established a Provincial Post-COVID Rehabilitation Strategy Implementation Taskforce in order to develop a provincial

approach to ensure standardized and coordinated rehabilitation for post-COVID-19 patients across the care continuum. These recommendations will focus on providing care for COVID-19 patients who were hospitalized, as well as COVID-19 patients that were not hospitalized. The goal of the task force is to develop and operationalize recommendations on how to decrease secondary patient complications from COVID-19 by implementing a sustainable, provincially-coordinated rehabilitation approach. This will better target the range of post-COVID rehabilitation needs, better support patients recovering from COVID-19, and reduce demand on acute care.

## COVID-19 Immunizations

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### Sequencing and Appointment Rescheduling

Since the rollout of COVID-19 vaccine began in December, we have been receiving questions from staff, physicians, partners and the public on COVID-19 immunization sequencing: who will be immunized when, in what order, and why some groups are chosen to go before others. While we truly wish that everyone could be immunized right away, the reality is that it's going to take many months to make it happen.

Vaccine supply is the major issue we face right now. There is not enough vaccine available to immunize our entire workforce, so tough decisions have to be made about sequencing the vaccine rollout. These decisions have been and continue to be made with careful consideration. For background on immunization sequencing, rationale, and insight into the immunization rollout process, visit [ahs.ca/covidvaccine](https://ahs.ca/covidvaccine).

To be fully immunized against COVID-19, two doses of vaccine are required. Right now, there are more than 80,000 people in Alberta who received a first dose of vaccine and require a second dose, and 21,000 people who are eligible as part of Phase 1/1a who still need to receive a first dose.

Because COVID-19 vaccine supply over the next few weeks will continue to be unpredictable, we are allocating the vaccine we do have to those who require a second doses within the allowable window, while continuing to offer immunization to long-term care (LTC) and designated supportive living (DSL) residents.

As a result, all first-dose appointments for staff and physicians continue to be postponed. Second-dose appointments for staff and physicians are being rescheduled, with more than 30,000 notifications going out today. Anyone whose appointment is being postponed or rescheduled will be contacted directly by AHS via email, text or phone call. Please continue to check back to the online tool as more appointments open up. Please do not call Health Link. In some instances, this may mean moving an appointment just a few days. Every day is critical to our current vaccine supply to ensure all Albertans, including residents of LTC/DSL, can be immunized according to the recommended timelines.

We ask for your continued co-operation and understanding, and also your respect and kindness as we work diligently to immunize as many people as possible as quickly as possible, with available product. We will continue to communicate openly and transparently, and appreciate your patience and understanding as we work through details.

### Verna's Weekly Video Message - The Importance and Safety of Immunization

Continuing last week's vlog theme, I (Verna) want to talk to you more about COVID-19 immunization. COVID-19 immunization is an important part of our overall approach to protecting patients and staff, and is crucial to making our facilities safe and protecting the health of all Albertans.

I know it's natural to have questions and possibly feel some hesitation when a new vaccine becomes available. Health Canada has a thorough approval process that ensures the safety of the many vaccines and medicines we take routinely, including the COVID-19 vaccines.

With me today to talk about the safety of the COVID-19 vaccines and the importance of immunization is [Dr. Jia Hu](#), Medical Officer of Health for the Calgary Zone, who is also involved in a national research project looking at vaccine hesitancy.

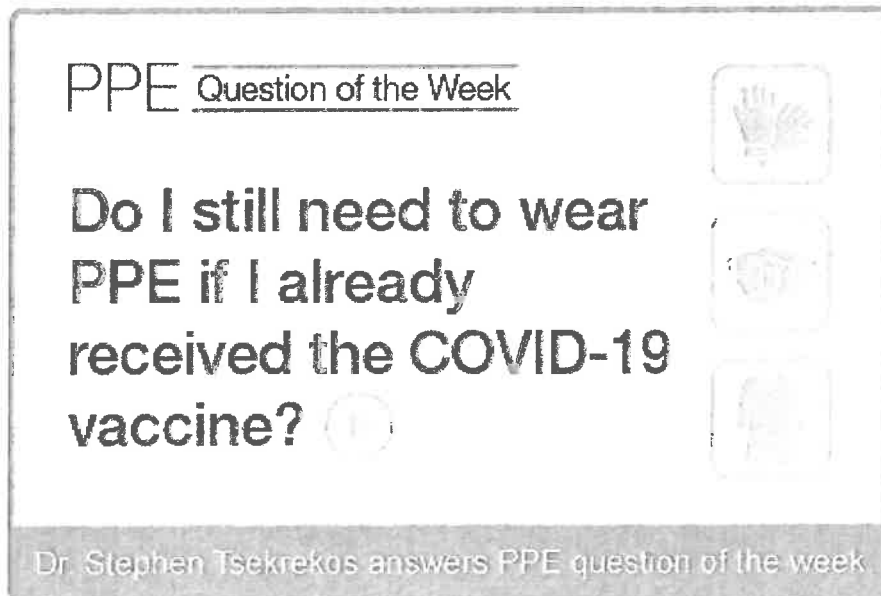
In the vlog, Jia shares how we can help people understand the value of immunization, why some people might be hesitant to be immunized, and what goes into making vaccines safe.



**PPE Question of the Week — Do I Still Need to Wear PPE if I Already Received the COVID-19 Vaccine?**

Many staff and physicians have asked if they're required to wear PPE and perform daily fit for work screening once they've had their two doses of the COVID-19 vaccine. The answer is yes.

In the latest [PPE Question of the Week video](#), Dr. Stephen Tsekrekos — Medical Director of Workplace Health and Safety — explains why it's essential that staff and physicians continue to adhere to PPE guidance and ensure all IPC recommendations for COVID-19 are followed, even after receiving the COVID-19 vaccine.



## Things You Need to Know

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### Influenza Immunization Update

As of Jan. 16, 1,518,893 doses of influenza vaccine have been administered in Alberta. This is the highest uptake of influenza vaccine recorded in our province over the past 10 years and nearly double that of the 2010-2011 influenza season.

For the 11<sup>th</sup> consecutive week, there are no reported cases of seasonal influenza in Alberta. Alberta Precision Laboratories have tested more than 86,000 respiratory swabs for influenza since Aug. 23, 2020.

The low case count for influenza can be attributed to multiple factors, including the impact of COVID-19 restrictions and public health guidelines currently in place that encourage enhanced respiratory etiquette, hand hygiene, physical distancing and staying home when sick.

The weekly influenza data report is available at [ahs.ca/influenza](https://ahs.ca/influenza).

### **Body Talk Campaign Encourages Albertans to Listen**

On January 18, AHS launched a public health cancer awareness campaign to remind Albertans to listen to their bodies and book an appointment to see their family doctor, even during a pandemic.

Since the beginning of the COVID-19 pandemic, data has shown that people are not seeking care for serious health concerns. The campaign is targeting symptoms that may be linked to a cancer diagnosis such as changes to a mole, blood in urine, a new or growing lump or unexplained weight loss or gain.

If you are experiencing symptoms, don't panic. Often these aren't caused by cancer, but it is important to see your family doctor right away so they can investigate any changes you are experiencing. For more information visit [ahs.ca/bodytalk](https://ahs.ca/bodytalk).

### **AHS celebrates National Non-Smoking Week**

National Non-Smoking Week runs Jan. 17 to 23, and Alberta Health Services (AHS) is partnering with communities to raise awareness of tobacco cessation services. This month the [QuitCore](#) Tobacco Cessation Cancer Support Group will begin a virtual program. For patients with cancer, Virtual QuitCore is a free group support program that provides Albertans (18+) with the tools and strategies they need to quit/reduce smoking commercial tobacco or other forms of tobacco. To learn more call the [AlbertaQuits Helpline](#) at 1-866-710-QUIT (7848) toll-free or go to the AlbertaQuits website, [www.albertaquits.ca](http://www.albertaquits.ca).

### **School immunizations**

All school immunizations are proceeding this school year. To ensure the initial roll-out of the COVID-19 vaccine is distributed as efficiently as possible to our target populations, and to ensure health resources are available to support the urgent needs of all Albertans, some adjustments to immunization services may be needed. AHS public health teams are working directly with schools to determine when immunizations can be offered. AHS will provide school immunization services at the earliest opportunity and ensure that every eligible student has access to vaccines for which they have received consent for.

### **Construction Update: Athabasca Healthcare Centre**

On Jan. 11, the second phase of work began to replace the roof at the Athabasca Healthcare Centre. The approximately \$1 million project will replace the aging roof, provide insulation to current standards, and proper slope for drainage. Funding for this project comes from the Government of Alberta's Infrastructure Maintenance Program (IMP). This is standard site upgrade work and it will not impact any staff or public parking or access to entrances. Roof repairs are expected to be completed in late April 2021.

### **Planned upgrades to hospital morgue now underway**

Renovations are underway to the Chinook Regional Hospital morgue. This work was prioritized for funding in 2019 to modernize aging equipment and is not related to AHS' COVID-19 response. A temporary, climate-controlled trailer has been positioned at the hospital to accommodate the facility's needs during renovations.

## **Join the Conversation**

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### **Quality Virtual Care - Anytime, Anywhere**

Virtual care provides an opportunity for care continuity throughout the spectrum of care, supporting individuals who are in self-isolation, unable to attend an AHS clinic or facility, living in rural and remote areas, or when the patient and provider cannot be in the same location. With the onset of the COVID-19

pandemic, AHS has expanded access to healthcare services through the addition of virtual tools to better meet the care needs of patients, including:

- Implementing Zoom
- Assessing clinical priority for ambulatory care visits
- Developing self-help tools, guided webinars, and supported advice for some program areas to help integrate technology

The COVID-19 pandemic required a lot of people, programs and physicians to pivot how they communicate, provide care and services, and work together.

We want to hear from Albertans, physicians, patients and families and healthcare providers to help inform our long term virtual care strategy to support the future of healthcare in Alberta. [Share your stories](#) about innovation in healthcare to inform and inspire others.

### **Straight Talk - 'Everything Has Become Harder'**

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.

This week, we highlight a video featuring Stephanie Wanner, a Child Life Specialist at the Stollery Children's Hospital in Edmonton.



"People think that because we don't have a lot of children in the hospital with COVID that maybe it hasn't changed things very much but everything has become harder," says Stephanie. "Brothers and sisters being apart. I had a mother give birth alone in the hospital a couple days after her child was diagnosed with a serious cancer and them not being able to be together."

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

## **Be Well - Be Kind**

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### **AHS Launches Public Kindness Campaign to Support All Healthcare Workers**

AHS always has the best health and safety interests of Albertans in mind. Sadly, there have been instances in recent weeks where our staff — including public health inspectors, immunizers and other

front-line workers — have been mistreated, verbally abused and disrespected while carrying out their duties.

In response, AHS is launching a public kindness campaign, reminding Albertans that AHS is here for them but harassment is never OK and won't be accepted. We're spreading the word through our social media channels, Health Advisory Councils and philanthropic partners, and asking you to partner with us to remind people in their communities to treat our public health inspectors, and all our staff, with respect as they go about their important work.

We understand COVID-19 restrictions can be difficult and this is a stressful time for many Albertans. Sometimes this leads to high emotions. But we are here to help.

We remain committed to working with businesses and communities to provide further clarity on how to operate safely during COVID-19 and follow public health guidelines, set out by the Government of Alberta and the Chief Medical Officer of Health.

We will always act as a good partner to Albertans and communities across the province. We will also always support and protect our people.

### **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.](#)



### ***Community and Creativity come together: Canmore Hospital mural design project selections***

In the spirit of brightening up what, in many ways, has been an immensely difficult time, the Canmore and Area Health Care Foundation recently made a call for designs from local creatives with the intent to plaster beautiful, uplifting images on a wall outside the hospital where staff often take breaks.

The foundation asked local community members to submit designs in all artistic mediums, whether they were professional artists or closet creatives. The community responded with dozens of uplifting submissions that had heartwarming messages attached, showing the intent behind the creations and even some special connections with the Canmore Hospital.

While the choice was not easy, the foundation's selection committee chose two designs that had perfectly fitting backstories and complimented one another beautifully. [Learn more about the winning submissions here.](#)

### **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.

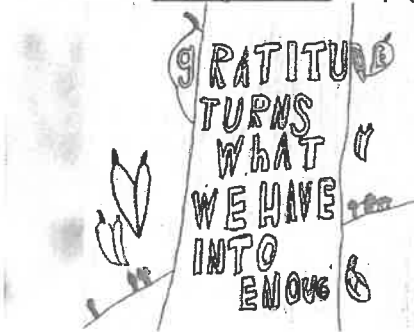


Meagan McCance hugs her daughter Hailey, 13, before she goes in for a surgical procedure at the Alberta Children's Hospital.

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

### 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:



*My family is thinking of you every day and we are truly grateful. I can only imagine how difficult this year has been. Please know our family has limited our contacts since March, we get most things delivered and, when we can't, we wear our masks (we still wipe down groceries!) We do this not just to avoid getting sick but out of respect for our community and healthcare workers. No COVID-19 fatigue in our home! Know that we have not given up and count on you to not give up, too. You are important and what you do matters.*

— the Twordik Family, Calgary

*Thank you for all you do every day to provide care and services for Albertans at this difficult time. I have the greatest respect for my nursing colleagues and all members of the healthcare and support teams. Your jobs are so challenging and you are truly heroes in my view. I recognize that these times are taking a physical, mental and emotional toll on you and your families. Please take some time, if possible, to care for yourself and to connect with others (who) love and care for you. Your health and well-being is so important and you are valued and truly appreciated.*

— Dianne

*A huge special thank you to all of the dedicated Alberta Health Services employees and contracted agencies who are working so hard to deliver the highest quality care possible. Because of you, we are a better, stronger province. We are grateful.*

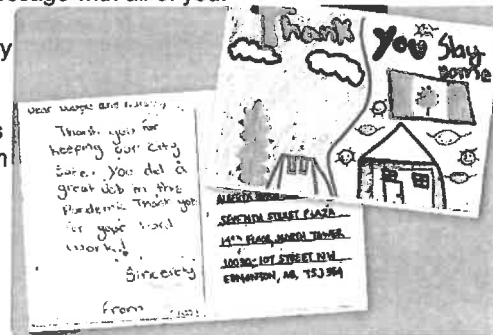
— Eric

*You are the front line against COVID-19 and have been working so hard since the pandemic began. Both physically and mentally, you have and still go through so much each and every day. We thank you for your selfless dedication and devotion to your work and to the Albertans you help each and every day. People from all walks of life owe you big time. Take care and stay safe.*

### Wrapping Up

Laura and I (Verna) were so pleased to receive the above postcard this week from an Edmonton student. We want to share the postcard and its simple, heartfelt message with all of you.

This gesture really brightened our day because it's a timely reminder that Albertans recognize and appreciate our efforts during this pandemic. These individuals — those we've cared for but also those who are still strangers to us — realize many are working long, hard hours to keep them well, to keep them safe and, in many cases, to keep them and their loved ones alive as they struggle with this coronavirus.



We know the past year has been difficult, not just physically but emotionally. But Albertans have, by and large, been remarkably resilient. We can continue building resilience when we find joy, wherever we can find it: in the smile of a co-worker; in expressing gratitude for someone's act of kindness or generosity; or in a postcard that a child drew, wrote and sent to remind us that others are thinking of us and grateful for the work we do. Let us keep finding and protecting these precious moments of joy.

With enduring gratitude and appreciation,



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

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

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 Headlines  
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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.

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### Today's Update:

- **COVID-19 Status**
  - Cases in Alberta
  - COVID-19 Testing for Healthcare Workers - The Latest Numbers
  - COVID-19 Variants
  - Alberta Precision Laboratories actively testing for COVID-19 variants
  - Easing of some restrictions in Alberta to start Feb. 8
  - New Guidelines on International Travel
- **COVID-19 Immunizations**
  - Vaccine Sequencing for Healthcare Workers, Answers to Common Questions
- **Things You Need to Know**
  - Influenza Immunization Update
  - Cleaning and disinfection your home during the pandemic
  - Verna's Weekly Video Message - Spotlight on Environmental Public Health
- **Join the Conversation**

- Apart but not Alone: Greater Edmonton Health Advisory Council Community Conversation
- Four Winds survey: project aims to support Indigenous patients navigating the health system in South Zone
- Straight Talk - 'It's Not a Conspiracy'
- Alberta Children's Hospital Foundation Radiothon on the Air Next Week; Congratulations to Stollery Children's Hospital Foundation
- **Be Well - Be Kind**
  - AHS, local students expand Sleeve the Stigma campaign
  - Foundation Good News
  - Photo of the Week
  - Sharing the Love - Gratitude from Albertans

## COVID-19 Status

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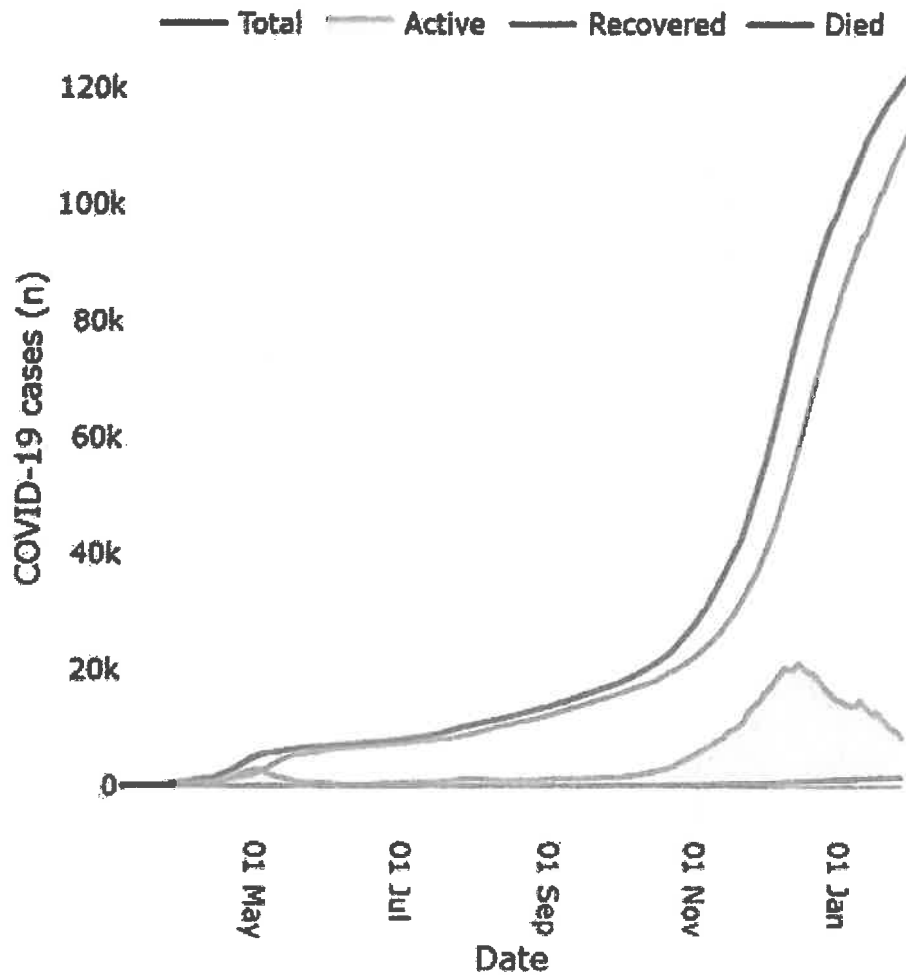
### Cases in Alberta

This week the downward trend in most of our COVID-19 numbers continued, as the number of active cases decreased in all five zones of Alberta Health Services (AHS) over a seven-day period ending Jan. 28. As of Jan. 27, there were 8,041 active cases in the province, the lowest number since Nov. 9, and 2,391 fewer active cases than on Jan. 20, a 22.9 per cent decrease.

