

**VILLAGE OF CAROLINE**  
**REGULAR COUNCIL MEETING AGENDA**  
**Thursday December 9<sup>th</sup>, 2021, 5:30pm**  
**Village of Caroline Council Chambers, 5004-50 Ave.**  
**Virtual Meeting**

1. **CALL TO ORDER**
2. **ADOPTION OF AGENDA:**
3. **ADOPTION OF MINUTES:**
  - 3.1 Council Meeting Minutes November 22<sup>nd</sup>, 2021 Pages 1-4
4. **DELEGATION(S):**
  - 4.1 None
5. **STAFF REPORTS**
  - 5.1 CAO Report (verbal)
6. **COMMITTEE & BOARD REPORTS:**
  - 6.1 Mayor Report
  - 6.2 Councillor Reports
7. **BUSINESS:**
  - 7.1 Membership in FCM Pages 5-8
  - 7.2 Village of Caroline Wastewater Approval Pages 9-27
  - 7.3 Letter from the Red Deer River Watershed Alliance dated November 18<sup>th</sup>, 2021 Pages 28-37
8. **DISCUSSION, CORRESPONDENCE, INFORMATION ITEMS:**
  - 8.1 Rocky Senior Housing Council: Minutes dated June 16<sup>th</sup>, 2021. Pages 38-39
  - 8.2 Rocky Seniors Housing Council: Minutes dated July 21<sup>st</sup>, 2021 Pages 40-41
  - 8.3 Rocky Seniors Housing Council Minutes dated Oct 6<sup>th</sup>, 2021 Pages 42-43
  - 8.4 A letter from the Minister of Alberta Justice and Solicitor General regarding engagement on the "Alberta Provincial Police Service Transition Study" Pages 44-50
  - 8.5 A letter from the City of Cold Lake regarding Physician recruitment Pages 51-52
  - 8.6 Parkland Regional Library System: Minutes dated November 4<sup>th</sup>, 2021 Pages 53-60
  - 8.7 A letter from Alberta Municipalities regarding new Branding Pages 61-62
9. **CLOSED SESSION**
  - None
10. **ADJOURNMENT**

## VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Meeting Location: 5004-50 Ave.

Virtual Attendance: Councillors: Mary Ann Wold, Donny Nichols, Debbie Nelson, Barbara Gibson

Absent: John Rimmer

Staff: CAO Craig Curtis, Municipal Clerk Sandy Buckberry

### 1. Call to Order

Mayor Nelson called the meeting to order at 5:30 pm

### 2. Adoption of Agenda

Motion 208.11.22

Moved by Councillor Wold to adopt agenda.

CARRIED

### 3. Adoption of Minutes

Motion 209.11.22

Moved by Councillor Nichols to adopt November 4<sup>th</sup>, 2021 Council minutes as presented.

CARRIED

### 4. Delegation(s):

4.1 None

### 5. Staff Reports

5.1. CAO Report (verbal)

Motion 210.11.22

Moved by Councillor Wold that the CAO verbal report be received as information

CARRIED

### 6. Committee & Board Reports

6.1 Mayor Report

- Reported on Seniors Housing.

6.2 Council Reports

Councillor Gibson

- Nothing to report

Councillor Wold

- Reported on Caroline Neighbourhood Place Society

Councillor Nichols

- Reported on AG Society

## VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

### Motion 211.11.22

Moved by Councillor Gibson to accept Mayor and Council reports as presented.

CARRIED

## 7. Business

### 7.1. Parkland Regional Library System Proposed Budget 2022

#### Motion 212.11.22

Moved by Councillor Nichols that the council of the Village of Caroline approve the budget for the parkland Regional Library System with a per capita levy of \$8.55

CARRIED

### 7.2. Chair of Municipal Council Meetings

#### Motion 213.11.22

Moved by Councillor Gibson that the Council of the Village of Caroline determine that the Procedural Bylaw should **not** be amended to give the Mayor the authority to delegate the role of Chair, when present in the Council meeting.

CARRIED

### 7.3. Caroline Water System

#### Motion 214.11.22

Moved by Councillor Nichols that the council of the Village of Caroline receive the update on the water system in the report from the CAO Dated Nov 15<sup>th</sup>,2021 be accepted as information.

CARRIED

### 7.4 Borrowing Bylaw

Councillor Nichols excused himself as this was a conflict of interest as this was his employer.

#### Motion 215.11.22

Moved By Councillor Gibson that the Council of the Village of Caroline give first reading to Borrowing Bylaw #2021-006.

CARRIED

#### Motion 216.11.22

Moved By Councillor Wold that the Council of the Village of Caroline give second reading to Borrowing Bylaw #2021-006

CARRIED

VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

Motion 217.11.22

Moved by Councillor Wold that the council of the Village of Caroline proceed to third reading of Bylaw #2021-006  
CARRIED UNANIMOUSLY

Motion 218.11.22

Moved by Mayor Nelson that the Council of the Village of Caroline give third reading to Borrowing Bylaw #2021-006

CARRIED

7.5 Social Media Notice and Policy

Motion 219.11.22

Moved by Councillor Wold that the Council of village of Caroline establish a social media protocol by which the Council will receive a one hour email notice before members and staff post anything other than regular administrative posts .

CARRIED

Motion 220.11.23

Moved by Mayor Nelson that Council of Village of Caroline delegate Councillor Nichols to establish a working group to develop a "Social Media Policy" for the Village

CARRIED

7.7 Caroline and District Athletic and Agricultural Society, Annual Grant Application

Motion 221.11.24

Moved By Councillor Rimmer that the Council of the Village of Caroline approve community funding of \$857 to the Caroline and District Athletic and Agricultural Society for the 2022/23 season be accepted.

CARRIED

8. Discussion, Correspondence, and Information Items

8.1 Caroline Motel

CAO outlined that administration will review what approvals may be required for the trailer.

CARRIED

9. Closed Session

None



VILLAGE OF CAROLINE COUNCIL

Minutes of Regular Council Meeting of Village Council, Province of Alberta, held in Chamber on Monday November 22nd, 2021, at 5:30pm with information posted on Village Facebook Page for public live stream for attendees through Zoom.

10.Adjournment

Motion 220.11.22

Moved by Mayor Nelson that the meeting be adjourned at 6.34

CARRIED

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MAYOR

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CAO

To: Village Council  
From: Craig Curtis, CAO  
Re: Membership in FCM  
Date: December 2<sup>nd</sup> 2021

At its organisational meeting Village Council tabled the question of membership in FCM in order to determine the cost. It has since been determined that membership will be \$256.72 for 2022-2023.

It is considered that the membership cost is an excellent investment for the information provided and the lobbying efforts the Federation undertakes on behalf of municipalities..

#### Recommendation:

That the Council of the Village of Caroline approve retaining its membership in FCM for 2022-2023.



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**Membership Invoice**  
**2022-2023**  
**Facture d'adhésion**

24, rue Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
F. 613-241-7440

**Melissa Beebe**  
**Village of Caroline**  
**PO Box 148 5004 50th Avenue**  
**Caroline, AB, T0M 0M0**  
**Attn: Chief Administrative Officer**

**INVOICE / FACTURE:** INV-29948-G1Q4F3  
**DATE:** 10/13/2021  
**ACCOUNT / COMPTE:** 35618  
**DUE DATE / DATE LIMITE:** 04/01/2022

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$140.00	\$140.00	\$7.00	\$147.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	512	\$0.2041	\$104.50	\$5.22	\$109.72
<b>TOTAL</b>			\$244.50	\$12.22	\$256.72

**PAID AMOUNT / MONTANT PAYÉ:** \$0.00  
**BALANCE DUE / MONTANT DÛ:** \$256.72

**PAYMENT / PAIEMENT**

**Cheque payable to / Chèque à l'ordre de**  
**Federation of Canadian Municipalities**  
**Fédération canadienne des municipalités**

**Electronic Funds Transfer / Transfert électronique de fonds**

Royal Bank of Canada (RBC)  
90 Sparks St, Ottawa, ON K1P 5T7  
Transit Number/Numéro de transit: 00006

Your FCM membership helps empower local leaders with new tools to support their communities and drive Canada's recovery.  
Learn more at <https://fcm.ca/membership>.