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

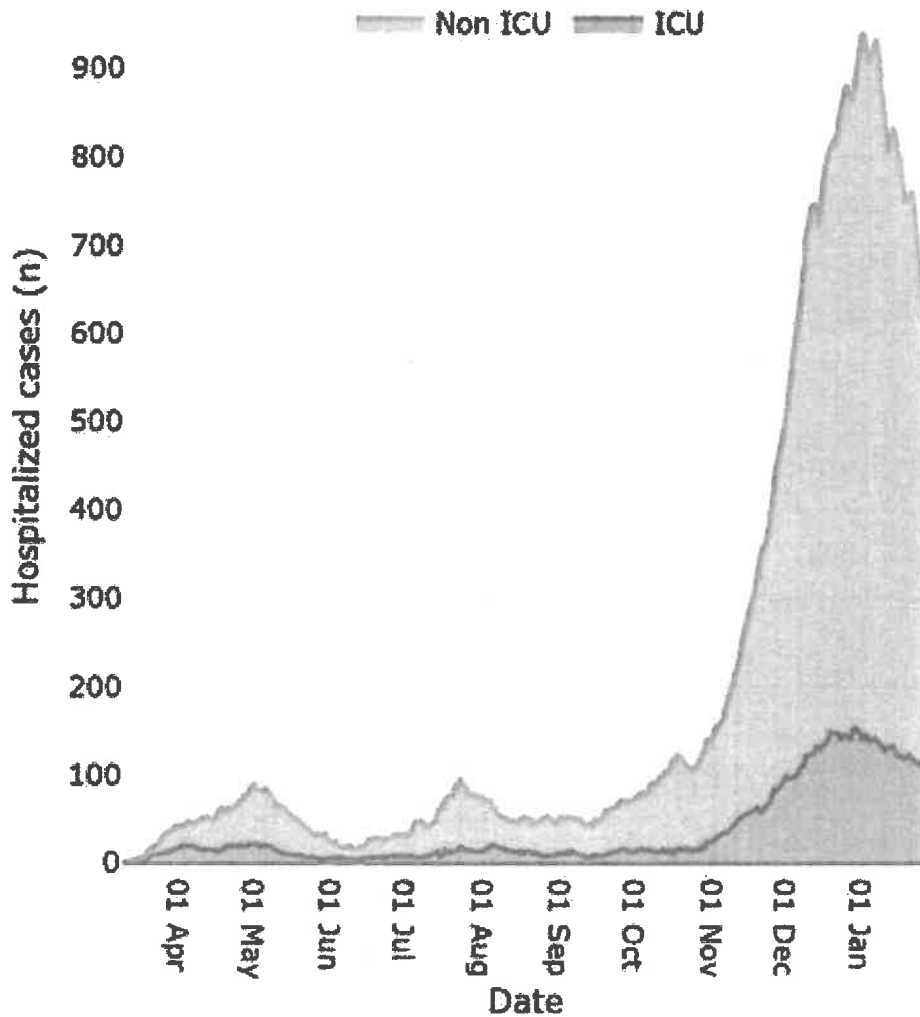
	Active Cases (as of Jan. 27)	Active Cases (as of Jan. 20)	Per Cent Change
<b>Calgary</b>	<b>3,202</b>	<b>3,962</b>	<b>-19.2%</b>
<b>Edmonton</b>	<b>2,764</b>	<b>3,561</b>	<b>-22.4%</b>
<b>North</b>	<b>1,010</b>	<b>1,383</b>	<b>-27.0%</b>
<b>Central</b>	<b>710</b>	<b>931</b>	<b>-23.7%</b>
<b>South</b>	<b>336</b>	<b>405</b>	<b>-17.0%</b>
<b>Unknown</b>	<b>19</b>	<b>14</b>	<b>35.7%</b>

There was an average of 480 daily new cases for the week ending Jan. 28, compared to 644 the previous week, a 25.5 per cent decrease. From Jan. 21 to Jan. 27, there were 1,613 cases among individuals aged 20 to 49 years, which is 48 per cent of all new cases during that time period. Also this week, 660 new cases were reported among school-aged children (5 to 19 years) and 539 new cases among older adults (ages 60 and older).



***Hospitalizations and ICU admissions***

Alberta reported another week-to-week decline in the number of individuals being treated in hospital for COVID-19. On Jan. 27, there were 591 individuals with COVID-19 in hospitals across the province, compared to 739 on Jan. 20, a 20 per cent decrease. Also on Jan. 27, there were 112 individuals in intensive care compared to 118 on Jan. 20, a 5.1 per cent decrease. While this decrease is positive, we must remember that the overall number of cases still continues to be a strain on the health system. The current numbers only return us to the levels of cases seen in early December, prior to the latest restrictions being put in place. The improvement is very welcome, but we must remain vigilant to maintain a decreasing trend.



The Edmonton and Central zones reported the largest per cent decrease in their total hospitalizations over the past week: 93 fewer patients in Edmonton Zone, a 26.7 per cent decrease, and 12 fewer patients in the Central Zone, a 26.1 per cent decrease.

The breakdown of hospitalizations by zone as of Jan. 27 is as follows:

	Hospitalizations	Patients in ICU
Edmonton	255	42
Calgary	191	46
North	68	8
Central	46	7
South	31	9

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

- As of Jan. 27, a total of 122,821 cases of COVID-19 have occurred in Alberta and a total of 5,326 individuals have been hospitalized, which amounts to 4.3 individuals for every 100 cases. In all, 113,174 Albertans have recovered from COVID-19.
- As of Jan. 27, 1,606 individuals have passed away from COVID-19, including 106 over the past seven days (Jan 21 to Jan. 27). We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.

- From Jan. 21 to Jan. 27, 74,851 COVID-19 tests were completed, an average of 10,693 tests per day. During this period, the daily positivity ranged from 3.67 per cent to 5.34 per cent. As of Jan. 28, a total of 3,142,545 tests have been conducted and 1,746,915 individuals have been tested, which is two out of every five Albertans.
- For the winter school term, as of Jan. 28, AHS has confirmed 603 individuals with COVID-19 were present at schools while infectious or acquired the disease in the school setting. A total of 310 of 2,415 schools (or 12.8 per cent) in the province have reported an individual has attended their 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 Jan. 27:

- 75,621 employees (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 4,395 (or 5.8 per cent) have tested positive.
- Of the 1,421 employees who have tested positive and whose source of infection has been determined, 432 (or 30.4 per cent) acquired their infection through a workplace exposure. An additional 2,974 employees who have tested positive are still under investigation as to the source of infection.
- 4,876 physicians (AHS, APL, and Covenant combined) have been tested for COVID-19 and, of those tested, 191 (or 3.9 per cent) have tested positive.
- Of the 57 physicians who have tested positive and whose source of infection has been determined, eight (or 14 per cent) acquired their infection through a workplace exposure. An additional 134 physicians who have tested positive are still under investigation as to the source of infection.

### **COVID-19 Variants**

COVID-19 is a virus, and like most viruses it mutates as it reproduces inside the cells of an infected person. The changed virus can then be spread to others and may continue to mutate as it moves from person to person. COVID-19 viruses that have changed or mutated are called variants.

Recently, new variant COVID-19 strains were identified in the United Kingdom, South Africa and Brazil. These strains are Variants of Concern because they appear to spread more easily than other strains. They have since also been identified in many other countries around the world.

Work is underway by the international scientific and public health communities to better understand the biological significance of these variant strains, including how the current vaccines may help protect against them.

So far, evidence suggests the Variants of Concern transmit more easily than the original strain, meaning they are more contagious. While early research is not clear whether these new variants don't appear to cause more severe illness in an individual, there is concern about the impact on our communities if such a COVID-19 variant virus became common. The increased spread of COVID-19 would result in more illness, hospitalizations and deaths.

Symptoms are the same as the usual COVID-19, including cough, fever, shortness of breath, runny nose, sore throat, or other symptoms. Please visit [Alberta.ca](https://www.alberta.ca) for a full list of symptoms.

While the new COVID-19 Variants of Concern seem to spread more easily, they are believed to spread in the same way as the usual virus. This means that the same types of preventive strategies will be effective. However, the new variants can more easily take advantage of any relaxation of those preventive measures. Learn more [here](#).

### **Alberta Precision Laboratories actively testing for COVID-19 variants**

Alberta Precision Laboratories has been actively monitoring the genetic code of the Coronavirus (SARS-CoV-2) in Alberta since the beginning of the pandemic to understand how it is evolving in our population and to detect the arrival of variant strains from outside the province. We are expanding our screening for specific variants of concern (UK variant, South African variant), as well as monitoring the entire genome from selected samples in Alberta. Targeted strategies for detection of variants at this time include, but are not limited to, genetic analysis of positive COVID cases from travelers entering or returning to the country, individuals testing positive after they have been immunized for COVID-19, individuals who have been infected more than once, outbreak investigations, and some positive cases from children (because it is believed the UK variant may spread faster among children).

The sequencing of the whole SARS-CoV-2 genome is important for the ongoing background surveillance for understanding the evolution of the virus, but we are also using specific tests that can more rapidly identify the presence of specific variants based on their unique genetic mutations. It is important to remember that the existing public health actions of frequent hand washing, wearing a mask, physical distancing and getting vaccinated for COVID-19 are critical to preventing the spread of the virus, regardless of what strain it is.

### **Easing of some restrictions in Alberta to start Feb 8**

The Government of Alberta announced that additional health measures will be eased for restaurants, indoor fitness and some children's activities, effective Feb. 8. Step 1 of Alberta's four-step framework to ease restrictions is based on a COVID-19 hospitalization benchmark of 600, including intensive care patients. This benchmark was reached on Jan. 28. The full, four-step framework for easing restrictions can be viewed [here](#).

### **New Guidelines on International Travel**

On Friday, January 29, the Government of Canada announced further restrictions to non-essential international travel, including an agreement with airlines not to fly to some vacation destinations. The restrictions also outline mandatory quarantines and testing required if you have travelled outside the country, which airports in Canada are designated for specific international flights and the personal expenses associated with the restrictions related to international travel. More information is available [here](#).

AHS continues to strongly discourage all non-essential international travel while emergency measures and travel advisories from the Governments of [Canada](#) and [Alberta](#) are in place.

## **COVID-19 Immunizations**

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### **Vaccine Sequencing for Healthcare Workers, Answers to Common Questions**

Since the rollout of COVID-19 vaccine began, we've been receiving questions from staff, physicians, partners and the public on immunization sequencing: who will be immunized when, in what order, and why some groups are chosen to go before others.

To help answer these questions, we've developed the following resources:

- [Vaccine Sequencing for Healthcare Workers webpage](#) outlines sequencing considerations and the role of the COVID-19 Vaccine Sequencing for Healthcare Workers Committee.
- [Top COVID-19 vaccine sequencing questions](#) document addressed questions you may have about sequencing and eligibility.

## **Things You Need to Know**

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### **Influenza Immunization Update**

As of Jan. 23, 2021, 1,524,230 doses of influenza vaccine have been administered in Alberta. Immunizations are up by 189,052 compared to the same time last year. For the 12<sup>th</sup> 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). Alberta Precision Laboratories (APL) has tested 89,196 respiratory swabs for influenza,

from Aug. 23, 2020, to Jan. 28, 2021. [Click here](#) for more information on public influenza immunization clinics.

### **Cleaning and disinfecting your home during the pandemic**

The COVID-19 virus can be found on surfaces that we frequently touch with our hands. We don't know exactly how long the virus can survive on different surfaces, so it's important to clean and disinfect common areas and surfaces around your home more often. Pay particular attention to door knobs, light switches, tables and countertops, washrooms, TV remotes, phones and electronics, and handles for doors, refrigerators, cabinets and faucets (follow the manufacturer's instructions when cleaning regularly used electronics).

Cleaning refers to removing visible dirt and grime; cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using a chemical to kill germs on a surface. Disinfecting is most effective after surfaces are cleaned.

To find disinfectants that are effective against COVID-19, visit [Health Canada's website](#). Additional information is available through the provincial [webpage](#) for isolation and [quarantine requirements](#).

### **Verna's Weekly Video Message - Spotlight on Environmental Public Health**

During the COVID-19 pandemic, the work of Environmental Public Health has grown exponentially and the role the team plays is vast and vital. We know, for many, the current COVID-19 restrictions can be difficult and this is a stressful time – mentally, emotionally and financially. Sometimes this leads to heated emotions.

In recent weeks, there have been instances in which our public health inspectors have been mistreated, verbally abused and disrespected while carrying out their duties. This is why we launched a public kindness campaign, reminding Albertans all of us are here for them but harassment is never OK.

Joining me (Verna) to talk more [about the great work of Environmental Public Health and the challenges they face](#) are:

- Dr. Kathryn Koliaska, Lead Medical Officer of Health for the North Zone and Safe Healthy Environments
- Mark Fehr, Executive Director, Safe Healthy Environments

Kathryn and Mark share how the pandemic has changed Environmental Public Health's role and how public health inspectors work with police and municipal partners.



## Join the Conversation

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### **Apart but not Alone: Greater Edmonton Health Advisory Council Community Conversation**

The "new normal" of COVID-19 has presented us all with the challenge of being together while we are apart, resulting in many struggling with feelings of loneliness. AHS and the Greater Edmonton Health Advisory Council invite area residents to join us as we discuss strategies and tips to manage isolation and stress during this challenging season.

This virtual 1.5-hour conversation will take place on Wednesday, February 10 from 7:00 p.m. to 8:30 p.m. To register, please click [here](#).



### **Four Winds survey: project aims to support Indigenous patients navigating the health system in South Zone**

The Four Winds Indigenous Patient Navigator Project aims to support Indigenous patients in navigating the healthcare system. As a way to understand areas of strength and where to focus, AHS South Zone invites Indigenous peoples who reside in the region to share their experiences with accessing, receiving and navigating healthcare services during the past 12 months. Learn more and [take the survey](#).

For more information, please contact [Kienan Williams](#) or [Leslee Rennie Takeda](#).

### **Straight Talk - 'It's Not a Conspiracy'**

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.

This week, we highlight a video featuring Andy Clark, a bed placement coordinator at Foothills Medical Centre in Calgary.





“(COVID-19) is not a conspiracy. It’s not fake. It’s not a hoax. People are dying,” says Clark. “We need Albertans to continue to do what you can to curb the spread of this disease.”

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

## Alberta Children’s Hospital Foundation Radiothon on the Air Next Week; Congratulation to Stollery Children’s Hospital Foundation



COVID-19 has significantly impacted AHS' philanthropic partners and, over the past 10 months, health foundations across Alberta have had to seek out new ways to fundraise and connect with donors in a virtual world. We continue to be impressed by their creativity and their commitment to raising money in support of healthcare.

The Alberta Children's Hospital Foundation is an example of how foundations are meeting with success in a COVID-19 world. Next week, dozens of grateful families are lined up to share how much they appreciate the care they've received from our healthcare providers. The 18<sup>th</sup> Annual Country 105 Caring for Kids Radiothon in support of the Alberta Children's Hospital will be on the air Feb. 3 to 5.

Although families are unable to gather at the hospital in person, they are eager to share their inspiring stories virtually. We encourage you to tune in for a boost of positive energy and invite your friends and family to do the same. This year, with fewer people commuting to work and listening in their cars, your help in building up the radiothon audience as much as possible would be greatly appreciated. You can donate and find out more [here](#).

Meanwhile, one of our other foundation partners proved that COVID-19 can't stop their good work. This past week marked the 22<sup>nd</sup> annual Corus Radiothon in support of the Stollery Children's Hospital Foundation and it was a record-setting event.

The two-day event began on Tuesday morning and featured stories from past and current Stollery families. When the event wound down on Wednesday night, it had successfully raised over \$1.7 million. Funds from the radiothon will support three projects including a renovation to the hospital's play area known as The Beach, funding to expand mental health care at the Stollery's emergency department and relocation of pediatric surgery suites to the Kaye Edmonton Clinic.

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](#).

## Be Well - Be Kind

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### **AHS, local students expand Sleeve the Stigma campaign**

Through a partnership between AHS and school divisions across the eastern half of South Zone, Grade 1-12 students decorated more than 500 coffee sleeves with messages of hope and awareness. The students' messages remind Albertans that mental health challenges can impact anyone, and it's always OK to seek help.

*Sleeve the Stigma* launched in Medicine Hat two years ago to coincide with Bell Let's Talk Day. The sleeves were distributed to local coffee shops and given out to customers on Jan. 28, in conjunction with Bell Let's Talk Day.

If you or someone you know needs help, please reach out and call the AHS Mental Health Helpline at 1-877-303-2642 or visit [Help in Tough Times](#).

Scarlett Kovitch, a Grade 2 student in Oyen, proudly holds a coffee sleeve designed to bring hope and awareness.



### **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.](#)



### ***New diagnostic equipment now operational in Sylvan Lake***

Those served by the Sylvan Lake Community Healthcare Centre are celebrating local generosity. A new X-Ray machine has been installed, thanks to an \$850,000 donation from local residents Stephen and Jacqueline Wuori, who partnered with the Sylvan Lake and Area Urgent Care Committee to coordinate their gift.

Unlike the facility's previous X-ray machine, the new unit has the ability to perform image stitching, which connects multiple X-ray images together to create one high-resolution image. This is especially beneficial to patients with scoliosis and those in need of orthopedic surgery on a knee or hip, as local and area patients no longer have to travel to Red Deer or Olds. About 900 X-rays are performed monthly at the facility. Read more [here](#).

### 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.



Joyce Adams has reason to celebrate. The 78-year-old resident of Clifton Manor in Calgary received her second dose of the COVID-19 vaccine this week. She shared a moment of joy with registered nurse Emile Enongene, Director of Nursing at the facility.

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

### 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 for always being there ready to help. Thank you for being strong and resilient. Thank you for your compassion when all seems lost. You all remain professional in times when all seems hopeless. You are amazing, strong and appreciated.*

- David Garside

*All the nurses were very professional and yet with personal compassion. In the midst of this pandemic and their own concerns, they really put the care of others first. A big thank you to you all.*

- Craig Fisher

*Thanks a million for being present in patients' most difficult moments. Thank you so much for your unwavering compassion and commitment to nursing students learning. You are the most special people on earth who deserve the sincerest thank you for all you do. May you be safe now and always.*

- Anonymous

*Thank you for all the work that you are doing. I am grateful for the healthcare system that supports our most vulnerable citizens and cares for those who are suffering.*

## Wrapping Up

Thursday, Jan. 28 was Bell Let's Talk Day, an opportunity for all Canadians to add their voice to a national conversation about mental health. We're sure many of you took part in this worthwhile initiative. The annual event encourages discussions we need to have with ourselves and with others — yet it's also important to remember that mental wellness requires self-awareness and self-care each and every day of the year. Especially now. These are difficult times and it's been a long stretch for all of us; in fact, this week marks the one-year anniversary of the opening of our Emergency Coordination Centre in preparation for the COVID-19 pandemic. We've never faced a public health crisis as enduring and consuming as this one.

So we end this week's *Together4Health Headlines* with a request: please ask for help if you're struggling with your mental health. Reach out to your trusted loved ones, colleagues, work leaders, faith leaders or other confidants if you need to talk. Mental health supports are also available through [Help in Tough Times](#).

However you opt to seek help, just make sure to do it — and please care for yourselves as you care for others.

With enduring gratitude and appreciation,



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

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

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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 [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.

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## Today's Update:

- **COVID-19 Status**
  - Cases in Alberta
  - Variants of Concern
  - Verna's Weekly Video Message - More on COVID-19 Variants of Concerns
  - COVID-19 Testing for Healthcare Workers - The Latest Numbers
- **COVID-19 Immunizations**
  - COVID-19 Immunization Update
- **Things You Need to Know**
  - Influenza Immunization Update
  - Seniors Scam Warning
  - Homegrown Nanotechnology Enhances Alberta's Lab Testing for COVID-19
  - Connect Care Wave Updates
  - Demolition of unused health properties in High Prairie to begin
  - Mobile screen testing to visit Brooks and Cold Lake
  - Making mealtimes happy times

- **Join the Conversation**
  - Apart but not Alone: Greater Edmonton Health Advisory Council Community Conversation
  - Upcoming Virtual Health Advisory Council Meetings (open to the public)
  - Join the Conversation about Virtual Care
  - AHS Recognizing Black History Month by Taking Action
  - How are you taking care of your health and wellness during COVID-19?
  - Straight Talk - 'We Can Do This'
- **Be Well - Be Kind**
  - Foundation Good News
  - Photo of the Week
  - Sharing the Love

## COVID-19 Status

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### Cases in Alberta

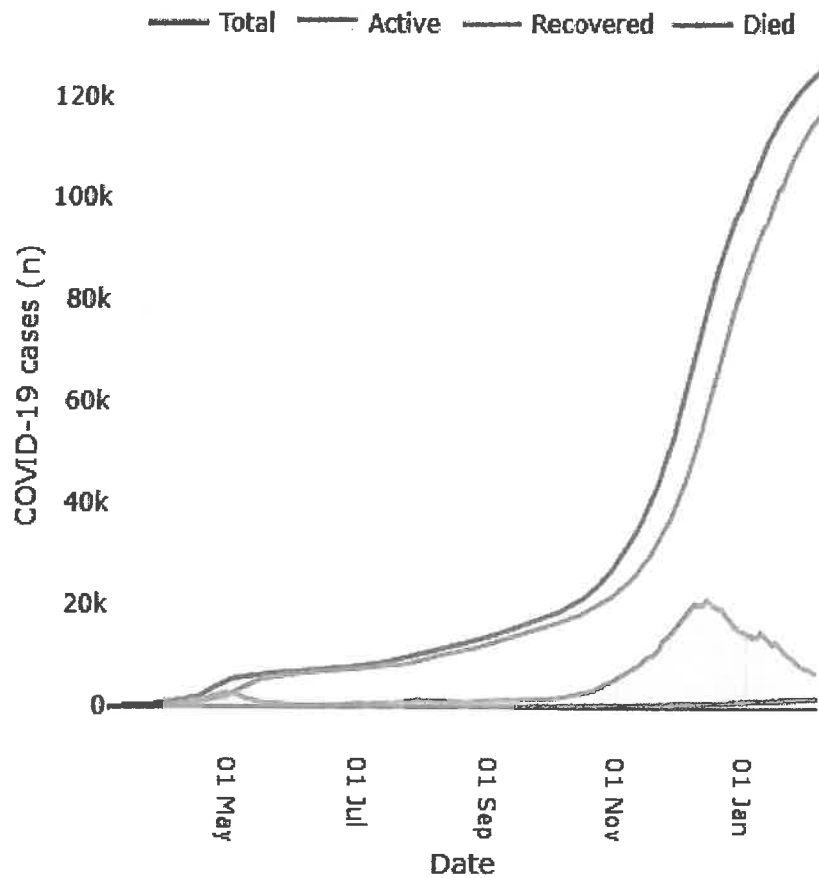
Many of Alberta's COVID-19 numbers continued to trend downward this past week, although we are also seeing an increasing number of cases involving more infectious variants of concern.

For a second consecutive week, all five zones of Alberta Health Services (AHS) are reporting fewer active COVID-19 cases than the prior week. As of Feb. 3, there are 6,588 active cases in the province, the lowest number since early November and 1,544 fewer cases than on Jan. 27 — a 19 per cent decrease.

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

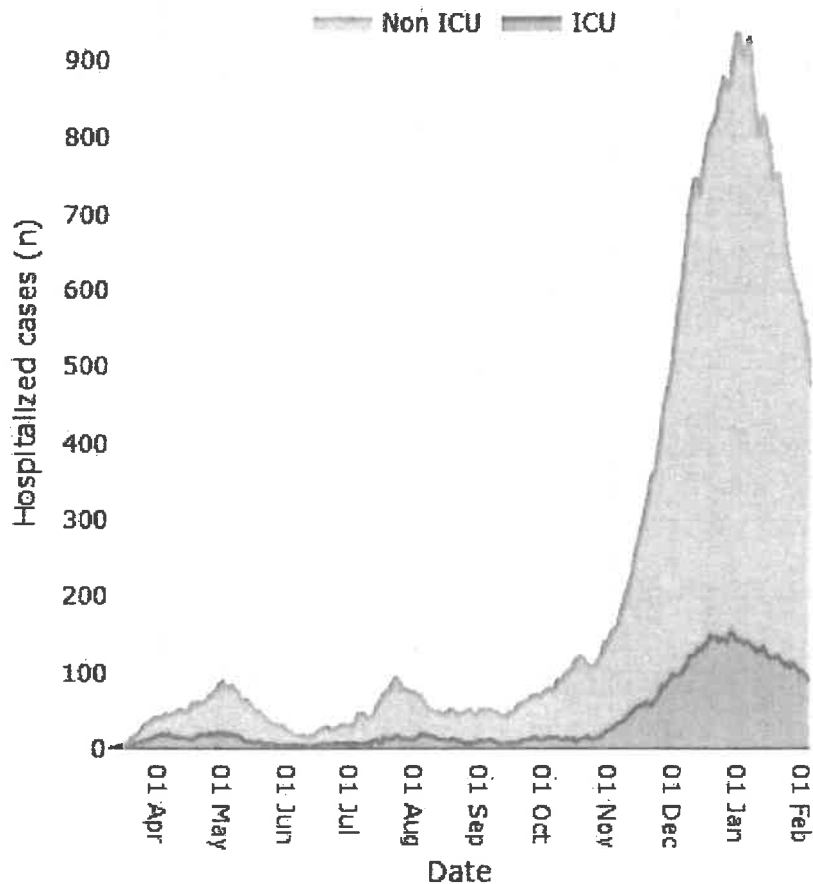
	Active Cases (as of Feb. 3)	Active Cases (as of Jan. 27)	Per cent Change
<b>Calgary</b>	<b>2,710</b>	<b>3,202</b>	<b>-15.4%</b>
<b>Edmonton</b>	<b>2,117</b>	<b>2,764</b>	<b>-23.4%</b>
<b>North</b>	<b>811</b>	<b>1,010</b>	<b>-19.7%</b>
<b>Central</b>	<b>645</b>	<b>710</b>	<b>-9.2%</b>
<b>South</b>	<b>288</b>	<b>336</b>	<b>-14.3%</b>
<b>Unknown</b>	<b>17</b>	<b>19</b>	<b>-10.5%</b>

Meanwhile, there was an average of 415 daily new cases of COVID-19 for the week ending Feb. 3, compared to 477 cases the previous week, a 13 per cent decrease. Individuals ages 20 to 49 years represented half of all new cases over the past week.



***Hospitalizations and ICU admissions***

For the fifth consecutive week, there has been a week-to-week decline in the total number of individuals being treated for COVID-19 in Alberta's hospitals. On Feb. 3, there were 517 individuals with COVID-19 in hospitals across the province compared to 612 on Jan. 27, a 15.5 per cent decrease. Also on Feb. 3, there were 93 individuals in intensive care compared to 113 on Jan. 27, a 17.7 per cent decrease.



The breakdown of hospitalizations by zone as of Feb. 3 is as follows:

	Hospitalizations	ICU
<b>Edmonton</b>	<b>215</b>	<b>32</b>
<b>Calgary</b>	<b>169</b>	<b>38</b>
<b>North</b>	<b>59</b>	<b>8</b>
<b>Central</b>	<b>38</b>	<b>7</b>
<b>South</b>	<b>36</b>	<b>8</b>

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

- As of Feb. 3, a total of 125,672 cases of COVID-19 have occurred in Alberta and a total of 5,495 individuals have been hospitalized, which amounts to 4.4 individuals for every 100 cases. In all, 117,400 Albertans have recovered from COVID-19.
- As of Feb. 3, 1,684 individuals have passed away from COVID-19, including 78 over a seven-day period ending Feb. 3. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- From Jan. 28 to Feb. 3, 70,694 COVID-19 tests were completed, an average of 10,099 tests per day. During this period, the daily positivity ranged from 3.53 per cent to 5.30 per cent. As of Feb. 3, a total of 3,213,391 tests have been conducted and 1,765,546 individuals have been tested.



### **Variants of Concern**

Several new “variant” strains of the SARS-CoV-2 virus have been identified in Alberta and around the world. These variants are similar to, but more infectious than the strain we’ve experienced so far.

As of Feb. 3, Alberta Health has detected a total of 68 COVID-19 variant of concern (VOC) cases in the province. All 11 VOC cases identified on Feb. 3 are the B.1.1.7 strain, which first emerged in the U.K. Seven of these cases have no known links to travel, suggesting community transmission, though investigations continue.

Evidence is still emerging on the effectiveness of our vaccines on these variants. It’s important to remember the Pfizer and Moderna vaccines are only a few months old, just like the variants. There is much we do not yet know, though researchers around the world are investigating.

Early investigations so far appear to suggest the current vaccines may be somewhat less effective against some of the new variants, in terms of preventing all symptoms of COVID-19. However, even against the variants, these vaccines still appear to be extremely effective at preventing severe cases, hospitalizations and deaths.

Research is emerging, and there are many vaccines being developed as we speak, so we will continue to watch the emerging literature closely. This is a positive sign. At the same time, it is also a reminder we all cannot simply wait for vaccines to arrive. We need to keep focused on following the measures in place and trying to limit in-person interactions whenever we can.

### **Verna's Weekly Video Message - More on COVID-19 Variants of Concern**

Joining me (Verna) on [this week's vlog](#) to talk more about the variants of concern are:

- Dr. Laura McDougall, AHS Senior Medical Officer of Health.
- Dr. Lynora Saxinger, Physician and Medical Lead, AHS Antimicrobial Stewardship, North, and co-chair of the Scientific Advisory Group.
- Dr. Graham Tipples, Medical Scientific Director, Public Health, Alberta Precision Laboratories.

Laura, Lynora and Graham explain what the COVID-19 variants of concern are, their potential risk to the health system, and how we monitor and test for them.



### **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 Feb. 3:

- 76,147 employees (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those tested, 4,492 (or 5.9 per cent) have tested positive.
- Of the 1,497 employees who have tested positive and whose source of infection has been determined, 457 (or 30.5 per cent) acquired their infection through a workplace exposure. An additional 2,995 employees who have tested positive are still under investigation as to the source of infection.
- 4,901 physicians (AHS, APL and Covenant combined) have been tested for COVID-19 and, of those tested, 192 (or 3.9 per cent) have tested positive.
- Of the 57 physicians who have tested positive and whose source of infection has been determined, eight (or 14 per cent) acquired their infection through a workplace exposure. An additional 135 physicians who have tested positive are still under investigation as to the source of infection.

## COVID-19 Immunizations

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### COVID-19 Immunization Update

#### *By the Numbers*

As of 10 a.m. on Feb. 5, more than 113,000 total doses of COVID-19 vaccine have been administered in Alberta, including:

- 43,700+ healthcare workers
- 38,400+ long-term care (LTC) and designated supportive living (DSL) residents
- 30,100+ LTC/DSL staff
- 23,200+ Albertans who have received both Dose 1 & Dose 2

#### **Government, AMA Looking to Expand Vaccination Efforts**

The Government of Alberta and the Alberta Medical Association announced on Feb. 5 they will work together to examine opportunities for community physician offices to participate in COVID-19 vaccination when more vaccine becomes readily available for distribution.

## Things You Need to Know

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### Influenza Immunization Update

As of Jan. 30, 2021, 1,527,367 doses of influenza vaccine have been administered in Alberta. Immunizations are up by more than 180,000 doses compared to the same time last year.

For the 13<sup>th</sup> week in row, there are no reported cases of seasonal influenza in Alberta.

Alberta Precision Laboratories (APL) has tested 91,401 respiratory swabs for influenza from Aug. 23, 2020, to Feb. 2, 2021. Our labs are doing more weekly influenza testing than ever before, completing about 300 per cent more influenza tests than they would in a typical year.

[Click here](#) for more information on the influenza immunization clinics.

### Seniors Scam Warning

Alberta Health Services (AHS) is warning seniors in Alberta to be aware of misleading telephone calls regarding COVID-19 immunizations. There have been reports of people over the age of 75 receiving phone calls to book their COVID-19 immunizations. Some of these calls are requesting a payment for the vaccine.

Public immunization is not open at this time. AHS is not making direct phone calls to Albertans to book their COVID-19 vaccinations. AHS will never call and ask for payment for COVID-19 immunization services. Please hang up immediately and report by calling the non-emergency line for local law enforcement. If you have questions about the vaccine roll out, please call Health Link at 811.

### **Homegrown Nanotechnology Enhances Alberta's Lab Testing for COVID-19**

Alberta's provincial laboratory system has started using new made-in-Alberta technology for COVID-19 testing – creating jobs and providing a more secure supply of essential lab reagents needed to detect the disease in patients. Edmonton-based Applied Quantum Materials Inc. (AQM) reached an agreement with AHS to provide nucleic acid extraction kits to Alberta Precision Laboratories (APL) for use in the province-wide COVID-19 testing program. The kits are used to extract the genetic material from SARS CoV-2 – the virus that causes COVID-19 – a key step in identifying whether someone is infected.

The foundation of Alberta's COVID-19 testing program is the polymerase chain reaction (PCR) process, which is used by testing programs around the world. The PCR process requires a steady supply of magnetic particles that are used in lab reagents to isolate the small amount of genetic material contained in each SARS CoV-2 virus. Securing a consistent supply of these reagents throughout the pandemic has been challenging, largely because Canada relies entirely on international vendors. The agreement with AHS is AQM's first domestic supply contract, which strengthens Alberta's medical supply chain by making it less vulnerable to shortages from international lab suppliers.

### **Connect Care Wave Updates**

Due to the demands of the pandemic on our health system and province, a decision was made in December to alter the timing and scope of Connect Care's Wave 3, now launching this April. Following that decision, updates have now been made to the scope and timing of the upcoming waves.

There will still be nine implementation waves in total, which started in late 2019 and will be completed in 2023. As previously announced, a modified Wave 3 is launching on April 10, primarily in North Zone. Waves 4, 5, 6 and 7 are as follows:

- Wave 4 will launch Nov. 7, 2021, and will include Royal Alexandra Hospital and Glenrose Rehabilitation Hospital in Edmonton; Alberta Children's Hospital and Peter Lougheed Centre in Calgary Zone, as well as Calgary Zone rural and urgent care sites, and the clinics and services aligned with those; the Southern Alberta Forensic Psychiatric Centre; Central Production Pharmacy, and all labs in the Edmonton Zone that have not already implemented Connect Care.
- Wave 5 will launch May 14, 2022, and will include the west area (former David Thompson Health Region) of Central Zone; Centennial Centre for Mental Health and Brain Injury in Central Zone; Richmond Road Diagnostic and Treatment Centre and Foothills Medical Centre in Calgary; Cancer Care (and associated pharmacy and lab services); Alberta Kidney Care South; all pharmacy services in Calgary Zone; and all lab services in the rural portion of the west area of Central Zone.
- Wave 6 will launch Nov. 6, 2022, and will include Grey Nuns Community Hospital, Misericordia Community Hospital and Alberta Hospital Edmonton in the Edmonton Zone; the east area (former East Central Health Region) of Central Zone; Rockyview General Hospital and South Health Campus in the Calgary Zone; the associated pharmacy services in Edmonton, Central and Calgary zones; the lab services in the rural portions of the east area of Central Zone; and Alberta Precision Laboratories in the Calgary Zone.
- Wave 7 will launch in the spring of 2023 and will include the east side of the North Zone (former Aspen and Northern Lights Health regions), the South Zone, including the stand-alone long-term care sites, and the associated pharmacy and lab services for these sites and programs.

Details for Waves 8 and 9 are still being determined and will be shared when available.

Our commitment to Connect Care has not changed and its successful implementation remains an organizational priority. We are continually assessing what's happening across our organization and may need to make future adjustments to safely and effectively put Connect Care in place.

### **Demolition of unused health properties in High Prairie to begin**

The Government of Alberta has approved demolition of the former J.B. Wood Nursing Home, former High Prairie Health Complex and the old EMS station and garage in High Prairie. These buildings, each about 55 years old, were vacated in April 2017 when healthcare and continuing care services relocated to the new High Prairie Health Complex and J.B. Wood Continuing Care Centre.

The demolition of the buildings and remediation of the land is expected to take about 10 months to complete. AHS and the Alberta government will continue to explore options with the Town of High Prairie and other local stakeholders in regards to the site's future. Specific timelines will be shared once details

are confirmed. Until demotion work begins, AHS will continue to implement and monitor security measures to deter vandalism on these vacant buildings.

### **Mobile screen testing to visit Brooks and Cold Lake**

Screen Test, Alberta Health Services' mobile mammography service, will visit Brooks and Cold Lake in February and March. Screen Test clients are booked for mammograms in the mobile trailer, and then cervical and colorectal cancer /or colorectal appointments take place in the local health care centre. All appointments are booked through Screen Test, and anyone with questions can contact Screen Test or visit <https://screeningforlife.ca/>. Early screening can lead to earlier detection of cancer as well as to more treatment options and better outcomes.

### **Making mealtimes happy times**

Parents and guardians of young children in central zone are invited to free Goodbye Mealtimes Struggles workshops on Feb. 18, March 18 and April 6. The workshops, hosted via Zoom, help parents and guardians learn how to overcome mealtime conflicts with children from one to five years of age. Participants can call their community health centres to register, and they'll receive a Zoom link one day before the workshop. Learn more about public health supports to [Improve Your Health in the Central Zone](#).

## **Join the Conversation**

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### **Apart but not Alone: Greater Edmonton Health Advisory Council Community Conversation**

The "new normal" of COVID-19 has presented us all with the challenge of being together while we are apart, resulting in many struggling with feelings of loneliness. AHS and the Greater Edmonton Health Advisory Council invite area residents to join us as we discuss strategies and tips to manage isolation and stress during this challenging season.

This virtual 1.5-hour conversation will take place on Wednesday, February 10 from 7:00 p.m. to 8:30 p.m. To register, please click [here](#).

### **Upcoming Virtual Health Advisory Council Meetings (open to the public)**

- Lesser Slave Lake - Monday, February 8; 5-8 p.m.
- Tamarack - Thursday, February 11; 5:30-8:30 p.m.

Agendas are available [online](#). Contact [community.engagement@ahs.ca](mailto:community.engagement@ahs.ca) for more information or to register to attend (please clarify the Health Advisory Council in the email subject line).

### **Join the Conversation about Virtual Care**

Virtual care provides an opportunity for individuals who are in self-isolation, unable to attend an AHS clinic or facility or living in rural and remote areas to connect when the patient and provider cannot be in the same location. With the onset of the COVID-19 pandemic, AHS has expanded access to healthcare services through the addition of virtual tools to better meet the care needs of patients, including:

- Implementing Zoom
- Assessing clinical priority for ambulatory care visits
- Developing self-help tools, guided webinars, and supported advice for some program areas to help integrate technology

We want to hear from Albertans, physicians, patients and families and healthcare providers to help inform our long term virtual care strategy to support the future of healthcare in Alberta. [Share your stories](#) about innovation in healthcare to inform and inspire others.

### **AHS Recognizing Black History Month by Taking Action**

Racism and discrimination exist in our healthcare system and we need to take steps to do better to foster inclusion, connection and collaboration. We know it will take all of us standing together to ensure people and patients feel safe, included and respected.

In recognition of Black History Month, and with partnership between AHS Diversity & Inclusion, Ethnic Minorities Workforce Resource Group, and Talent Acquisition, a number of activities have been planned for AHS staff, physicians and volunteers. This includes developing an anti-racism action plan for AHS.

All members of the AHS workforce, including employees, physicians, volunteers, students and midwives are invited to provide input through an [anonymous survey](#) or by participating in a [focus group](#).

# Together Health

### **How are you taking care of your health and wellness during COVID-19?**

Albertans have been dealing with COVID-19 for nearly a year. It is important that we take time to take care of ourselves and check in on loved ones. We need to look at ways we can find joy, laughter and hope.

We want to hear from Albertans. How you are taking care of your physical and mental health? We hope that you will take the time to [share your ideas and resources with others](#). We are all in this together and we will get through this stronger than ever.

### **Straight Talk - 'We Can Do This'**

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.

This week, we highlight a video featuring Maria Van Der Hoek, a medical lab assistant with Alberta Precision Laboratories.



"COVID-19 has affected every aspect of society and our lives, and laboratory services is not immune to that," she says. "We have adapted to the challenges at hand by implementing precautions, screening our patients, providing new masks and hand sanitizer, all the necessary PPE, additional testing and services.

"We understand that your time is valuable and we want to get you in and out in a fast and safe way. And we are trying to do that. Stay home if you're able. Stay well if you're able. Get the vaccination when it becomes your turn. We can do this and we will get through this."

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

## Be Well - Be Kind

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### 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.](#)



### *Introducing the Women's Health Collective Canada*

For more than 35 years, the Royal Alexandra Hospital Foundation has been dedicated to advancing the health of all Albertans. In 2010, the foundation placed a special focus on the needs of women from across Alberta with the opening of the Lois Hole Hospital for Women, the province's only dedicated women's hospital, and more recently created an extension of its mission in women's health by launching the Alberta Women's Health Foundation.

The Royal Alexandra Hospital Foundation recently announced the launch of the Women's Health Collective Canada—a strategic alliance of women's health and hospital foundations committed to raising awareness and funds to advance equity in women's health. The alliance is in partnership with Toronto's Women's College Hospital Foundation and Vancouver's BC Women's Health Foundation with the intent to amplify, magnify and unify their movements across Canada. Read more [here](#).