**New / Nouveau**  
**Account Number / Numéro de compte: 1113307**

[accountsreceivable@fcm.ca/comptesrecevables@fcm.ca](mailto:accountsreceivable@fcm.ca/comptesrecevables@fcm.ca)

## Craig Curtis

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**From:** membership@fcm.ca  
**Sent:** December 1, 2021 9:00 AM  
**To:** Craig Curtis  
**Subject:** Renew your FCM membership: invoice attached  
**Attachments:** Village of Caroline 2022-2023.pdf



December 1, 2021



## It's time to renew your FCM membership

Dear Craig Curtis:

All pandemic long, municipal leaders have stepped up to protect people, businesses and vital services. We deliver concrete results every single day. And by working together through the Federation of Canadian Municipalities (FCM), we make each other stronger.

With our strong and united voice, FCM has secured new federal investments to help municipalities throughout the pandemic—from \$4.3 billion in federal emergency operating support through the Safe Restart Agreement to major investments in infrastructure, housing, broadband, transit, and more.

Now, as Canada gears up for recovery, we need to grow our national voice. The Village of Caroline has an important role to play.

**Renew your FCM membership today so we can ensure a strong Canadian recovery that's rooted in communities of all sizes. Attached you will find your member invoice for 2022-2023.**

A minority Parliament brings opportunities for collaboration. With a strong voice, we can continue to empower municipalities like yours with tools to support your community and make life better for people. Plus, as an FCM member, you'll receive exclusive benefits to help you serve your community.

FCM's Western Economic Solutions Taskforce has driven key federal investments to create jobs, boost trade and economic development, help farmers, and more. Together, with your support, we can continue to bring western municipal voices to Ottawa—and build a brighter economic future for western communities, workers, and families.

Canadians want their governments to work together to build a recovery they can see and feel. This is FCM's strength. We bring together thousands of local leaders from different backgrounds and perspectives—and we get things done.

So renew your FCM membership today and let's continue empowering local leaders on the front lines. That's how we'll drive the strong and inclusive recovery Canadians deserve.

Sincerely,



**Joanne Vanderheyden**  
FCM President  
Mayor, Strathroy-Caradoc, ON

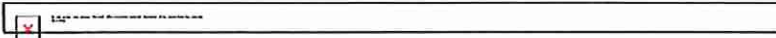
**PS: To learn more about how being an FCM member makes your community stronger, visit [fcm.ca/membership](http://fcm.ca/membership).**



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## Membership / Adhésion

The Member Relations Team | Policy and Public Affairs  
L'équipe de relations avec les membres | Politiques et affaires publiques  
T. 613-241-5221





To: Village Council  
From: Craig Curtis, CAO  
Re: Village of Caroline Wastewater Approval

Date: December 7th, 2021

This report provides a quick update on the status of wastewater approvals for the Village.

The findings are as follows:

- The Village's wastewater system was approved effective March 6, 2017 with an expiry of March 1<sup>st</sup>, 2027. However the approval is conditional on undertaking a "receiving Water Quality and Wastewater Plant Capacity Assessment" and reporting on these by December 2019. The Water Quality Analysis has been underway for several years and our consultant has had difficulty in getting clear direction from Alberta Environment and Parks (AEP). The final capacity assessment has yet to be awarded.
- The mayor and CAO met with the Minister in April 2021 and expressed concern regarding lack of input from AEP.
- On June 11<sup>th</sup>, the Village received a letter from AEP outlining the standards they requested be followed. These standards are higher than those currently imposed on the City of Red Deer. Both our consultants WSP and Stantec expressed concern regarding the need and cost of a major treatment facility to meet these standards.
- Village Council approved an additional \$5,000 to enable WSP to present a response to AEP. This is contained in the attached letter dated November 3<sup>rd</sup> 2021.
- On November 22<sup>nd</sup>, I met with WSP and representatives from AEP. AEP did not accept the revised report and requested further study of storage and irrigation in order to meet the standards they are requiring. For the first time they indicated that these standards are required because of the nearby fish hatchery and Federal Standards would be inadequate to protect the fish. This response is confirmed in a letter dated December 2<sup>nd</sup> 2021.

**Recommendation:**

That the Council of the Village of Caroline receive the report from the CAO and await a reaction from WSP, which has been requested.

December 2, 2021

Mr. Craig Curtis  
Chief Administrative Officer  
Village of Caroline  
P.O. Box 148  
Caroline, Alberta T0M 0M0

Dear Mr. Curtis,

Re: **Village of Caroline Wastewater Approval**  
**Environmental Protection and Enhancement Act Approval No. 494-03-00**

Further to our online meeting of November 22<sup>nd</sup>, following our letter dated June 11 and your consultant's response dated November 3<sup>rd</sup>, this letter summarises our discussions and request for information.