### **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.



Laboratory technologist Kara Gill is part of Alberta Precision Laboratories' specialized diagnostics team, a team of scientists that has been actively monitoring the genetic code of COVID-19 since the beginning of the pandemic. Genetic sequencing of the coronavirus' RNA (ribonucleic acid) helps us understand how the virus is evolving in our population and is used to detect the arrival of variant strains from outside the province that may pose new challenges for diagnosing and treating the disease in our community.

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

### **Sharing the Love**

#### ***Thank You to Our Contact Tracing and Case Investigation Teams***

Our case investigation and contact tracing efforts – and the size of our teams – have grown by leaps and bounds since the beginning of the COVID-19 pandemic response.

When the pandemic began, our Contact Tracing and Case Investigation Teams was a small but mighty team of 50. As of Jan. 29, AHS has more than 2,000 contact tracers and case investigators, and we continue to hire, train and onboard staff. Our teams are contacting and investigating all COVID-19 cases we receive each day and we are able to reach out to cases within 24 hours of receiving confirmation of their positive COVID-19 test result.

We have seen tremendous success with recruitment efforts. In addition, we have partnered with IT to implement innovative approaches, and have done numerous process and quality improvement projects that have increased the speed and efficiency with which we are contacting cases and their close contacts. We now have the capacity to contact trace about 1,300 cases per day.

Thank you to everyone on the case investigation and contact tracing team; Communicable Disease Control staff, redeployed and reassigned staff, as well as new hires. Our thanks also extends to all teams involved in recruitment, training, onboarding and the implementation of new processes and technologies to modernize our case investigation and contact tracing approach.

With the emergence of COVID-19 variant cases in our province, the work of this team is critical now more than ever.

#### ***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:

*I know the hoopla has died down but the work you do is just as hard as it was six months ago. Please know that I'm as grateful today as I was then. Thank you.*

— Donovan Hoggan

*I was in the emergency due to a fall I had. Everyone I interacted with was extremely helpful, friendly and skilful. Thank you; it's so good to know we are in good hands.*

— Jan Novotny

*Your dedication gives patients comfort in scary times. I always felt safe in your kind hands.*

— Earl Stoll

*Thank you to all the health workers for their selfless dedication and relentless effort to continuously serve in the pandemic world. Stay safe.*

— Nashania Patel

### **Wrapping Up - Use Knowledge as an Antidote for Unease**

This week we've addressed variants of concern on several occasions. And if you're worried about them, that's natural and expected: the unknown has a way of making people feel uneasy. Please know we are monitoring this situation, and proactively building our capacity to do genetic analysis on samples to identify any arising variants to ensure our response is timely and effective.

We encourage you to read the What We Know about COVID-19 Variants of Concern item and watch this week's CEO vlog (above) to find out what we know about the variants and what we're doing to slow their spread. Let's arm ourselves with evidence, and continue doing what we know protects us from COVID-19 and its variants: avoiding large gatherings outside our households, reducing in-person interactions, practising physical distancing, wearing a mask where physical distancing cannot be maintained, and practising good hand hygiene. Let's encourage others to do the same.

As a number of people have said recently, "Viruses can't mutate if they don't replicate," and variants can't spread if we don't give them the opportunity. If we control what we can control, and use the knowledge that we have, we will continue protecting ourselves, each other and our communities.

With enduring gratitude and appreciation,



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

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

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#### **Our mailing address is:**

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**aboffice@albertabeach.com**

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**From:** Jenelle Thomas <Jenelle.Thomas@gov.ab.ca>  
**Sent:** January 22, 2021 2:11 PM  
**To:** Alberta Health Operations  
**Subject:** Alberta Municipalities with the Chief Medical Officer of Health COVID-19 - Summary and QA  
**Attachments:** Municipality QA January 19 - Final.pdf

Good Afternoon,

Please find attached the question and answer from January 19. Note the format change inclusive of information from Dr. Hinshaw on Tuesday's call.

Thank you for your continued support.

**Jenelle Thomas (Mann)**, BA, MA  
Stakeholder Relations  
Health Emergency Operations Centre  
Government of Alberta

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Get the latest [Alberta.ca/covid19statistics](https://alberta.ca/covid19statistics)



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# COVID-19 Municipality Update

January 19, 2021

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## Poll Results

<b>Total Attendees</b>	<b>249</b>
Attendees who did not answer	42 (17%)
New Attendees	13 (5%)
Returning Attendees	194 (78%)
Rural	98 (39%)
Urban	73%

## COVID-19 Update

Please visit the [COVID-19 website](#) for up-to-date information.

For further information on Alberta's vaccine strategy please visit:  
[www.alberta.ca/covid19-vaccine.aspx](http://www.alberta.ca/covid19-vaccine.aspx).

### Arena Update

- Thank you to those who sent in feedback on arena re-opening timelines.
- At this time no decision has been made about lifting restrictions for recreation facilities.
- When we are able to lift restrictions and open arenas we anticipate moving in slow incremental steps, i.e. starting with recreational skating for a certain number of people properly distanced.

## COVID-19 Variants

Two COVID-19 variants have been identified across the world, one in the UK and one from South Africa. Both of the variants in those respective countries have become the dominant strain in circulation and are thought to be more infectious. Therefore, Alberta is working very hard with our federal, provincial and territorial partners to enhance border screening.

## Border Screening

For further information on Alberta's vaccine strategy please visit:  
[www.alberta.ca/covid-19-travel-advice.aspx](http://www.alberta.ca/covid-19-travel-advice.aspx).

- Anyone coming into Alberta through the Calgary airport from an international destination is eligible to participate in the [border pilot](#).
- The border pilot has been helpful in that universal screening to pick up early variants.
- Alberta is working hard to increase testing of positive samples to be able to detect those variants. This will be ramping up in the next several weeks.

## Key Question Themes

Vaccine rollout  
Update on ICU numbers, geospatial map,  
R-value  
Restrictions/Re-Open  
Arena and recreation facilities  
Summer Recreation and Festivals

## Question and Answers

Municipality Questions	Response
<p><u>ICU Numbers</u></p> <p>Can you confirm the number of patients in the ICU due to COVID-19?</p>	<p>There are 119 patients in the ICU due to COVID-19 as of January 18.</p>
<p><u>Maps</u></p> <p>As advised by Minister Shandro, the geospatial municipality map is to be corrected. When can we expect this to happen?</p>	<p>Discussions are ongoing about the geospatial map, there are a few maps available on the GOA website. The relaunch map that showed the metric of 50 per 100000 with minimum of 10 active case was used during relaunch to have conversations with municipalities. With the significant rise in numbers we are no longer using this map to make regional decisions right now. The use of this map continues to be in discussion.</p> <p>There is also a map that is for information, which can be switched between municipal view and a local geographic area view. We are looking at ways to best represent this information. Discussions are continuing this week.</p>
<p><u>Rural Communities</u></p> <p>Are there any thoughts about different levels of restrictions for less affected rural areas, as was the case for part of last year?</p>	<p>Even though the total numbers are lower, the lack of population density does not seem to be enough to stop the spread in some of the rural areas. Right now we are looking at a provincial population based approach. The question of when we might be able to start considering a more regional approach is an open question.</p> <p>A regional approach is still under consideration however, until trends at a provincial level are low enough, a province wide approach will remain.</p>
<p><u>Working from home</u></p> <p>Is it still recommended to work from home? If so until when? Thanks</p>	<p>The mandatory work from home order remains in place. Further details can be found in <a href="#">CMOH Order 42-2020</a>.</p>

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<p><u>R-value</u></p> <p>Why hasn't the R-value been updated? What is the updated R-value?</p>	<p>The R value is updated weekly:</p> <p>R values from January 11 to January 17 (confidence interval):</p> <ul style="list-style-type: none"> <li>• Alberta province wide: 0.84 (0.81-0.86)</li> <li>• Edmonton Zone: 0.81 (0.77-0.85)</li> <li>• Calgary Zone: 0.82 (0.79-0.85)</li> <li>• Rest of Alberta: 0.88 (0.84-0.92)</li> </ul> <p>The next R value update will be on Monday, January 25th to reflect January 18 – 24th.</p>
<p><u>Death Rate</u></p> <p>Why is the death rate still high in comparison to the overall COVID numbers?</p>	<p>There are many possible implications of the death rate staying high despite lower case counts.</p> <ul style="list-style-type: none"> <li>• Without speculating, one of the factors is that decreased testing for COVID-19 has decreased the amount of "cases" being reported.</li> </ul> <p>The death rate is a good reminder to re-iterate to municipalities that:</p> <ul style="list-style-type: none"> <li>• Social/household gatherings are the highest source of COVID-19 transmission</li> <li>• Practicing good hygiene and physical distancing are the best ways to reduce transmission, which includes: <ul style="list-style-type: none"> <li>- Staying home while sick</li> <li>- Wash and sanitize hands often</li> <li>- Avoid touching your face</li> <li>- Stay at least 2 meters away from others</li> <li>- Wear a mask in public places</li> <li>- Limit the number of people you come in close contact with</li> </ul> </li> </ul> <p>We continue to see high case rates in older Albertans. In January 24% of deaths were from long-term care and 35% from supportive living facilities.</p>
<p><u>Summer Recreations including festivals</u></p> <p>Can you give us any advice as we start planning our summer festivals? What are the odds we will be allowed outdoor activities of greater than 100 people?</p> <p>What about summer sports-for example ball tournaments etc.</p>	<p>Conversations regarding summer festivals and recreation have begun knowing the planning required to hold these takes many months. Alberta Health has heard from some stakeholders that February is when they would need a decision for a 'go-no go'. The decision is based on the current context and it is difficult to predict in February what the case numbers will be in the summer</p>

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<p>With the uncertainty this summer, could we take some of the lessons learned from last summer to help message to Albertans to not flood our wonderful recreation communities. This may be with some ideas like not going out every weekend to these communities or other unique ideas that provide a balance of economic stimulus to these communities without putting the onus on law enforcement and the municipality to manage the influx of people.</p>	<p>months. No decision has been made at this point, however, it is likely summer festivals and recreation will see public health measures in some capacity, especially with limited vaccine.</p> <p>Alberta Health continues to look at current context as well as lessons learned to inform recommendations going forward for decision.</p>
<p><u>Vaccine</u></p> <p>Can Dr. Hinshaw comment on Moderna vaccine availability and if this will permit limited 1st doses to continue?</p> <p>If people in long term care couldn't receive the vaccine i.e. sick, have COVID, will they get another opportunity to be vaccinated prior to other groups?</p> <p><u>Roll out Sequencing</u></p> <p>Will utility maintenance staff be eligible for vaccines prior to the main population to ensure continued service delivery?</p> <p>Will first responders (fire fighters) performing medical assist alongside Ambulance workers will be added to early groups of people to be vaccinated?      – Municipal Leaders are considering to ask to be removed from the medical assist until they can be vaccinated.</p> <p>Has any discussion occurred on municipal front line and public works employees being made eligible to receive the vaccine?</p> <p><u>Notification for eligible groups</u></p> <p>When offering vaccine to specific groups, how are they notified, this would be for seniors who still live on their own, however do not have access to social media</p>	<p>Alberta received a shipment of the Moderna vaccine last week, some of that shipment has gone to 1st doses. Alberta is now prioritizing the completion of 2nd doses, especially those individuals living in long term care and designated living facilities.</p> <p>Yes, those in long term care or designated living facilities who missed their opportunity to receive their first dose will have another chance at the earliest possible time. The goal is to provide the vaccine to those that need it the most.</p> <p>Decisions about the approach for phase 2 of the vaccine are not being made yet. Options are being developed for decision makers to decide on what that looks like.</p> <p>The vaccine roll outs top priority is preventing the severe illness and death. The number 1 goal is to make sure that our health care system can remain operational and can care for all those that need it. To do this the strategy is to use vaccines to protect those at highest risk of severe outcomes first and those that are likely to expose those people. Following this will be considerations of occupational groups for business continuity purposes.</p> <p>There are still unknowns, including how much vaccine Alberta will receive and when. Timeframes will depend entirely on when vaccines arrive.</p> <p>When each group is eligible to be immunized, it will be communicated using public announcements, the Government of Alberta website or dedicated phone services (i.e. 2-11), Alberta Health Services immunization webpage, COVID-19 updates by Dr. Hinshaw, news media and social media. Other means and</p>

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<p><u>Future planning with vaccine in place</u></p> <p>To help municipalities with workforce planning can you help us understand more about vaccines. As vaccines become distributed throughout the general population what will the affect be on international travel. Will staff have to isolate after travel, or can they immediately return to the workforce? Are any differences expected for essential and/or health care workers with international travel?</p> <p>Once the vaccine is available to everyone, does that then allow us to open up social society again?</p>	<p>partnerships may also be used as specific groups become eligible, for example seniors associations, primary care networks, etc.</p> <p>At this point in time, individuals who are immunized are still required to follow the 14 day quarantine rules and all public health measures that are provincially and federally required. Currently, there is little evidence on how effective these vaccines are in everyday life, how long the vaccines will offer protection from the virus and whether or not they will stop the transmission to others. Decisions will be required at a national and potentially international level as to when quarantines related to travel are no longer required as a result of the vaccine.</p> <p>Actions to re-open will emphasize safety first while we gradually aim to reopen businesses, resume activities, and get people back to work. While we face a long road to recovery, our collective efforts are needed to help slow the spread of COVID-19. To be successful, we must stay vigilant to slow the spread by following public health measures, practicing physical distancing and hand hygiene, continuing to act responsibly, and when eligible for COVID-19 vaccine, being immunized. Some key considerations for vaccines:</p> <ul style="list-style-type: none"> <li>• How effective these vaccines are in everyday life;</li> <li>• How long these vaccines will offer protection from the virus; or</li> <li>• How effective the COVID-19 vaccines are in preventing asymptomatic infections and reducing transmission to others.</li> </ul> <p>Health Canada and Alberta Health continue to monitor the emerging evidence, however, if enough Albertans choose to be immunized, less COVID-19 will circulate which will allow public health measures to be lifted.</p>
<p><u>Cohorts</u></p> <p>What are thoughts surrounding exclusive cohort families?</p>	<p>The cohort concept encourages individuals who cannot maintain 2 metre physical distance when in group settings to interact with the same people within their own cohort group rather than switching daily contacts or randomly interacting with others outside that circle. At this time, while CMOH Order 42-2020 remains in effect, it is strongly recommended that only household members have close contact. Effective January 18, private social gatherings</p>

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	<p>of up to 10 people are currently permitted to occur outdoors, however, non-household members should maintain 2 metres' distance.</p> <p>Once restrictions are eased, public health guidance will consider cohorting as a way to enable more activities/interactions while limiting opportunities for disease transmission. This would likely progress as it did last spring, by slowly increasing the number of people/households recommended for a cohort.</p>
<p><u>Indoor Gatherings</u></p> <p>Are indoor gatherings allowed?</p>	<p>Indoor social gatherings, public or private, are prohibited.</p>
<p><u>Testing</u></p> <p>Will there be an opportunity for employers to pay to have a COVID test to determine if a staff member has had COVID but it's not active currently?</p>	<p><u>Industry-initiated COVID-19 testing</u> includes all COVID-19 testing requested and paid for by a private enterprise for their employees, contractors or clients.</p>
<p><u>Close Contacts</u></p> <p>Should we be concerned about close contacts of non-symptomatic close contacts?</p>	<p>Care should be taken when interacting with anyone who is not part of your household, including ensuring 2 meters' physical distancing, and masking where distancing cannot be maintained. Close contacts of positive cases are required to quarantine for 14 days, monitor for symptoms, and are encouraged to get tested. Close contacts of close contacts are not legally required to take any specific action unless they have been identified as a close contact of a positive case. Anyone exhibiting symptoms of COVID-19 is required to isolate for 10 days or until symptoms resolve, whichever is longer.</p>

AH-operations@gov.ab.ca

Classification: Protected A

**Alberta Beach Village Office**

*cc: Council*

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** January 22, 2021 12:08 PM  
**To:** Kathy Skwarchuk  
**Subject:** COVID-19 Municipal Governance - January 22 issue  
**Attachments:** Q&A January 22 issue.pdf

January 22, 2021

As a follow up to my message of January 8, 2021, we continue to review options to support your efforts in following the orders and recommendations of the Chief Medical Officer of Health, and ensure you have the tools necessary to continue with your important governance and management work.

Attached is a Frequently Asked Questions document covering some of the more common municipal governance inquiries received by our ministry. Please visit [www.alberta.ca](http://www.alberta.ca) for the latest COVID-19 information.

I trust these updates provide you with the timely information and answers you need. The weekly Q&A session with the Chief Medical Officer of Health is ongoing and I encourage you to participate in these brief, informative sessions. Please 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 – January 22, 2021

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While we continue to navigate the ever-evolving COVID-19 pandemic together, Municipal Affairs remains committed to issuing regular updates to address frequently asked questions and provide new information or resources as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit [alberta.ca/COVID19](http://alberta.ca/COVID19).

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](http://www.alberta.ca/municipal-government-resources.aspx)

## Municipal Operations

**Have there been any recent changes to the public health measures in place that affect municipal operations?**

**NO.** As of January 18, outdoor social gatherings can have up to ten people. Physical distancing of two metres should be maintained with members of other households. Outdoor recreation facilities will remain closed, with the exception of washrooms adjacent to outdoor recreation settings, ski facilities and outdoor rinks. These current measures are in place until further notice.

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

**YES.** The mandatory work from home order is determined by operational effectiveness. Employers need to consider what is effective for their operations. The intent is to limit the chance that people are coming into close contact with others.

**Are masks mandatory while skating on municipal outdoor rinks and other public outdoor skating surfaces?**



**NO.** Currently, physical exercise, including skating, is exempt from the masking mandate. Social distancing signs should be posted.

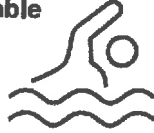
Users who are not in the same household should remain at least two metres apart while on the ice, and entering and exiting the ice surface.

**Is there a plan in place for the reopening of municipal open space gathering/multi use summer spaces?**

**YES.** The reopening of summer recreation activities such as beaches, campgrounds and farmers markets is dependent on COVID-19 case numbers.

Alberta Health continues to monitor and prepare for the upcoming spring and summer months.

**Are municipal aquatic centers now able to open at a lower capacity?**



**NO.** The current measures, which include restrictions to public access to a wide range of businesses, reflect the seriousness of the public health emergency. The decision to restrict public access to fitness facilities and aquatic centres was not made lightly. Alberta Health is continuously monitoring the impact of the restrictions to determine when and how they should be adjusted.

## COVID-19 Vaccine Distribution

**Is there a resource that municipalities can use to track the progress of the vaccine rollout?**

**YES.** The Government of Alberta and Alberta Health Services are working hard to immunize Albertans as quickly and safely as possible. Please see the vaccination tracker provided by the Government of Canada for Alberta's vaccination progress: <https://covid19tracker.ca/vaccinationtracker.html>

Up-to-date information on the phased implementation plan and additional information Albertans need to know about the vaccine is available at [www.alberta.ca/covid19-vaccine.aspx](http://www.alberta.ca/covid19-vaccine.aspx).

**On January 11<sup>th</sup>, the Premier announced the addition of paramedics and EMRs in Phase 1 of the vaccine rollout plan. Is there a process they must follow to get a vaccine?**

**YES.** Alberta Health Services (AHS) has created a [COVID-19 immunization online booking tool](#) to arrange immunization of newly eligible health-care workers to book their COVID-19 immunization appointments online from their phones or computers. Not all paramedics and EMRs are eligible, but those who are eligible should have received an email with a link to book an appointment.

## Municipal Elections



**Are there going to be COVID-19 specific requirements or process modifications for the upcoming municipal elections?**

**YES.** Guidance for campaign-related activities is currently available online at [Guidance for Canvassing and Campaigning](#). All public health measures and restrictions in effect at the time of the election (summer village elections as early as June) would apply, including masking and distancing requirements. Section 28 (c) of the Chief Medical Officer of Health (CMOH) [Order 42-2020](#) permits businesses or entities that have otherwise been ordered closed to the public to remain open for elections purposes and related activities.

In addition to delivering nomination forms in person, the specific requirement of section 28 of the *LAEA* to submit nomination forms to the local jurisdiction office can be met by having forms mailed or delivered by courier. Nomination forms can also be accepted at specific times set by the returning officer, by appointment, or at a secure drop-off box.

Ministerial Order No. MSD: 130/20, remains in effect and enables nomination deposits to also be paid by debit or credit card. The need for certain modifications will continue to be monitored and reviewed to ensure municipalities will have the appropriate ability to align election operations with public health orders or recommendations.