As you may be aware, the Raven River at the point where the Village of Caroline discharges its treated wastewater effluent is quite a sensitive stretch of the river due to the fish hatchery and the bull trout sport fishery in the vicinity.

We discussed the effects of phosphorus and ammonia in the effluent. In particular, ammonia in the effluent is of concern, due to its toxicity to fish.

In our letter of June 11, we identified some options for the Village to evaluate, including land application of treated effluent (as per our Irrigation Guidelines), and timing of wastewater treated effluent to coincide with peak flows in the Raven River in Spring, as well as the option of trickle discharge of the effluent over the non-frozen months.

We would encourage you to evaluate these options in more detail. This could include an overview of locations for treated wastewater irrigation, as well as calculations to demonstrate the feasibility of the other effluent discharge options.

If you have any questions on the above matter, or should your consultant require any guidance on the above, please do not hesitate to contact either myself or Pervez Sunderani at (403) 340-7052.

Yours truly,



Todd Aasen, P.Eng.  
Designated Director, *Environmental Protection and Enhancement Act*

cc: File 494-03-00



November 3, 2021

Pervez Sunderani  
Alberta Environment and Park  
Regulatory Assurance Division  
304 4920 51 Street  
Red Deer, AB, T4N 6K8

**Subject: Village of Caroline Wastewater Treatment System- Receiving Stream Study**  
Client ref.:111942

Dear Sir:

## INTRODUCTION

The Village of Caroline Wastewater Treatment System (WWTS) consists of two aerated wastewater treatment lagoons which continuously discharge into the nearby Raven River. The WWTS is designed to treat an average flow of 400 m<sup>3</sup>/day. The WWTS is located at the southwest corner of Range Road 61 and Township Road 362 in Caroline, Alberta. The treated effluent is discharged into the Raven River at a location approximately 250 meters southwest of the WWTS. The Village holds an Approval to Operate for sewage works under Alberta Environment and Parks (AEP) (license No. 494-03-00). The Approval establishes a compliance limit for carbonaceous biochemical oxygen demand (cBOD) of 25 mg/L (based on monthly average of weekly samples).

The renewal of the existing Approval prompted the Village to conduct a Receiving Water Quality and Environmental Risk Assessment Report of its WWTS. The final report was submitted in March 2021 with proposed end-of-pipe effluent limits for AEP to review.

Following the review of the information in the report, AEP responded with a letter (dated to June 11, 2021) with AEP's proposed end-of pipe limits.

On behalf of the Village of Caroline, WSP has prepared this letter memorandum as a response to AEP's June 11<sup>th</sup> letter.

## AEP'S RESPONSE

As per the AEP Standards and Guidelines, both Water Quality Based Effluent Limits (WQBEL) and technology limits were evaluated. AEP had proposed that the most stringent of both criteria be followed. The effluent criteria are summarized in Table 1.





*Table 1: AEP Estimated, WQBEL Limits, Technology Limits and Proposed Limits for the Village of Caroline*

PARAMETER	UNIT	WQBEL	AEP TECHNOLOGY LIMITS	AEP PROPOSED LIMITS
cBOD	mg/L	25	20	20
TSS	mg/L	25	20	20
Total Ammonia Nitrogen <sup>1</sup>	mg/L	1/5	3/5	1/5
Total Phosphorous	mg/L	Narrative	0.5	0.5
E. Coli	/100ml	270	200	200
Notes:				
1. Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)				

## WSP'S RESPONSE

WSP agrees with the approach taken by AEP in developing the criteria based on the WQBEL and technology limits. However, based on WSP's experience in working with various of wastewater treatment system upgrades, it is our professional opinion that the proposed limits would result in a number of technical and economical challenges for the Village.

Industry accepted technology limits for Conventional Biological Nutrient Removal treatment (or CBNR - mechanical biological nutrient removal) are shown in Table 2. It should be noted that many of the large municipalities in Alberta (for communities serving more than 20,000 people) utilize mechanical CBNR technology in compliance with the AEP's Standards and Guidelines. As shown in Table 2, the AEP proposed limits for the Village can neither be achieved with the existing WWTS nor with a new mechanical wastewater treatment facility using CBNR technology. Furthermore, it is not advisable to have compliance limits be equivalent to the technology limits because a margin of safety is required between the technology limit and the compliance limit.

For the purposes of comparison, membrane bioreactor (MBR) technology limits are also presented with the AEP proposed limits in Table 2.

*Table 2 Conventional BNR Limits, MBR Limits and the AEP Proposed Limits for the Village of Caroline*

PARAMETER	UNIT	CBNR TECHNOLOGY LIMITS	MBR TECHNOLOGY LIMITS	AEP PROPOSED LIMITS
cBOD	mg/L	5	1	20
TSS	mg/L	5	1	20
Total Ammonia Nitrogen <sup>1</sup>	mg/L	6/3	0.5/0.5	1/5
Total Phosphorous	mg/L	0.5	0.05	0.5
E. Coli	/100ml	50 <sup>2</sup>	1.0	200
Notes:				
1. Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)				
2. With UV disinfection				





In summary, in order to achieve the current AEP proposed effluent limits, the Village of Caroline will have to implement a technology similar to that of an MBR. MBR is a much more sophisticated technology than CBNR and would require higher capital and operational cost, as well as highly skilled personnel to operate the system. In essence, MBR technology is not considered to be economically feasible for the Village.

Based on the considerations noted above, WSP respectfully proposes the effluent limits for the Village for AEP's consideration as given in Table 3.

*Table 3 WSP Proposed Limits for the Village of Caroline*

PARAMETER	UNIT	PROPOSED BY AEP	WSP PROPOSED LIMITS
cBOD	mg/L	20	20
TSS	mg/L	20	20
Total Ammonia Nitrogen <sup>1</sup>	mg/L	1/5	5/10
Total Phosphorous	mg/L	0.5	1.0
E. Coli	/100ml	200	200
Notes:			
1. Indicates Summer (July 1 to September 30) / Winter (October 1 to June 30)			

The following considerations should be noted with respect to the proposed limits:

- WSP's proposed limits are of better quality in comparison to the current CBOD limit of 25 mg/L, which will result in significant water quality benefits to the receiving environment.
- WSP's proposed limits are also comparable to the current effluent limits for both medium and large communities across Alberta (such as the City of Edmonton, City of Calgary, etc.).
- WSP's proposed limits will still require significant capital and operational resources from the Village to meet the nutrient and microbiological limits.
- Finally, WSP's proposed limits only deviates from AEP's proposed limits for the Total Ammonia and Total Phosphorous.

To address the concerns for potentially exceeding WQBEL for ammonia nitrogen and phosphorus, WSP has recommended that the Village of Caroline explore the opportunities for effluent storage and irrigation as outlined per AEP's Guidelines.

## PROPOSED UPGRADES

Considering the past performance of the Village's existing WWTS and the new WSP proposed effluent limits, upgrades will be required to the Village's existing WWTS to enhance the ammonia and phosphorous removal and provide disinfection.

A number of options for treatment process upgrades were reviewed at high-level, including the following:

- 1 Conventional mechanical BNR facility
- 2 MBR technology
- 3 Upgrades to the existing facility



Based on a high-level analysis for the three options evaluated, the following upgrades are recommended for the existing WWTS to meet the WSP proposed limits:

- 1 Upgrade the existing lagoons with an attached growth media to enhance the nitrification (for ammonia removal).
- 2 Addition of tertiary polishing technology (using disc filtration) with alum precipitation to meet the WSP proposed total phosphorus limits.
- 3 Addition of UV reactors for disinfection to meet the E. coli limits.

To address the concerns with respect to the WQBEL exceedance for total ammonia and phosphorus limits, it is recommended that the Village explore irrigation with the treated wastewater in the future.

We believe that the proposed effluent discharge limits and recommended upgrades will result in significant enhancements to the water quality and the environment, as well as provide affordable treatment options for the community.

Please do not hesitate to reach out if you would like to discuss this further or have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Lalith Liyanage'. The signature is stylized and somewhat abstract, with a central vertical stroke and several loops and flourishes extending horizontally and diagonally.