**Are there new election forms available?**

**YES.** The nomination form (Form 4) and the newly amended Candidate Financial Information Form (Form 5) are now available online at <https://www.alberta.ca/municipal-election-forms.aspx>.

## Council Meetings

**Can councils still hold council meetings in-person with members of the public present?**

**YES.** Since municipal council meetings are business meetings and not social meetings, they can be held in person, including with members of the public; however, because of the elevated risk, it is strongly recommended to move to virtual meeting formats wherever possible.

**Is the Public Meeting Procedures (COVID-19 Suppression) Regulation still in effect?**

**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 councils are encouraged to consider electronic meetings 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.

### 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.

## General Questions

**Is there additional resources available summarizing the recent amendments made to the *Municipal Government Act* and the *Local Authorities Election Act* that impact Alberta's municipalities?**

**YES.** To assist municipalities in understanding these amendments, Municipal Affairs has also developed more detailed FAQ documents related to the recent amendments. These FAQs can be found online at: <https://open.alberta.ca/publications/municipal-government-act-amendments-2020-red-tape-reduction>.

## 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 [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

### 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)

13.9

**aboffice@albertabeach.com**

*cc: Council*

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** February 5, 2021 2:52 PM  
**To:** Kathy Skwarchuk  
**Subject:** COVID-19 Municipal Governance February 5 Issue  
**Attachments:** Q&A Fact Sheet February 5.pdf

February 5, 2021

Dear Chief Administrative Officers:

I would like to again 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 January 29, 2021, Premier Jason Kenney announced a stepped approach to easing restrictions. The path forward plan starts February 8 and lays out a roadmap to help Albertans understand how restrictions will be eased in four steps over the coming months. Please visit [www.alberta.ca/enhanced-public-health-measures.aspx](http://www.alberta.ca/enhanced-public-health-measures.aspx) for more information.

As we navigate this roadmap together, Municipal Affairs will continue our regular distribution of a Frequently Asked Questions document addressing common questions we are receiving, as well as provide additional information critical to municipal governance and operations during this stepped approach. The latest version is attached for your information.

I trust these updates will continue to provide you with the timely information and answers you need. The weekly Q&A session with the Chief Medical Officer of Health is ongoing and I encourage you to participate in these brief, informative sessions. Please contact our advisory support services by calling 780-427-2225 or toll-free by first dialing 310-0000 if you have further questions regarding municipal governance.

Sincerely,

Paul Wynnyk  
Deputy Minister

Attachment

# Municipal Governance During the COVID-19 Pandemic

Frequently Asked Questions – February 5, 2021

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On January 29, 2021, a stepped approach was released for easing restrictions over the coming months based on hospitalization benchmarks. Each step sets a more predictable path for easing restrictions, while protecting the health system. Step 1 starts February 8, with some health measures potentially being eased for restaurants, indoor fitness and some children's activities.

While we walk this path together, Municipal Affairs remains committed to addressing frequently asked questions and providing new information or resources to municipalities as they become available. For the most up-to-date information on the COVID-19 situation in Alberta, visit: [alberta.ca/COVID19](http://alberta.ca/COVID19).

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](http://www.alberta.ca/municipal-government-resources.aspx)

## Restriction Changes

**When a hospitalization benchmark is reached, do changes to restrictions occur automatically?**

**NO.** For each step, the government will announce the specific measures that will be eased to ensure Albertans are clear on any changes.

## Mandatory Masking

**We are considering what to do with our municipal masking bylaws that came in effect prior to the provincial order. Does the province have a plan in place to remove the mandatory masking regulations in the near future?**

**No.** Masks remain mandatory in all indoor public places, indoor workplaces, and places of worship. The provincial mask restriction is a helpful addition to the multiple layers of protection in place to be able to prevent further spread.

## Recreational Facilities

**Does Step 1 contemplate opening municipal facilities such as recreation centres, arenas and aquatic centres?**

**YES.** Step 1 sees the potential easing of some restrictions for school-related indoor and outdoor children's sport and performance curriculum activities only (e.g. swimming and skating lessons). This means K-12 schools and post-secondary institutions are permitted to use off-site facilities to support curriculum-related educational activities. All other program activities remain restricted at this time.



**In Step 1, are municipalities allowed to rent out recreational facilities to single households looking for a private booking?**

**NO.** Facilities ordered closed cannot be accessed by members of the public, including private rentals.

**Are there any target dates identified for when restrictions related to municipal recreation facilities might be lifted that municipalities can use to plan staffing and programming?**

**NO.** Discussions related to restrictions are ongoing and take into consideration a variety of factors. The potential of community spread of the new variants is a significant factor that will influence the lifting of restrictions. Rates of hospitalization, ICU utilization and health system capacity remain the key triggers for action in Alberta. It is anticipated there will be slow incremental steps for the lifting of restrictions.

## General Questions

**Is the province looking at options to reduce restrictions on a regional basis?**

**YES.** The Government of Alberta is cautiously examining a region-based plan to ease restrictions. The province wide restrictions are in place to support our public healthcare system; therefore, easing restrictions in some communities or regions due to a decline in case numbers is not feasible at this time.

**Will municipalities be notified if a variant case is detected in our community?**

**NO.** While Alberta Health is committed to sharing information on variants with Albertans through the COVID-19 [website](#), due to confidentiality under the *Health Information Act* the specifics of which municipality the variant is located in will not be shared.

## Helpful Links

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

For up-to-date information on vaccine distribution, visit: <https://www.alberta.ca/covid19-vaccine.aspx>.

For up-to-date information on the variants within Alberta, visit: <https://www.alberta.ca/covid-19-alberta-data.aspx#toc-1>

## 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 [www.auma.ca/covid19](http://www.auma.ca/covid19).

The Federation of Canadian Municipalities also has a list of links and resources for municipalities available at [www.fcm.ca/en/resources/covid-19-resources-municipalities](http://www.fcm.ca/en/resources/covid-19-resources-municipalities).

For the most up-to-date information on the COVID-19 situation in Alberta, visit: [www.alberta.ca/COVID19](http://www.alberta.ca/COVID19).

### 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](#).

**Deputy Minister**  
18th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR101854

February 4, 2021

Dear Chief Administrative Officer:

With the revised April 1, 2021, completion date for intermunicipal collaboration frameworks (ICFs) and intermunicipal development plans (IDPs) fast approaching, thank you for your municipality's ongoing work on this important initiative. The next couple of months will be a critical time as we near the legislated deadline. As such, I want to reiterate the information sent to municipalities regarding incomplete ICFs on September 22, 2020.

**Intermunicipal Collaboration Frameworks**

Our records indicate that your municipality has not completed all of its mandatory ICFs. If you have completed ICFs that you have not yet notified the ministry about, please send notification to [icf@gov.ab.ca](mailto:icf@gov.ab.ca) with a copy to Assistant Deputy Minister, Gary Sandberg at [gary.sandberg@gov.ab.ca](mailto:gary.sandberg@gov.ab.ca).

If you are still in the process of finalizing ICFs and IDPs with municipal neighbours, I want to reiterate the following information that may help with their completion as municipalities remain able to fully negotiate the details of an acceptable agreement by April 1, 2021.

I encourage municipalities that still have areas of disagreement and have not engaged in mediation to consider seeking additional support, such as med-arbitration and arbitration. The med-arbitration option allows municipalities to start the mediation process with one consultant and, if they are unable to reach an agreement, switch to an arbitral process using the same consultant. This allows both municipalities to make progress toward resolving their outstanding issues while narrowing the number and scope of issues that may need to be arbitrated. It also saves in transition time from one process to the other. Since intermunicipal mediations over the last 20 years have had very high success rates, it also increases the likelihood of reaching a mutually agreeable ICF.

Alternatively, in order to meet the legislated timeline, two municipalities with remaining areas of disagreement could complete an ICF with a commitment to resume negotiations on the services within a specified timeline. For example, an ICF would state the maintenance of existing intermunicipal arrangements for a set period (e.g., one to two years), and commit to renegotiation of the terms of the specific service(s) within the specified period. This would allow the legislated deadline to be met and ensure mandatory arbitration is not triggered.

.../2

RECEIVED FEB 08 2021

If an ICF is not completed by April 1, 2021, the municipalities will be required to jointly select an arbitrator; if they cannot agree, they can request the Minister appoint an arbitrator. The costs of an arbitration will be borne fully by the municipalities.

I also want to provide a reminder with respect to services delivered by third parties, such as library boards, regional services commissions, the RCMP, and the provincial government. Services delivered by third parties should not be included in ICFs, as the municipalities do not govern or operate these services directly. Conversely, an intermunicipal service operated by a municipality, such as a peace officer service, would be appropriate for inclusion in an ICF.

### **Intermunicipal Development Plans**

Recent amendments to the *Municipal Government Act* have streamlined IDP requirements. Municipalities can now opt out of completing an IDP as long as the parties agree that one is not required. If one or both municipalities believe an IDP is required, the IDP must be in place by April 1, 2021. Please note that mediation may also benefit the negotiations of IDPs. If an IDP is required and is not completed by April 1, 2021, the Minister must refer the dispute to the Municipal Government Board for recommendations, and may subsequently order the municipalities to establish an IDP in accordance with those recommendations.

### **Timeline Extension Requests**


Municipal Affairs is generally not prepared to support extensions to the ICF/IDP deadline, except in exceptional circumstances, or where municipalities simply need an additional one to two months to complete the process. I encourage all municipalities to act accordingly in order to avoid arbitration. Requests for extensions will only be considered if both municipalities indicate their support by council resolution.

### **Ministry Supports**

The ministry remains steadfast in its support for municipalities in completing the first cycle of ICF/IDPs. If your municipality needs advice on the technical requirements, or is interested in med-arbitration or arbitration support to complete ICFs or IDPs, please contact the Intermunicipal Relations team toll-free at 310-0000, then 780-427-2225, or at [icf@gov.ab.ca](mailto:icf@gov.ab.ca).

I wish you every success in completing this important work.

Sincerely,



Paul Wynnyk  
Deputy Minister

cc: Gary Sandberg, Assistant Deputy Minister, Municipal Services Division,  
Municipal Affairs



**Alberta Beach Village Office**

---

**From:** municipalservicesandlegislation@gov.ab.ca  
**Sent:** February 4, 2021 11:52 AM  
**To:** Jim Benedict  
**Subject:** Invitation for the 2021 Minister's Awards of Municipal Excellence  
**Attachments:** Signed\_Minister\_Letter.pdf

Attention: CEO

Please see the attached letter.



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*Deputy Government House Leader*

*MLA, Calgary-Hays*

AR104150

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 20<sup>th</sup> annual Minister's Awards for Municipal Excellence, which formally recognize excellence in local government practices and promotes knowledge-sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments across Alberta.

For the 2021 program, submissions will be accepted in the following categories:

***Partnership (open to all municipalities)***

Award will be given for a leading municipal practice involving regional co-operation. This could involve consultation, co-ordination, and co-operation with other municipalities, agencies, non-profit organizations, community groups, and other orders of government. Submissions may be joint or individual, and consideration will be given to partnerships with formal agreements that ensure continuing co-operation and shared benefits.

***Building Economic Strength (open to all municipalities)***

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

***Service Delivery Innovation (open to all municipalities)***

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through an alternate delivery approach.

***Enhancing Community Safety (open to all municipalities)***

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g., lighting, accessibility, traffic calming measures), and community services initiatives.

***Smaller Municipalities (open to municipalities with populations less than 5,000)***

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

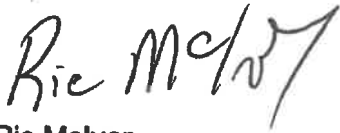
.../2

Further details about eligibility and submission requirements are available on the Minister's Awards for Municipal Excellence website at [www.alberta.ca/ministers-awards-for-municipal-excellence.aspx](http://www.alberta.ca/ministers-awards-for-municipal-excellence.aspx). The deadline for submission is March 31, 2021.

Should you have any questions regarding this program, please contact the Municipal Excellence Team, at 780-427-2225 or [municipalexcellence@gov.ab.ca](mailto:municipalexcellence@gov.ab.ca).

I encourage you to share your success stories, and I look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive style with a large, sweeping flourish at the end.

Ric McIver  
Minister

**aboffice@albertabeach.com**

---

**From:** Alberta Recycling Management Authority <info@albertarecycling.ca>  
**Sent:** February 8, 2021 11:09 AM  
**To:** aboffice@albertabeach.com  
**Subject:** Update on Alberta Recycling's Municipal Grant Program

[View this email in your browser](#)

**Alberta  
recycling**  
MANAGEMENT AUTHORITY



## **Tire Recycling is good for our environment and benefits our communities and economy.**

Since 2000 the Alberta Recycling Management Authority (ARMA) has provided funding to municipalities, Indigenous communities, schools and non-profit organizations through our Municipal Demonstration Grant Program and Tire Marshalling Area Grant Program.

Approximately \$14.8 has been awarded to help purchase recycled tire products for just over 800 community projects or upgrade scrap tire collection areas at waste management facilities, landfills and transfer stations.

### ***Update on the Municipal Demonstration and Tire Marshalling Area Grant Programs***

Over the last 12+ months, the economic impacts from the COVID-19 pandemic

have touched every economic corner of the globe. With health restrictions moving much of the workforce to work-from-home, as well as limited travelling, the tire industry has seen a significant reduction in tire sales. This directly impacts ARMA's ability to activate its grant programs in 2021 and unfortunately, the necessary decision to temporarily pause this program was made due to budgetary constraints.

We continue to be in close communications with our tire suppliers and will keep our tire grant stakeholders updated, including on the grants page of our website at:

<https://www.albertarecycling.ca/recycling-programs/tire-recycling-program/municipal-grant-program/>.

Thank you and we look forward to a a brighter future on all fronts for Alberta and on a global level!

ARMA Administration



The image displays a collection of promotional materials for ARMA. On the left, there are several brochures and flyers, some featuring circular diagrams and text. In the center, a prominent dark grey box contains the text "Order Now" at the top, followed by "Free promotional materials to keep Albertans informed" in a large, white, sans-serif font. At the bottom of this box, the text "Download Order Form" is written in a smaller, white font.

## Happy to help!

If you have any questions or comments about ARMA's Tire, Electronics, Paint or Used Oil Materials Recycling Programs please email us at [info@albertarecycling.ca](mailto:info@albertarecycling.ca)

Phone: 1-888-999-8762 or 780-990-1111

[www.albertarecycling.ca](http://www.albertarecycling.ca)



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You are receiving this email as municipalities, Indigenous communities and schools eligible to apply for Municipal Grants as well as manufacturers of recycled tire products. In accordance with Canadian Anti-Spam Legislation (*CASL*) you can contact ARMA if you have any questions or you can select the "unsubscribe" feature below if you no longer wish to receive these information updates.

**Our mailing address is:**

Alberta Recycling Management Authority  
PO Box 189, Edmonton, Alberta T5L 2J1

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#).

**aboffice@albertabeach.com**

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**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@auma.ca>  
**Sent:** January 26, 2021 3:06 PM  
**To:** Kathy Skwarchuk  
**Subject:** Evening offering of Virtual Partnerships and Collaboration – An edifying alternative to Netflix

Dear Mayors, Councillors and CAOs,

The Elected Officials Education Program is excited to offer our first course of 2021, a virtual offering of Regional Partnerships and Collaboration. This course will build on our strong set of offerings in 2020. It is being offered through a combination of three interactive Zoom sessions structured for participants to be able ask questions of the instructor and engage in small group breakout room discussions (where the real learning occurs).

New for this session, **the course will be held in the evening** to allow for elected officials with obligations during the work day to participate.

Regardless of where your municipality is at with your Intermunicipal Collaboration Framework(s), this course will provide you with the skills, tools and inspiration to help build intermunicipal relationships and overcome the challenges inherent in regional partnerships. Visit the EOEP website for more information and to register for the virtual Regional Partnerships and Collaboration Course.

The course schedule is as follows:

- Thursday, February 11 6:30 – 9:00 pm
- Thursday, February 18 6:30 – 9:00 pm
- Thursday, February 25 6:30 – 9:00 pm

Why should you consider registering in this course?

- Municipal Elections are in less than 1 year! Why did I need to add this dose of reality? - So you can take training to help you be the best elected official that you can be with credentials backing your desire represent your constituents and provide services as effectively as possible.
- Course Content. EOEP courses are structured to provide up-to-date information on being an Alberta elected official on the topics that matter. As evidenced by the multiple sell outs of the courses that were repeated in 2020, the instructors are engaging and the content valuable.
- An Accommodating & reduced Time Commitment. The course is divided into 3 evening modules of 2.5 hrs per session to make them engaging and easier to accommodate around participant work schedules.
- Affordability. The fee for this course is reduced from the standard EOEP course fee to \$200. Plus there will be no travel, hotel, or meal costs as normally required for an in-person course away from home.
- Interaction and learning from fellow councillors. The EOEP course will leverage Zoom's unique capability for participants to go into breakout rooms to have small group discussions like you do at a face to face EOEP course. Learn from others and make connections with councillors from all across Alberta.
- A New method of attending a course. Be a part of something new - especially if you haven't tried it yet. Yes You! We are planning have face to face courses at future conventions when conditions

allow. However, this is not likely until later this year. In the meantime and between conventions, we will use virtual offerings. We challenge those that have not ever taken an EOEP course or, those that have not taken a EOEP course in this new format to try it out.

If further help is needed please contact the EOEP Registrar at registrar@eoep.ca or at 780-989-7431.

Have a great day!

**Dan Rude** | Chief Executive Officer

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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# Regional Partnerships & Collaboration – ZOOM

## Date/Time

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## Regional Partnerships and Collaboration (3 evening sessions)

In life, and in the municipal world, working with your neighbors is not always easy. If done right, it can provide major benefits. The EOEP's *Regional Partnerships and Collaboration* course will provide participants with an opportunity to learn about required collaborative tools such as Intermunicipal Collaboration Frameworks (ICFs), as well as other approaches municipalities can take to build meaningful partnerships with their municipal neighbors in a way that is fair and mutually beneficial.

In addition to intermunicipal collaboration, the course will examine ways that municipalities can work with organizations within their community to provide strong and sustainable services as well as the skills to successfully negotiate and communicate. If you're interested in how your municipality can transform collaboration from a requirement to an opportunity, sign up for *Regional Partnerships and Collaboration* to learn from experts in the field, as well as from your elected official colleagues.

### Module 1 : Introduction to Collaboration

After completing this module, participants will be able to:

- Identify the value and opportunities of working collaboratively within a region to foster the development of resilient and sustainable communities and regions
- Learn about the fundamentals of the collaboration process

### Module 2: Collaboration Framework

After completing this module, participants will be able to:

- Identify desired ICF outcomes, take inventory of your municipality's services and consider who should be on your negotiating team
- Learn how to design your ICF outcomes and your role in the process
- Develop your ICF by summarizing your services and explore your options
- Understand the ICF dispute resolution process

## Module 3: Skill Building for Consensus

After completing this module, participants will be able to:

- Use communication skills including active listening, open ended questions and reflection
- Understand how to effectively negotiate

### Refund Policy

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- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: No refund

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Email: registrar@eoep.ca

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13.L

CA: Council ✓

**aboffice@albertabeach.com**

**From:** Exec. Assistant on behalf of Dan Rude <EA\_DRude@auma.ca>  
**Sent:** February 1, 2021 3:50 PM  
**To:** Kathy Skwarchuk  
**Subject:** Reminder – AUMA’s Presidents Summit on policing starts this week

Dear Mayors, Councillors, and CAOs:

This is a reminder that the 2021 AUMA President’s Summit on policing starts this Thursday. This event will take place as two online Zoom sessions:

- February 4, 2021 from 4:00 to 6:30 p.m. – Updates on the Police Act Review and the work of the Alberta Police Advisory Board
- February 17, 2021 from 3:00 to 6:00 p.m. – Information and discussion on the feasibility of establishing a provincial police service

The summit is an opportunity to share your thoughts and guide AUMA’s advocacy on policing in Alberta.

**To register for the President’s Summit please click [this link](#).** By registering you will gain access to both sessions, but you are not required to attend both dates if your schedule does not allow for it. As this is a virtual event, there is no registration fee and no limit on the number of municipal representatives that can attend. Once registered, your confirmation email will contain the Zoom links along with a package of pre-reading materials to support an informed discussion. Please note that media may be in attendance at both sessions.

We look forward to a great discussion this week.

**Dan Rude** | Chief Executive Officer

**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca  
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**aboffice@albertabeach.com**

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**From:** President <President@auma.ca>  
**Sent:** February 2, 2021 9:21 PM  
**To:** Kathy Skwarchuk  
**Subject:** Alberta Police Interim Advisory Board Report on Municipal Policing Priorities  
**Attachments:** Alberta Police Interim Advisory Board - Report on Municipal Policing Priorities - January 2021.pdf

Good afternoon,

Please see attached on behalf of the Alberta Police Interim Advisory Board.

Best regards,

**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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January 29, 2021

Honourable Kaycee Madu  
Minister of Justice and Solicitor General  
424 Legislature Building  
10800 - 97 Avenue NW  
Edmonton, AB T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Police Interim Advisory Board, please find attached the Board's report on recommendations for 2021-22 policing priorities. This report fulfills the following two mandate items from the Board's Terms of Reference:

- *Provide a report detailing the Interim Board's recommendations and advice on the JSG/RCMP "K" Division Multi-year Financial Plan by January 31, 2021; and*
- *Provide a report detailing the Interim Board's recommendations and advice on provincial policing priorities by January 31, 2021.*

Please note that we have combined our recommendations on the multi-year financial plan and provincial policing priorities into the same document.

Thank you again for the opportunity to provide these recommendations. We would be happy to meet with you if you would like to discuss our recommendations in greater detail. The Board is now working on creating the governance recommendations for the operational Board to complete our final mandate items.

If you have any questions or suggestions at this time, please feel free to contact me at [tthorn@okotoks.ca](mailto:tthorn@okotoks.ca).

We look forward to engaging with you soon!

Sincerely,

A handwritten signature in black ink, appearing to read 'Tanya Thorn', with a long horizontal flourish extending to the right.

Tanya Thorn  
Chair  
Alberta Police Interim Advisory Board

cc: Paul McLaughlin, President, Rural Municipalities of Alberta  
Barry Morishita, President, Alberta Urban Municipalities Association  
Terry Coleman, Chair, Alberta Association of Police Governance  
Deputy Commissioner Curtis Zablocki, "K" Division RCMP  
Marlin Degrand, Justice & Solicitor General

Encl: (2)



# ALBERTA POLICE INTERIM ADVISORY BOARD

Report on Municipal Policing Priorities

January 2021

## Contents

Executive Summary.....	2
Introduction .....	5
Stakeholder Engagement.....	6
Engagement Themes: What We Heard .....	6
Municipal Policing Priorities .....	8
Next Steps and Implementation .....	16
Appendix 1 – Alberta Police Interim Advisory Board Terms of Reference .....	17
Appendix 2 – Alberta Police Interim Advisory Board Membership.....	22
Appendix 3 – Alberta Police Interim Advisory Board Survey.....	23



## Executive Summary

The Alberta Police Advisory Board was created by the Minister of Alberta Justice and Solicitor General in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA) a strong voice in setting policing priorities. One of the Board’s mandated deliverables was to provide input into discussions on provincial policing priorities for the 2021/22 fiscal year. This report fulfills that mandate and is also intended to be used to inform the Government of Alberta/RCMP multi-year financial plan.

The Board has developed eight municipal policing priorities and related recommendations. These priorities and recommendations are of equal importance to municipalities.

Priority	Recommendations
Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.</li> <li>• Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.</li> </ul>
Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.	<ul style="list-style-type: none"> <li>• Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.</li> <li>• Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.</li> </ul>
Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.</li> <li>• Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.</li> </ul>
Work with municipal and community leaders to identify	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to</li> </ul>

<p>local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.</p>	<p>improve collaboration and engagement with small municipalities.</p> <ul style="list-style-type: none"> <li>• Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.</li> </ul>
<p>Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.</p>	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.</li> <li>• Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.</li> <li>• Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.</li> </ul>
<p>Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.</p>	<ul style="list-style-type: none"> <li>• That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.</li> <li>• Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.</li> </ul>
<p>Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.</p>	<ul style="list-style-type: none"> <li>• Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas: <ul style="list-style-type: none"> <li>○ How to form relationships with municipal leaders</li> <li>○ How to effectively report to and update municipalities about policing in the community</li> <li>○ How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities</li> <li>○ How to maintain collaboration following changes in detachment and/or municipal leadership</li> </ul> </li> </ul>
<p>Work with community and municipal leaders to address racism and other forms of discrimination in policing.</p>	<ul style="list-style-type: none"> <li>• Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.</li> <li>• Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.</li> </ul>

	<ul style="list-style-type: none"><li>• Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.</li></ul>
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As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

The Board would be pleased to meet with RCMP and Alberta Justice and Solicitor General leadership to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

## Introduction

The Minister of Justice and Solicitor General established the Alberta Police Advisory Board in spring 2020 to give municipalities served by the Provincial Police Service Agreement (PPSA)<sup>1</sup> a strong voice in setting policing priorities. As the order of government closest to its citizens, municipalities are well-positioned to help the RCMP identify and address community policing<sup>2</sup> and public safety issues. The Board can therefore play an important role in ensuring that policing reflects the needs and concerns of Albertans across the province.

The Alberta Police Advisory Board is being implemented in two phases: in the first year, an interim Board is developing the Board's structure and scope. On the completion of the interim Board's mandate, the work of the operational Board will begin for a four-year term. As per the Terms of Reference developed by Alberta Justice and Solicitor General (Appendix 1), the Interim Board is made up of four representatives from the Rural Municipalities of Alberta (RMA) Board, four representatives from the Alberta Urban Municipalities Association (AUMA) Board, and one representative from the Alberta Association of Police Governance Executive. A list of the current interim Board members is provided in Appendix 2.

The Interim Board has been mandated to:

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

This report contains the Interim Board's recommendations and advice on provincial policing priorities for the 2021/22 fiscal year (Mandate Item 5). The report is also intended to be used to inform the Government of Alberta/RCMP Multi-Year Financial Plan.

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<sup>1</sup> Under the *Police Act*, the Government of Alberta is responsible for providing police services to urban municipalities with populations of 5,000 or less and all municipal districts and counties. The provincial government meets this obligation by contracting the RCMP to deliver police services to these municipalities through the Provincial Police Service Agreement (PPSA). This agreement is negotiated and signed by the provincial and federal governments.

<sup>2</sup> Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

## Stakeholder Engagement

Since its establishment, the Alberta Police Interim Advisory Board has been engaging with key stakeholders to gather information and develop recommendations on policing priorities.

The Board distributed a survey to municipalities in fall 2020 to learn more about municipal perspectives on policing (see survey questions in Appendix 3). This survey received 209 responses from 160 different municipalities. The Board also solicited input from municipalities through email and in person at RMA and AUMA events. Municipal feedback provided the foundation for the recommendations in this report.

Additionally, the Board met multiple times with RCMP “K” Division and Alberta Justice and Solicitor General to learn about current policies and processes related to planning, budgeting, and resource allocation for the provincial police service. This included reviewing the policing priorities and performance measures identified by the RCMP and Alberta Justice and Solicitor General in their 2018-2021 Joint Business Plan.

## Engagement Themes: What We Heard

The Alberta Police Interim Advisory Board received a wide range of feedback from municipalities on how to enhance policing in Alberta. While quantitative analysis of survey results has been invaluable in helping the Board determine policing priorities for municipalities, several broader themes also emerged through qualitative analysis. Some of these themes highlight broad, societal issues that the RCMP cannot resolve alone, but should consider in both their strategic planning and day-to-day operations. Other themes focus on specific policing areas that the RCMP can address directly. The Board was pleased to note that these themes are generally aligned with some of the priorities outlined in the existing Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan, indicating a degree of agreement between municipalities, the provincial government, and the RCMP on future goals and directions for policing in Alberta.

### Systemic Resource Constraints

Municipalities have consistently highlighted resource constraints in the provincial health, policing, and justice systems as a key barrier to effective policing. Municipalities do not expect to have a hospital, police detachment, and courthouse in every community in Alberta; however, all Albertans must have equitable access to health, police, and justice services and these services must be appropriately resourced in order to be effective. While the RCMP is now in a position to increase its resources as a result of additional funding raised through the new police costing model, their effectiveness will continue to be limited as long as there are vacancies and gaps in the health and justice systems. It is important to note that both the justice and healthcare systems fall under provincial jurisdiction, and municipal governments have a limited role in provincial policy, planning, and decision-making for these systems. Additionally, given fiscal constraints and limited mechanisms for raising revenue, municipalities are not able to fill in gaps in provincial funding.

## Crime Reduction and Prevention

As crime and the costs of policing continue to be a key issue in both rural and urban communities, municipalities have identified the need to focus on crime prevention and reduction by resolving the root causes of crime. There is considerable research showing that early intervention and prevention with youth, families, and schools reduces violent crime in a cost-effective way: crime can be prevented by responding as soon as possible when people have risk factors such as addiction, loss of employment, or mental illness. While most early intervention and prevention programs fall under provincial jurisdiction, there is a role for the RCMP to play in cross-agency collaboration with various stakeholders and levels of government to identify the root causes of crime at a community level, pool resources, and coordinate responses. Municipalities do play a role in delivering preventative social supports through the Family and Community Support Services (FCSS) program; in fact, more than half of the municipalities participating in this program pay more than the required municipal cost share for the program. However, municipalities are limited by legislation that prevents FCSS programs from duplicating any provincial services.

## Outcome Accountability

Municipalities expect the RCMP to operate according to prescribed accountability and governance frameworks. Many municipalities identified the need for a more transparent, collaborative approach to assessing RCMP performance that is based on the identification of policing and public safety goals through a closer working relationship between the RCMP and their primary stakeholders, particularly municipalities, which are well-positioned to identify community safety issues. Once such goals are identified, appropriate indicators should be created for assessing whether progress is being made towards achieving these goals, and regular reporting processes should be established. Municipalities are cognizant of the additional resources required to support organizational effectiveness and outcome accountability, and they acknowledge the tension inherent in balancing corporate support and centralized positions with “boots on the ground”. However, a collaborative and transparent approach to RCMP performance assessment that engages stakeholders more directly in goal identification and outcome measurement can lead to more successful, responsive, and accountable policing.

## Social Justice

Recent events such as the National Inquiry into Missing and Murdered Indigenous Women and Children, the Black Lives Matter movement, and the Merlo-Davidson settlement underscore the need to address systemic discrimination in civil society, and the role of police in both perpetuating this discrimination and combatting it. All civil institutions, including municipal governments and police services, must work in partnership with marginalized populations to address discrimination both internally and in their interactions with the citizens they serve. To ensure public confidence in policing, municipalities support improved civilian oversight and transparency, particularly for complaints and disciplinary reviews, as well as recruitment and training initiatives that focus on diversity and inclusion.

## Municipal Policing Priorities

Based on stakeholder feedback, the Alberta Police Interim Advisory Board has developed eight municipal policing priorities and related recommendations to inform discussions on provincial policing priorities for the 2021/22 fiscal year. These priorities and recommendations are of equal importance to municipalities and are grouped by the themes identified in the previous section.

### Systemic Resource Constraints

**Priority 1: Develop a coordinated, long-term strategy to ensure that all vacant frontline detachment positions are filled.**

Albertans need to feel safe and protected in their communities. AUMA, RMA, and the Alberta Association of Police Governance have consistently heard from their members that RCMP vacancy rates and long response times contribute to the perception that some communities are not safe. This feedback has been validated by the responses to the Board's fall 2020 municipal survey, which identified the following three service issues as the most important for municipalities:

- Filling vacancies and providing full coverage service
- 911 response times
- Community visibility

Only cities were likely to indicate an "other" issue as most important; otherwise, all sizes, districts, and types of municipalities agreed on the above issues as their most important.

These service issues reflect an overall lack of resources; accordingly, the Board supports allocating additional police resources to improve policing services; address rising crime rates; and enable community crime prevention and diversion initiatives. The Board was therefore pleased to see the RCMP's announcement that the new police costing model will result in additional resources for the RCMP for 2020/21, specifically 76 new police officers and 57 new civilian support positions. Additionally, the RCMP has shared information with the Board on potential resourcing initiatives that include:

- 24-hour coverage in all PPSA locations
- The creation of a relief team to be deployed to detachments that are experiencing short term human resource shortages
- District general duty resources that would provide district commanders with the flexibility to deploy resources to areas of need

### **RECOMMENDATIONS:**

- Work with the Alberta Police Advisory Board to identify and prioritize vacancies and gaps in service in both Provincial Police Service Agreement (PPSA) and Municipal Police Service Agreement (MPSA) municipalities. This would include determining what factors should be considered in making resourcing decisions, as well as the relative importance of each factor.
- Develop clear and consistent communication processes with municipalities around vacancies, including information on when and how they will be filled.

Priority 2: Update the detachment resourcing methodology to ensure that resourcing decisions reflect community needs.

The RCMP currently determines how to allocate policing resources by analyzing each detachment's workload. This analysis takes several factors into account, including travel time, call volume, type of crimes occurring in the area, amount of time required for investigations, size of detachment, and time available for proactive policing. When asked to rank which factors were most important to their municipality, survey respondents identified travel time as by far the most significant factor (43%), followed by the types of crime in the area (29%), then time available for proactive policing (12%). Call volume, detachment size, and investigative time required were seen as less important. Rural and small urban municipalities (municipal districts, villages, and summer villages; populations under 5,000) tended to prioritize travel time over type of crime when compared to larger urban municipalities (cities and towns; populations over 5,000), although both were considered important. This likely reflects the fact that rural and small urban municipalities tend to be further away from detachments than larger municipalities.

Additionally, 70% of respondents either agreed or strongly agreed that resource allocation should be balanced between frontline officers and centralized, specialized, or civilian positions.

#### **RECOMMENDATIONS:**

- Work with the Alberta Police Advisory Board to review resourcing methodology to ensure it reflects community need, particularly at the local level. This may include both enhancing direct RCMP engagement with local communities, and working with the Alberta Police Advisory Board to refine resourcing methodology based on the local input gathered.
- Work with the Alberta Police Advisory Board to improve communication with municipalities so that they understand how resources are allocated, as well as the value of centralized, specialized, and civilian positions.

### **Crime Reduction and Prevention**

Priority 3: Increase efforts to target repeat offenders committing crimes in rural and small urban municipalities.

Repeat offenders are a major issue in rural and small urban municipalities across Alberta. Anecdotally, many municipal leaders have indicated that most of the criminal activity occurring within their communities is due to a small group of individuals that frequently re-offend. Survey results highlight the importance that municipal leaders place on addressing repeat offenders, particularly in rural municipalities and specialized municipalities. This may indicate a specific link between repeat offenders and property crimes common in rural areas with a limited police presence.

Although a complete strategy to effectively focus on and reduce the rate of prolific and repeat offenders includes reforms to social supports and the justice system that are beyond the scope of the Alberta Police Advisory Board, there are ways in which policing approaches at the detachment, regional and province-wide level could better address repeat offenders.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a key initiative under the "crime reduction" priority to establish "specialized crime reduction units focused on targeting



repeat offenders.” It is the Board’s understanding that the first crime reduction unit (CRU) was formed in Alberta in 2017 as a pilot project, and four CRUs are currently in place in the province. The Board supports the CRU model as a key tool to address prolific offenders and appreciates that the RCMP has identified expanding the use of CRUs as a potential 2021 resourcing initiative.

According to the Civilian Review and Complaints Commission’s (CRCC) March 2020 *Review of the RCMP’s Crime Reduction-Type Units*, Alberta’s CRUs collaborate “with the provincial agencies responsible for health, housing, addictions and human services both at the working and senior levels, including the provincial deputy minister level.” While this collaboration between CRUs and provincial agencies is a positive, the report lacks any reference to CRUs attempting to work with municipalities, municipally operated social service organizations (such as Family and Community Support Services), community peace officers, or local non-profit agencies that may provide support to those at high risk of becoming repeat offenders. As many rural and small urban communities have little or no direct provincial agency presence, it is imperative that CRUs increase their collaboration with non-provincial entities that may play a role in both preventing individuals from becoming repeat offenders and helping to identify possible repeat offenders within these communities.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop ways in which repeat offender-related strategies and information can be consistently and effectively communicated between detachments and municipalities or police advisory bodies, and how such discussions can then be further communicated to CRUs.
- Improve reporting to municipalities and the public on what constitutes a “repeat offender” and the strategies being undertaken by the RCMP to address repeat offenders, especially in rural and small urban municipalities.

**Priority 4: Work with municipal and community leaders to identify local priority enforcement areas and use this information to determine detachment and regional crime reduction strategies.**

Survey results showed that while some categories of criminal activity are priorities in municipalities of all types, sizes, and regions of Alberta, there are noticeable differences in how important other types of crime were viewed by different survey respondents. For example, although “major property crime” was clearly identified as the most important crime category for Alberta’s municipalities overall, it was ranked as relatively low among town and city respondents (larger urban municipalities) and as very high among rural municipalities, summer villages, and villages. Conversely, towns and villages ranked drug-related offences as a much higher priority than respondents representing rural and small urban municipalities. Similarly, family violence was ranked as a higher priority by larger municipalities, while property crime was less of a priority.

What these results suggest is that while both drug offences and property crimes impact communities of all types and sizes, the direct impacts of each likely differ. This data could be interpreted to suggest that individuals committing drug crimes in towns and villages (where they likely live) may be travelling to rural and small urban municipalities to commit property crimes linked to drug sales or use. This is a significant assumption, but it speaks to the larger issue: crime is a major concern in communities across the province, but its specific impacts differ based on municipal size and type.

While the survey results indicate broad differences in priority crime areas among municipalities of different types and sizes, it is likely that priority issues vary by individual municipality. For this reason, ongoing, quality collaboration between detachments and municipal/community leaders is essential to ensure that those policing the community understand the concerns and priorities of community residents and businesses. In larger municipalities where both police and municipal governments may have the time and capacity to regularly interact, this may be straightforward. However, in smaller municipalities, limited police and municipal capacity may mean that collaboration is more difficult. The impacts of municipal size on collaboration are supported in the survey results. The table below contrasts the overall survey responses to the responses of municipalities with a population below 2,000 on several questions related to police/municipal collaboration.

Question	Alberta overall	Municipalities with population below 2,000	Municipalities with population above 2,000
Does your municipality have a police oversight body?	27.5% said yes	19.4% said yes	36.0% said yes
How often does your municipality/police oversight body meet with your detachment commanders?	58.6% meet two times or more	39.6% meet two times or more	77.1% meet two or more times
Do you consider your current meeting frequency with RCMP detachment commanders sufficient?	65% said yes	56% said yes	73.0 said yes
Does your RCMP detachment provide you with a copy of their annual performance plan (APP)?	66% said yes	59% said yes	74.2% said yes
Is your municipality or police oversight body involved in developing the detachment's APP?	55% said yes	35% said yes	60.2% said yes
Does your municipality or police oversight body receive regular reporting from your detachment?	82% said yes	70% said yes	95.3% said yes

What the results above suggest is that collaboration between small municipalities and their detachments is consistently lower than collaboration between detachments and municipalities in general. This inconsistency likely flows upwards into the policing-related priorities of small and rural municipalities being under-considered in RCMP regional and province-wide priority-setting.

While Alberta's *Police Act* places the onus on municipalities to form police committees as a formal means to collaborate with their local detachment, it is not the only way. The results above clearly show that detachments often meet with municipal councils regardless of whether the municipality has a standalone police committee. However, the results also show that the level of engagement requires improvement, especially in small municipalities, nearly half of which consider their current meeting frequency with their detachments to be insufficient.

RCMP and Alberta Justice and Solicitor General should emphasize the development of detachment standards for engagement with the municipalities they serve. Alberta Police Interim Advisory Board members have regularly heard from municipal leaders that municipal-detachment engagement is often “personality-driven,” as it is almost entirely dependent on the willingness of a particular detachment commander to take the time to work with municipal leaders. In many cases, municipalities have formed strong relationships with a detachment, only to see them evaporate when the detachment’s leadership shifts.

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan makes some indirect references to improving community engagement, including the need to develop strategies for “local partnerships” within detachment Annual Performance Plans, and “improve the way in which the RCMP connect with, involve, and inform communities to ensure the public is receiving a prompt response to criminal complaints and a positive service experience.” However, neither of these initiatives specifically addresses the need to better inform and engage municipalities, which is especially important in small communities in which the municipality is often most knowledgeable of local concerns and trends.

#### **RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop best practices and standards for detachments to follow to improve collaboration and engagement with small municipalities.
- Recognize different rural and urban crime priority areas and use this information to inform local, regional, and provincewide policing priorities and strategies.

**Priority 5: Continue to support detachments in conducting proactive policing and community engagement through the increased use of Crime Reduction Units, Call Back Units, and other resources that will allow frontline officers to increase their presence in the community.**

The Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a strategy to create specialized units, along with the Police Reporting and Occurrence System (PROS) data centre, to increase the amount of time available to frontline police officers for proactive policing and community engagement.

The Alberta Police Interim Advisory Board is highly supportive of this existing strategy and recommends that the RCMP continue to dedicate resources to forming and expanding the use of specialized units to address and respond to crime, which will allow local officers to increase their presence in the communities they serve more strategically.

However, both the concepts of proactive policing and community visibility, as well as their importance, are not homogeneous across Alberta, but rather differ across municipal size and type. For example, in urban municipalities, community visibility may look like police consistently appearing at and participating in community events to build relationships with residents. In isolated rural areas of the province, visibility may be as simple as having a police officer physically visit a resident who was the victim of a property crime, rather than only follow up over the phone. In other words, the threshold for what constitutes an effective level of community visibility differs significantly across the province, meaning that a single definition or measure of community visibility is unlikely to exist.

Similarly, the importance of proactive policing varies across the province. In urban communities that are typically located near a detachment and have short response times, proactive policing is more of a

priority, likely because it is seen as the “next step” in enhancing community safety beyond the core policing aspects of actually responding to calls for service. Conversely, rural municipalities rank response time as having much higher importance than community visibility, likely because current response times in rural areas are much longer than urban communities.

The survey reflects some of the differences in how urban and rural municipalities view proactive policing. The question below shows the relative importance that representatives of different municipal types assigned to travel time and time available for proactive policing in terms of how much importance each should have determining RCMP resourcing allocations (note that a higher number indicates a higher level of importance).

Municipal Type	Travel time importance	Proactive policing importance
City	1.71	4.29
Town	3.89	3.45
Village	4.80	3.75
Summer village	5.12	4.35
Rural municipality	4.97	2.89

What these results suggest is that larger urban municipalities that are likely to host a detachment are less concerned about travel time (which is likely already adequate), while villages, summer villages and rural municipalities, which are less likely to be near detachments, view travel time as a major concern. Interestingly, while all four urban municipal types shown above view proactive policing as relatively important, it is much less so in rural municipalities. This should not be viewed as an assumption that rural municipalities are not interested in having enhanced proactive policing in their area, but rather that response times (or reactive policing) is such a major concern in rural areas that rural expectations for anything beyond basic response is currently quite low.

These results also suggest that the RCMP must more effectively report on their rural proactive policing efforts, in the form of Crime Reduction Units, Call Back Units, and other initiatives, and their link to seeking to improve both police availability and community visibility in rural communities. It is likely that many rural residents (and municipalities) may be unaware of the proactive and strategic initiatives being undertaken by the RCMP with the end goal of increasing police presence and response in rural areas.

**RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board to develop meaningful definitions and measures of proactive policing and community visibility that are relevant in both urban and rural municipalities.
- Determine how the continued growth of specialized units will directly support improved frontline policing (including proactive policing and community visibility) in rural and small urban municipalities.
- Collaborate with the Alberta Police Advisory Board to develop messaging on how to better communicate the proactive policing initiatives already underway to support improved rural police services.

## Outcome Accountability

**Priority 6: Provide the Alberta Police Advisory Board with adequate and consistent financial and administrative support.**

The Alberta Police Advisory Board fills an important gap in the current RCMP-Alberta Justice and Solicitor General planning and priority setting process by ensuring that small and rural communities have some level of representation in the process. The current interim Board is supported by RMA and AUMA, along with additional assistance from Alberta Justice and Solicitor General and RCMP staff. Moving forward, RMA and AUMA expect to have a lesser role in the Board, as board members will no longer exclusively be RMA and AUMA representatives, but rather broader municipal and community representatives from rural and small urban municipalities.

To ensure that the Board functions effectively in the long-term, a portion of the funds currently collected through the new police costing model should be used to support the expenses and administrative requirements of the board. This includes board member costs and per diems and board administrative and capacity requirements, such as minute-taking, report writing, survey construction and analysis, and other specialized skills that the board will require but that cannot continue to be provided on RMA and AUMA on a no-cost basis. Proactively confirming that the operational Board will be adequately supported is crucial to supporting member recruitment, long-term planning, and ensuring the board can focus on policing, rather than on how to remain operational with limited provincial support.

### **RECOMMENDATIONS:**

- That Alberta Justice and Solicitor General allocate a portion of revenues collected annually through the police costing model to provide required administrative funding for the Alberta Police Advisory Board before transferring funding to the RCMP.
- Collaborate with the Interim Board to determine long-term board costs and administrative requirements in order to inform the funding allocation.

**Priority 7: Work with the Alberta Police Advisory Board to develop best practices to enhance the quality and consistency of communication and collaboration between detachments and the municipalities that they serve.**

The RCMP has been a consistent and helpful partner for the Alberta Police Interim Advisory Board since its establishment in early 2020. The interim Board will be in place until the end of November 2021. Moving forward, the operational Board will likely consist of a variety of municipal and community representatives from rural and small urban municipalities across Alberta. In addition to providing input and recommendations to the RCMP and provincial government on behalf of municipalities, it is expected that the Board will play an important role in enhancing local engagement and partnership between the RCMP and municipalities across the province.

As explained under Priority 4, the effectiveness of local detachment-municipal engagement and collaboration varies by municipal size and type. A core focus of the work undertaken by the RCMP and Board should be to improve the consistency of local communication and collaboration, particularly in small municipalities, through the creation and implementation of best practices and policies that can be

used by both detachments and municipalities to encourage engagement in cases where a lack of time and resources may prevent the use of more “official” approaches such as police committees.

Such approaches should be flexible to meet the differing needs and capacities of municipalities, and should be grounded in the idea that an ongoing relationship should exist between each detachment and all of the municipalities it serves, but that this relationship should not necessarily look the same across the province.

**RECOMMENDATIONS:**

- Collaborate with the Alberta Police Advisory Board (possibly through the formation of a sub-committee involving RCMP, Government of Alberta, and Board members) to develop communication and collaboration best practices and approaches in the following areas:
  - How to form relationships with municipal leaders
  - How to effectively report to and update municipalities about policing in the community
  - How to work with municipalities to identify and engage community leaders, including those from racialized and/or under-represented communities
  - How to maintain collaboration following changes in detachment and/or municipal leadership

Social Justice

**Priority 8: Work with community and municipal leaders to address racism and other forms of discrimination in policing**

Alberta’s communities are diverse, and many Albertans have had negative experiences with police that have shaped their perceptions of policing and the role of police in their communities. Incidents across Canada and the United States over the past year have brought into sharp focus the concerning relationship between police and racialized groups that has existed for decades. It is critical that the RCMP engage with racialized and Indigenous communities, and other marginalized groups across the province to understand their perspectives on systemic discrimination in policing, and to ensure that all Albertans are effectively served by police.

While the Alberta Justice and Solicitor General/RCMP 2018-2021 Joint Business Plan includes a priority related to better serving Indigenous communities, a similar priority is required for other marginalized groups. Additionally, although the business plan includes a strategy to develop cultural awareness, diversity and inclusion training for all employees, action must go beyond simply requiring employees to take a single diversity training course. This focus should extend to the detachment level and require each detachment to take concrete, measurable steps to learn about and engage with racialized and vulnerable groups within the communities they serve. The Alberta Police Advisory Board can play a role in supporting this relationship-building by working with municipalities to identify those in small and rural communities that are members of or represent racialized or vulnerable populations.

**RECOMMENDATIONS:**

- Develop measurable detachment-level requirements for engaging with local racialized and/or under-represented communities.
- Collaborate with municipalities and other leading community organizations to raise awareness of and respond to local social justice issues.

- Collaborate with the Alberta Police Advisory Board to develop initiatives that will support detachments in undertaking this action.

## Next Steps and Implementation

As the role of the Alberta Police Advisory Board is to provide recommendations to the RCMP and Alberta Justice and Solicitor General, it is ultimately the responsibility of the provincial government and “K” Division leadership to decide whether to accept the Board’s recommendations, and if so, how to integrate them into existing planning processes and strategic initiatives.

Many of the recommendations above build on actions already reflected in planning documents, and mainly focus on the need to accelerate implementation or collaborate with the Alberta Police Advisory Board to a greater extent around certain existing initiatives.

The Board would appreciate an opportunity to meet with the leadership of the RCMP and Alberta Justice and Solicitor General to discuss the priorities identified in this report, and how all three groups can work together towards effective implementation.

## Appendix 1

### ALBERTA POLICE INTERIM ADVISORY BOARD

#### TERMS OF REFERENCE

##### BACKGROUND

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

The Board will be implemented in two phases:

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

##### MANDATE / RESPONSIBILITIES

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

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

##### SCOPE

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



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

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

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

## **MEMBERSHIP**

The Interim Board is comprised of:

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

Non-voting members of the Interim Board include:

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

### **Interim Board Representation**

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

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

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

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

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

#### **Chair**

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

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

#### **Secretary**

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

### **RESPONSIBILITIES**

#### **Conduct**

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

#### **Duties**

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

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

#### **Meetings**

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

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

#### **Reporting**

##### Municipalities

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

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

##### Minister and JSG

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

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

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

### **Quorum**

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

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

### **Voting**

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

### **EXPENSES**

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

### **CONFIDENTIALITY**

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

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

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

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

## Appendix 2 – Alberta Police Interim Advisory Board Membership

Tanya Thorn	Board Chair	Councillor, Town of Okotoks
Kara Westerlund	Alternate Chair	Councillor, Brazeau County
Tom Burton	Board Member	Councillor, Municipal District of Greenview
Terry Coleman	Board Member	Board Chair, Alberta Association of Police Governance
Angela Duncan	Board Member	Deputy Mayor, Village of Alberta Beach
Tyler Gandam	Board Member	Mayor, City of Wetaskiwin
Trina Jones	Board Member	Councillor, Town of Legal
Kathy Rooyakkers	Board Member	Councillor, County of Wetaskiwin
Jason Schneider	Board Member	Reeve, Vulcan County

## Appendix 3 – Alberta Police Interim Advisory Board Survey

1. Name of Municipality
2. Our municipality is a:
  - City
  - Town
  - Village
  - Summer Village
  - Specialized Municipality
  - County/Municipal District
  - Other (please specify)
3. We represent a population:
  - Under 2,000
  - 2,000 - 5,000
  - 5,001 - 10,000
  - Over 10,000
4. Our municipality receives RCMP services from the following detachment(s): (fill in)
5. Please provide a contact name, in case there is a need to follow up with your municipality to clarify feedback or get more detailed information regarding interesting ideas or collaborations (optional).

### *Engagement with RCMP*

6. Does your municipality have a police oversight body?
  - Yes
  - No
7. How often does your municipality or municipal/community police oversight body meet with your RCMP detachment commander(s)?
  - Four times a year or more
  - 2-3 times a year
  - Once a year
  - Less than once a year
  - We've never met formally
8. Do you consider your current meeting frequency with the RCMP detachment commander(s) to be sufficient?
  - Yes
  - No
9. Does your RCMP detachment(s) provide you with a copy of their annual performance plan(s)?

Yes

No

10. Is your municipality or municipal police oversight body involved in developing the detachment's annual performance plan (APP)?

Yes

No

11. Does your municipality or municipal police oversight body receive regular reporting (such as information on statistics, trends, and detailed crime rates) from your local detachment(s)?

Yes

No

If yes, what type of information *do you* receive?

Is there any other type of information you would like to receive that is not currently provided?

If no, what type of information *would you like* to receive?

12. Please share any examples of effective collaboration between your detachment(s) and your municipality/community members.

13. How could your detachment(s) improve engagement with your municipality/community members?

14. Do you think that processes for providing input on local policing priorities should be formalized and standardized? For example, independent municipal, community police oversight bodies, which are currently optional, could be mandated in legislation.

Yes

No

If yes, what is your preferred mechanism for doing so?

#### *Policing Priorities*

15. Rank the policing priorities below in the order of importance for your municipality in 2021/22.

Traffic enforcement (i.e. aggressive driving, distracted driving)

Family violence (i.e. domestic abuse and threats)

Illegal drug-related offenses (i.e. possession, trafficking)

Impaired driving (drugs, alcohol)

Crimes against persons (i.e. assaults, threats)

Minor property crime (i.e. vandalism, theft from motor vehicles, theft under \$5,000)

Major property crime (i.e. break and enters, theft of motor vehicles, theft over \$5,000)

Proactive/community policing (i.e. school resource officers, patrols)

Increased focus on prolific offenders

Other (fill in)

16. Rank the RCMP service issues below in the order of importance for your local RCMP detachment to resolve in 2021/22.

- 911 response times
- Community visibility
- Filling vacancies and providing full coverage service
- Engaging with the municipality (reporting, setting priorities, communication on service changes, etc.)
- Communication with community members and other stakeholders
- Other (fill in)

*Rollout of New Police Resources*

The RCMP currently determines how to allocate additional and/or new policing resources by analyzing each detachment's workload. This analysis takes the following factors into account:

- Travel time
- Call volume
- Type of crimes occurring in the area
- Amount of time required for investigations
- Size of detachment
- Time available for proactive policing (patrols, community engagement, visiting schools, and attending community events).

17. Rank the order of importance of these factors to your municipality.

18. Are there any other factors that should be considered?

Revenue collected through the new costing model will be reinvested into policing, leading to an increase in the number of RCMP officers and civilian positions throughout the province. This investment prioritizes adding uniformed patrol officers in rural RCMP detachments, but will also add police officers to centralized RCMP units that work to address province-wide issues such as organized crime, drug trafficking, and auto and scrap metal theft. A portion of the revenue will also be used to fund new civilian positions to assist with administrative tasks and provide investigative support. These administrative roles are intended to improve response times and help ensure officers have the support they need to protect Albertans by spending more time in their communities.

19. Do you agree that RCMP resource allocation should balance frontline officers with centralized, specialized, and/or civilian positions? (Strongly agree to strongly disagree)

*Police Costing Model*

20. Have you engaged in conversations with your local detachment around whether any new police resources arising from the new costing model may affect policing in your municipality?

- Yes
- No

If yes, what information did you receive from your detachment on new police resources?



21. Has the information provided by the Government of Alberta on the new police costing model been sufficient to ensure your council and staff understand the new model, including how costs are determined and how the additional funding could be used?

Yes

No

If no, what additional information do you require on the new police costing model?



**Alberta Beach Village Office**

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**From:** Anita Sookar <ASookar@auma.ca>  
**Sent:** February 4, 2021 10:17 AM  
**To:** Gerald Rhodes  
**Cc:** Angela Duncan; Kathy Skwarchuk; Mike Pashak; KellyV@leduc-county.com; Susan Valentine  
**Subject:** AUMA Representatives on RMA Pembina District #3 Committee  
**Attachments:** RMA Pembina District 3 (Duncan and Pashak) .pdf

Good Morning,

Please be advise that the AUMA representatives on RMA Pembina District #3 are:

1. Deputy Mayor Angela Duncan, Village of Alberta Beach
2. Mayor Mike Pashak, Summer Village of Half Moon Bay

If you have any questions, please do not hesitate to contact me.

Best Regards,

**Anita Sookar** BA, MSc, NCSO, CPHR, P.Adm | Governance Coordinator, Corporate Governance  
**ALBERTA URBAN MUNICIPALITIES ASSOCIATION**

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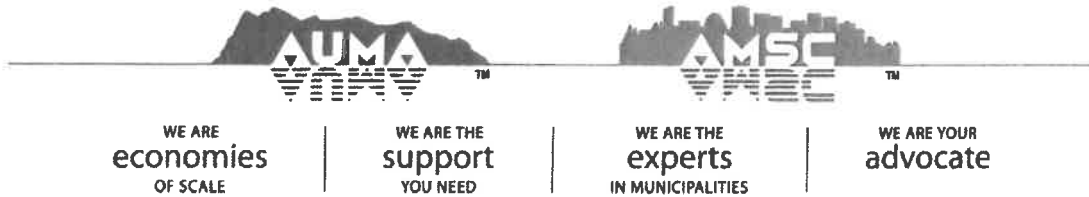
D: 780.989.7406 | E: [ASookar@auma.ca](mailto:ASookar@auma.ca)  
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | [www.auma.ca](http://www.auma.ca)



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February 4, 2021

Mr. Gerald Rhodes  
Executive Director, Rural Municipalities of Alberta,  
2510 Sparrow Drive,  
Nisku, AB T9E 8N5

Dear Mr. Rhodes:

**Re: AUMA Assignments to RMA Pembina District #3**

On behalf of the AUMA Board, please note the following re-assignments of Deputy Mayor Angela Duncan, Village of Alberta Beach (lead) and Mayor Mike Pashak, Summer Village of Half Moon Bay (backup), as AUMA’s representatives on RMA Pembina District #3 Committee.

Please provide Deputy Mayor Duncan and Mayor Pashak with any information on upcoming meetings and events. Please note, the Committee Chair was also provided with the following contact details:

Deputy Mayor Angela Duncan

Phone Number: 780-868-5103

Email Address: [duncan.angela.ad@gmail.com](mailto:duncan.angela.ad@gmail.com)

Mayor Mike Pashak

Phone Number: 403-620-1543

Email Address: [mike.pashak@shaw.ca](mailto:mike.pashak@shaw.ca)

If you have any questions, please do not hesitate to contact Anita Sookar at 780-989-7406 or [asookar@auma.ca](mailto:asookar@auma.ca).

Yours truly,

Dan Rude  
CEO, AUMA

Cc: Deputy Mayor Angela Duncan, Village of Alberta Beach  
Mayor Jim Benedict, Village of Alberta Beach  
Mayor Mike Pashak, Summer Village of Half Moon Bay  
Councillor Kelly Vandenberghe, Committee Chair

**aboffice@albertabeach.com**

**From:** AUMA <communications@auma.ca>  
**Sent:** February 10, 2021 1:45 PM  
**To:** aboffice@albertabeach.com  
**Subject:** AUMA Digest -- Register now for AUMA's webinar on Alberta's 2021 Budget

February 10, 2021

# AUMA/AMSC DIGEST



[NEWS](#)

[MEMBERSHIP](#)

[BUSINESS SERVICES](#)

[ADVOCACY](#)

[EVENTS](#)

## QUICK LINKS

**Alberta Police Interim Advisory Board report on policing priorities released**

**Register for second President's Summit on Policing virtual session**

**Register for EOEP courses before they sell out!**



### **Register now for AUMA's webinar on Alberta's 2021 Budget**

The Province will release its budget for the 2021-22 fiscal year, and AUMA will dive into the numbers and release a report on how the budget will impact municipalities.

On February 26, we will host a webinar\* to walk through the numbers, share our perspectives, and provide an opportunity to ask questions.

\*This webinar is exclusive to elected officials and employees of Alberta municipal governments.



# ADVOCACY UPDATES

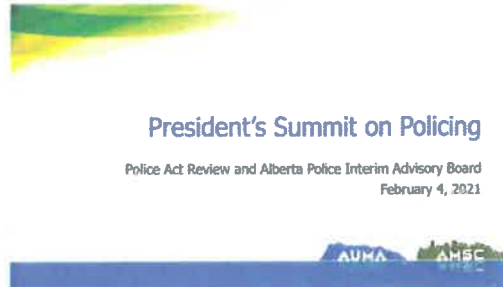


## Alberta Police Interim Advisory Board report on policing priorities released

The interim board recently provided its report on policing priorities from a municipal perspective to the RCMP and Alberta Justice and Solicitor General.

## Register for second President’s Summit on Policing virtual session

Don’t forget to register for the second session of the 2021 President’s Summit on Policing. This session will focus on the feasibility of establishing a provincial police service.



## EPR 101 Webinar – Back to Basics

The Recycling Council of Alberta recently hosted a webinar on Extended Producer Responsibility (EPR). See the presentations, and learn more about EPR in Alberta.

## Webinar: creating a municipal business case for investing in equity, diversity, and inclusion

On February 18, AUMA’s Welcoming and Inclusive Communities initiative is pleased to host a webinar on how to develop an effective business case to make equity, diversity, and inclusion work a mainstay component of your municipality’s operations.

## CASUAL LEGAL: How to Deal with Adjournment Requests

As a result of the relatively short time frames which apply to Subdivision and Development Appeal Board hearings, SDABs frequently deal with adjournment requests.

# GOOD TO KNOW

Recognize volunteers and their contribution to your community! This National Volunteer Week (April 18-24), celebrate your community’s volunteers by applying for a grant to help supplement the cost of hosting virtual gatherings, volunteer recognition items, advertising and more. Learn more and apply by March 8, 2021.

With Alberta locked into extreme cold for the next week or so, preparedness and prevention is key. Responding to cold-related emergencies can put a strain on first responders, social service

agencies, as well as our medical system. Check out this [video produced by the Alberta Emergency Management Agency \(AEMA\)](#) you can share on social media to help get the word out.

If you are a current or prospective candidate in the upcoming municipal elections, Economic Developers Alberta (EDA) has online training that is essential. Given the negative economic impact of the pandemic, a clear understanding of how to support economic development efforts as an elected official is critical. Join EDA February 23 - March 29 to equip yourself with the tools you need to help create thriving communities. [Register here.](#)

Alberta Gaming, Liquor and Cannabis (AGLC) is reviewing the types of events and activities that can take place at retail liquor stores. You can provide feedback by completing an [online survey](#), which is open until February 17.

Last Friday, February 5, the federal government announced that they are extending the [Universal Broadband Fund application](#) deadline to **March 15, 2021**. This is a welcome response to our collective advocacy on behalf of smaller communities that may have challenges meeting the February 15 date. According to the announcement:

*"We have heard your concerns and hope that this extension will provide the additional time needed to complete UBF applications. The pathfinder service will continue to be available to assist prospective applicants with questions related to the program. Pathfinders can be reached at [get-connected@canada.ca](mailto:get-connected@canada.ca)."*

## MEMBER SPOTLIGHT

### Introducing our new AMSC Board Governor

AUMA is pleased to announce Brad Ferguson as our new AMSC Independent Board Governor for a three-year term.

AUMA's wholly-owned subsidiary, the Alberta Municipal Services Corporation (AMSC), has developed a range of solutions-based services designed to meet the needs of the municipalities. The AMSC Board sets the direction and priorities and establishes terms of references for a number of committees, which report to the Board mainly through the annual business plan and budget.

### Introducing our new APEX Board Member

We are pleased to confirm the appointment of Ron Liteplo to the APEX Board for a three-year term.

The APEX Board is accountable to members for overall direction and effectiveness of this supplementary defined benefit pension plan, as well as evolution of new or refined pension services as offered through AMSC (i.e. defined contribution plan, group RRSP).



**Municipal  
Climate Change  
Action Centre**

## **Ask the Experts Open House: Managing municipal buildings' energy usage**

The Municipal Energy Manager Program builds internal capacity by helping municipalities develop an energy management plan, find energy-saving opportunities, and lead energy reduction projects. **Join the City of St. Albert and the Town of Cochrane on February 25 at 1:30 p.m.** for an interactive open house. You can ask them how they are transforming their municipalities' bottom lines through energy management. [Register for the Municipal Energy Manager open house.](#)

Unable to attend the open house? [Read about the City of St. Albert and Town of Cochrane's energy managers' first-year experience.](#) Learn how they are creating sustainable communities by innovating their municipal operations with energy management.



## **Register for EOEP courses before they sell out!**

The February offering of the Elected Officials Education Program (EOEP)'s regional collaboration course already has an 18-person waiting list! Registration is open for the next two virtual courses. Act now to secure your spot for Council's Role in Service Delivery in March and Council's Role in Strategic Planning in offered in April.

**VALUABLE LINKS**





**Alberta Urban Municipalities Association | [auma.ca](http://auma.ca)**

## JOB POSTINGS

- Chief Administrative Officer - Term Position
- Reception & Administrative Assistant
- Manager, Recreation Facilities
- Peace Officer I
- Economic Development Officer
- Senior Corporate Planning Advisor
- View more job postings [here](#)

## EASY LINKS

Subscribe to our other valuable e-mail services

- AUMA Job Postings E-mail
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December 15, 2020

**THE MAYOR AND COUNCIL  
ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Audit of the consolidated financial statements of Alberta Beach  
for the year ended December 31, 2020**

The purpose of this report is to communicate to the Mayor and Council certain aspects of the audit that we believe would be of interest to you. The Mayor and Council can play an important part in the audit planning process and we look forward to discussing our proposed plan with you to determine whether there are additional areas of concern to the Mayor and Council, which we should consider.

This report should not be distributed without our prior consent. We accept no responsibility to a third party who uses this communication.

**Independence**

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards, require us to communicate to the Mayor and Council, at least annually, all relationships between our firm and the Alberta Beach that, in our professional judgement, may reasonably be thought to bear on our independence for the forthcoming audit of the Organization.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute covering such matters as the following:

- Holding of a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the external audit engagement.

Our annual letter confirming our independence up to the date of this letter is enclosed as Appendix A.

### **Responsibilities of the Auditor**

It is important for the Mayor and Council to understand the responsibilities that rest with the Organization and its management and those that belong to the auditor:

Management is responsible for the preparation of the consolidated financial statements, which includes responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies, safeguarding assets and preventing and detecting error and fraud;

The auditor's responsibility is to express an opinion on the consolidated financial statements based on an audit thereof.

An audit is performed to obtain reasonable, but not absolute, assurance as to whether the consolidated financial statements are free of material misstatement and, owing to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the consolidated financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed;

- The audit includes:
  - (i) assessing the risk that the consolidated financial statements may contain misstatements that, individually or in the aggregate, are material to the consolidated financial statements taken as a whole;
  - (ii) examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements;
  - (iii) assessing the accounting principles used and their application; and
  - (iv) assessing the significant estimates made by management;
- A sufficient understanding of internal control will be obtained to plan the audit and, when control risk is assessed below maximum, sufficient appropriate audit evidence will be obtained through tests of controls to support the assessment, but the scope of the auditor's review of internal controls will be insufficient to express an opinion as to the effectiveness or efficiency of the organization's controls; and
- The auditor will express an opinion as to whether the consolidated financial statements present fairly in all material respects, in accordance with Canadian public sector accounting standards, the financial position, results of operations and cash flows of the organization.

## **Audit Approach**

We have been engaged to perform the audit of the consolidated financial statements of the Alberta Beach for the year ended December 31, 2020. We will adopt an audit approach that allows us to issue an audit opinion on the consolidated financial statements of the Organization in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion.

Our firm follows a risk-based approach. This approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the consolidated financial statements to an appropriately low level. This means that we focus our audit effort in areas that we believe have a higher risk of being materially misstated and do less audit work in areas that are only low risk.

To assess risk accurately, we need to have a clear understanding of the Organization's business and the environment it operates in. Much of our understanding is obtained through discussions with management and their staff. We would appreciate any insights that you could provide to us on what you perceive to be risky in your Organization, as that will make our audit more effective and efficient, which will benefit all concerned.

The following sections provide more detail on our audit approach for the Alberta Beach for the current year.

## **Audit Scope**

We anticipate the scope of our audit of the consolidated financial statements of the Alberta Beach for the year ended December 31, 2020 to include the following:

- an audit opinion on the consolidated financial statements
- an audit opinion on the municipal financial information return.

## **Requests by the Mayor and Council**

In the course of your duties as the Mayor and Council, you may be aware of additional areas of concern from an audit perspective that you would like us to address. We want you to know that we welcome discussion on any areas of audit concern that you may have.

## **Overall Audit Strategy**

The general audit strategies available to us are a "combined" audit approach or a "substantive" audit approach.

In a combined audit approach, we would obtain our assurance from a combination of tests of controls (compliance procedures) and substantive procedures (such as analysis of data and obtaining direct evidence as to the validity of the items). The combined strategy is more appropriate when there are a large number of transactions, and, when controls in the Alberta Beach are strong. By obtaining some of our assurance from the tests of controls, we can reduce the substantive procedures that need to be done. Under a substantive audit approach, all of our audit evidence is obtained through substantive procedures like analysis, confirmation, examination of documentary or electronic evidence, etc.

Based on our knowledge and experience with your Organization, we anticipate using mainly a substantive approach. Our preliminary knowledge of the Organization's internal control environment and procedures indicate that tests of controls should prove efficient for us to obtain a portion of our audit evidence, with the balance of the required assurance coming from reduced substantive procedures.

#### **Higher Risk Financial Statement Areas**

Based on our knowledge of the Organization's business, our past experience, and knowledge gained from management and you, we have not identified any consolidated financial statements areas as having a potentially higher risk of material misstatement.

#### **Materiality**

Materiality can be defined as follows:

*"A misstatement or, the aggregate of all misstatements in consolidated financial statements is considered to be material, if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the consolidated financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. Ultimately, therefore, materiality decisions are based on professional judgement."*

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

Since the determination of materiality is a matter of professional judgement, it is primarily dependent on our evaluation of the relative importance of accuracy in the consolidated financial statements to the various users of those statements. We have identified government authorities, councilors, employees and the community at large as the most important users of the Organization's consolidated financial statements.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. For the audit of the Alberta Beach for the year ended December 31, 2020, we have concluded that a materiality level of \$60,000 is appropriate for the purposes of planning the audit.

### **Audit Team**

In order to ensure effective communication between the Mayor and Council and our firm, we briefly outline below the key members of our audit team.

Allen Lee  
Gary Ho

### **Timing of the Audit**

We anticipate the following schedule for the conduct of the audit:

• Interim audit fieldwork	• March 2021
• Year-end audit fieldwork	• April 2021
• Draft consolidated financial statements	• April 2021
• Finalization of consolidated financial statements	• April 2021
• Finalization of Financial Information Return	• April 2021

### **Audit Fees**

As part of our audit, we understand that you expect us to provide value and to share in your commitment to minimizing costs.

We anticipate that the fees for the audit of the consolidated financial statements of the Alberta Beach will be \$11,750 plus GST and any out of pocket expenditures.

The above fee estimate is based on the assumption that the Organization will provide all the necessary supporting working papers and full consolidated financial statements, that minimal adjusting journal entries will be required and that the nature of operations remains consistent with the information provided to us to date.

Should the completion of our engagement take less time than we have estimated, the savings will be passed on to the Organization. We will continue to work with the Alberta Beach to control costs.

### Communication of Results

At the completion of our audit, just prior to issuing our Auditors' Report, or earlier if considered necessary, we will communicate to you matters arising from the financial statement audit. Our communication will include the following:

- matters required to be communicated to the Mayor and Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- matters that have a significant effect on the qualitative aspects of accounting principles used in the Organization of Alberta Beach's financial reporting;
- other matters arising from the audit that, in our professional judgement, are important and relevant to the Mayor and Council, and
- matters previously agreed with you to be communicated to the Mayor and Council.

### Conclusion

We look forward to discussing these issues with you. Please do not hesitate to contact us about any of the above items or other matters of concern to the Council.

Yours truly,

**DOYLE & COMPANY**



Allen Lee, CPA, CMA  
AL/bb

**DOYLE & COMPANY**  
CHARTERED PROFESSIONAL  
ACCOUNTANTS

Allan J. Grykuliak, CPA, CA\*  
Scott T. Mockford, CPA, CA\*  
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December 15, 2020

**APPENDIX “A”**

**THE MAYOR AND COUNCIL**  
**ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Re: Auditor Independence with Respect to Alberta Beach**

We have been engaged to audit the consolidated financial statements of Alberta Beach for the year ended December 31, 2020.

Canadian Auditing Standards require that we communicate at least annually with you regarding all relationships between Alberta Beach and our firm that, in our professional judgement, may reasonably be thought to bear on our independence. In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Alberta and applicable legislation, covering such matters as:

- holding a financial interest, either directly or indirectly, in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since January 01, 2020.

We are not aware of any relationships between Alberta Beach and us that, in our professional judgement, may reasonably be thought to bear on our independence to date.



Page 2  
**Alberta Beach**  
December 15, 2020

Canadian Accounting Standards require that we confirm our independence to the Mayor and Council. However, since the Rules of Professional Conduct of the Chartered Professional Accountants of Alberta deal with the concept of independence in terms of objectivity, our confirmation is to be made in that context. Accordingly, we hereby confirm that we are objective with respect to Alberta Beach within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Alberta.

This report is intended solely for the use of the Mayor and Council and management within Alberta Beach and should not be used for any other purpose.

Yours truly,

**DOYLE & COMPANY**

A handwritten signature in black ink, appearing to read "Allen Lee". The signature is fluid and cursive, with the first name "Allen" being larger and more prominent than the last name "Lee".

Allen Lee, CPA, CMA  
AL/bb

**DOYLE & COMPANY**  
CHARTERED PROFESSIONAL  
ACCOUNTANTS

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December 15, 2020

**ALBERTA BEACH**  
Box 278  
Alberta Beach, Alberta T0E 0A0

**Attention: Kathy Skwarchuk, Chief Administration Officer**

Dear Ms. Skwarchuk:

The purpose of this letter is to outline the terms of our engagement to audit the consolidated financial statements of Alberta Beach, which comprise of the consolidated statement of financial position as at December 31, 2020, and the results of its operations, changes in net financial assets, cash flows for the year then ended, and notes to the consolidated financial statements including a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the consolidated financial statements.

**Objective, Scope and Limitations**

Our statutory function as auditor of Alberta Beach is to report to the Mayor and Council by expressing an opinion on Alberta Beach’s annual consolidated financial statements. We will conduct our audit in accordance with Canadian generally accepted auditing standards and will issue an audit report.

Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement, whether due to error or fraud.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the consolidated financial statements will be detected because of:

- a) Factors such as use of judgment, and the use of testing of the data underlying the consolidated financial statements;
- b) Inherent limitations of internal control; and
- c) The fact that much of the audit evidence available to the auditor is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit that is designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. Further, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to the Village's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.

Unless unanticipated difficulties are encountered, my report will be substantially in the following form:

***INDEPENDENT AUDITOR'S REPORT***

*To the members of council of:  
Alberta Beach*

***Opinion***

*We have audited the financial statements of Alberta Beach, which comprise the consolidated statement of financial position as at December 31, 2020, and the results of its operations, changes in its net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.*

*In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Alberta Beach as at December 31, 2020, the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.*

***Basis for Opinion***

*We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the consolidated financial statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.*

***Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements***

*Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.*

*In preparing these financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative to do so.*

*Those charged with governance are responsible for overseeing the Village's financial reporting process.*

***Auditor's Responsibility for the Audit of the Consolidated Financial Statements***

*Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.*

*As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.*

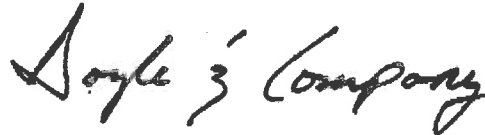
*We also:*

- *Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.*

- *Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.*
- *Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.*
- *Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Mayor and Council to cease to continue as a going concern.*
- *Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.*

*We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.*

*We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.*



Edmonton, Alberta  
XXXX, 2021

Chartered Professional Accountants

### **Our Responsibilities**

We will perform the audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian public sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the consolidated financial statements taken as a whole, including illegal acts whose consequences have a material effect on the consolidated financial statements.

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Accordingly, except for information that is in, or enters, the public domain, we will not provide any third party with confidential information concerning the affairs of Alberta Beach without Alberta Beach's prior consent, unless required to do so by legal authority, or the *Rules of Professional Conduct* of Alberta.

The objective of our audit is to obtain reasonable assurance that the consolidated financial statements are free of material misstatement. However, if we identify any of the following matters, they will be communicated to the appropriate level of management:

- a) Misstatements, resulting from error, other than trivial errors;
- b) Fraud or any information obtained that indicates that a fraud may exist;
- c) Any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- d) Significant deficiencies in the design or implementation of internal controls to prevent and detect fraud or error; and
- e) Related-party transactions identified by us that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management and those charged with governance in discharging their responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

We will consider Alberta Beach's internal control to identify types of potential misstatements, consider factors that affect the risks of material misstatement, and design the nature, timing and extent of further audit procedures. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of internal control over financial reporting.

#### **Use and Distribution of our Report**

The examination of the consolidated financial statements and the issuance of our audit opinion are solely for the use of Alberta Beach and those to whom our report is specifically addressed by us. We make no representations of any kind to any third party in respect of these consolidated financial statements and we accept no responsibility for their use by any third party.

#### **Management's Responsibilities**

Management is responsible for:

##### ***Consolidated financial statements***

- a) The preparation and fair presentation of Alberta Beach's consolidated financial statements in accordance with Canadian Public sector accounting standards.

***Completeness of Information***

- a) Providing us with and making available complete financial records and related data, and copies of all minutes of meetings of council, directors and committees of directors and other matters;
- b) Providing us with information relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements;
- c) Providing us with information relating to any illegal or possibly illegal acts, and all facts related thereto;
- d) Providing us with information regarding all related parties and related-party transactions;
- e) Any additional information that we may request from management for the purpose of this audit; and
- f) Providing us with unrestricted access to persons within the Village from whom we determine it necessary to obtain audit evidence.

***Fraud and Error***

- a) Internal control that management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error;
- b) An assessment of the risk that the consolidated financial statements may be materially misstated as a result of fraud;
- c) Providing us with information relating to fraud or suspected fraud affecting the Village involving:
  - i) Management,
  - ii) Employees who have significant roles in internal control, or
  - iii) Others, where the fraud could have a non-trivial effect on the consolidated financial statements;
- d) Providing us with information relating to any allegations of fraud or suspected fraud affecting the Village's consolidated financial statements communicated by employees, former employees, analysts, regulators or others; and
- e) Communicating its belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

***Recognition, Measurement and Disclosure***

- a) Providing us with its assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures in the consolidated financial statements;
- b) Providing us with any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- c) Providing us with information relating to the measurement and disclosure of transactions with related parties;

- d) Providing us with an assessment of all areas of measurement uncertainty known to management that are required to be disclosed in accordance with Measurement Uncertainty;
- e) Providing us with information relating to claims and possible claims, whether or not they have been discussed with Alberta Beach's legal counsel;
- f) Providing us with information relating to other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which Alberta Beach is contingently liable;
- g) Providing us with information on whether Alberta Beach has satisfactory title to assets, liens or encumbrances on existing assets, or assets that are pledged as collateral;
- h) Providing us with information relating to compliance with aspects of contractual agreements that may affect the consolidated financial statements;
- i) Providing us with information concerning subsequent events; and
- j) Providing us with representations on specific matters communicated to us during the engagement.

***Written Confirmation of Significant Representations***

- a) Providing us with written confirmation of significant representations provided to us during the engagement on matters that are:
  - i) Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements,
  - ii) Not directly related to items that are material to the consolidated financial statements but are significant, either individually or in the aggregate, to the engagement, and
  - iii) Relevant to your judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

We ask that our name be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

***Reproduction of Audit Report***

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review before the publication or posting process begins.

Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either the full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website, or to consider the consistency of other information in the electronic site with the original document.



***Preparation of Schedules***

We understand that your employees will prepare the following schedules and will locate the following documents for our use at the dates specified:

- a) Prepare various schedules and analyses before our engagement is planned to commence December 31, 2020; and
- b) Make various invoices and other documents available to our staff.

This assistance will facilitate our work and will help to minimize our costs. Any failure to provide these working papers or documents on a timely basis may impede our services and require us to suspend our services or withdraw from the engagement.

***Working Papers***

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the engagement are the property of our Firm, constitute confidential information and will be retained by us in accordance with our Firm's policies and procedures.

***File Inspection***

In accordance with professional regulations, our client files may periodically be reviewed by practice inspectors, and by other file quality reviewers to ensure that we are adhering to professional and our Firm's standards. File reviewers are required to maintain the confidentiality of client information.

Alberta Beach hereby agrees to indemnify, defend (by counsel retained and instructed by us), and hold harmless our Firm and its partners, agents or employees, from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:

- a) The breach by Alberta Beach, or its directors, officers, agents, or employees, of any of the covenants made by Alberta Beach herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the consolidated financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm; and
- b) The services performed by us pursuant to this engagement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the negligence of our Firm. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by your organization.

We will use all reasonable efforts to complete the engagement as described in this letter within the agreed upon time frames. However, we shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by Alberta Beach of its obligations.

***Fees at Regular Billing Rates***

Our professional fees will be based on our regular billing rates plus direct out-of-pocket expenses and applicable GST and are due when rendered. Fees for any additional services will be established separately.

***Use of Information***

It is acknowledged that we will have access to all personal information in your custody that we require to complete our engagement. Our services are provided on the basis that:

- a) You represent to us that management has obtained any required consents for collection, use and disclosure to us of personal information required under applicable privacy legislation; and
- b) We will hold all personal information in compliance with our Firm's Privacy Statement.

The above terms of our engagement will be effective from year to year until amended or terminated in writing.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to Alberta Beach.

Yours truly,

**DOYLE & COMPANY**



Allen Lee, CPA, CMA  
AL/bb

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Acknowledged and agreed on behalf of Alberta Beach:

Signed: Kathy Skwarchuk  
Kathy Skwarchuk,  
Chief Administration Officer

Date: Feb. 4 /21