Lalith Liyanage, Ph.D., P.Eng.  
Director, Water & Wastewater

cc: Todd Aasen, Michael Aiton, AEP

Encl.  
WSP ref.: 171-00699-00

Date: June 11, 2021

111942

Dear Mr. Curtis,

**Subject: Village of Caroline Wastewater Treatment System Study**

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Thank you for meeting with us on May 28, 2021. An action from the meeting was for Alberta Environment and Parks to provide you with limits for your wastewater. Our limnologist has reviewed the Water Quality Based Limits (WQBEL) Report, and all the additional information submitted.

Based on this review, and calculations performed, the following are the WQBEL Limits for the discharge to the Raven River:

CBOD 25 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 25 mg. L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 1 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus narrative see 2018 Environmental Quality Guidelines for Alberta Surface Waters <https://open.alberta.ca/dataset/5298aadb-f5cc-4160-8620-ad139bb985d8/resource/38ed9bb1-233f-4e28-b344-808670b20dae/download/environmentalqualitysurfacewaters-mar28-2018.pdf>  
*E. Coli* counts 270 per 100 ml (monthly geometric mean of weekly grab samples)

The Best Practicable Technology limits (Best Available Technology Economically Achievable) at this time are deemed to be the following:

CBOD 20 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 20 mg/L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 3 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus 0.5 mg/L (monthly arithmetic mean of weekly grab samples)  
*E. Coli* counts 200 per 100 ml (monthly geometric mean of weekly grab samples)

As per our Standards and Guidelines for Wastewater, the more stringent of the above two sets of limits would be applicable. These are:

CBOD 20 mg/L (monthly arithmetic mean of weekly grab samples)  
TSS 20 mg/L (monthly arithmetic mean of weekly grab samples)  
Total Ammonia Nitrogen 1 mg/L Summer (July 1 to September 30) and 5 mg/L Winter (October 1 to June 30) (monthly arithmetic mean of weekly grab samples)  
Total Phosphorus 0.5 mg/L (monthly arithmetic mean of weekly grab samples)

*E. Coli* counts 200 per 100 ml (monthly geometric mean of weekly grab samples)

We realize that Total Ammonia Nitrogen in the summer may be challenging to achieve. However, as we discussed at our meeting, other options, including (but not limited to) treated effluent storage with release to coincide with peak river flows, a trickle discharge throughout ice free months, treated wastewater irrigation onto farmland in accordance with our Irrigation Guidelines could be considered.

I recommend we meet with you and your consultants to discuss the path forward.

Please do not hesitate to contact Pervez Sunderani at 403-340-7742 or at [pervez.sunderani@gov.ab.ca](mailto:pervez.sunderani@gov.ab.ca) should you wish to set up this meeting, or if there are any further questions or concerns.

Yours Truly,

Todd.A  
asen

Digitally signed  
by Todd.Aasen  
Date: 2021.06.11  
14:54:07 -06'00'

Todd Aasen  
Approvals Manger, RAD South  
Alberta Environment and Parks

Cc: Michael Aiton, Pervez Sunderani, AEP



APPROVAL

PROVINCE OF ALBERTA

ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT
R.S.A. 2000, c.E-12, as amended.

APPROVAL NO.: 494-03-00

APPLICATION NO.: 006-494

EFFECTIVE DATE: MARCH 6, 2017

EXPIRY DATE: MARCH 1, 2027

APPROVAL HOLDER: VILLAGE OF CAROLINE

ACTIVITY: Construction, operation and reclamation of a wastewater system

for the Village of Caroline

is subject to the attached terms and conditions.

Designated Director under the Act [Signature] Todd Aasen, P.Eng.

Date Signed MARCH 6, 2017



**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

**PART 1: DEFINITIONS**

**SECTION 1.1: DEFINITIONS**

- 1.1.1 All definitions from the Act and the regulations apply except where expressly defined in this approval.
- 1.1.2 In all PARTS of this approval:
- (a) "Act" means the *Environmental Protection and Enhancement Act*, R.S.A. 2000, c.E-12, as amended;
  - (b) "application" means the written submissions to the Director in respect of application number 006-494 and any subsequent applications for amendments of approval number 494-03-00;
  - (c) "arithmetic mean" means the sum of all the sample analysis results divided by the total number of samples per reporting period;
  - (d) "BOD<sub>5</sub>" means the Biochemical Oxygen Demand in milligrams per litre measured at 20°C over a 5 day period;
  - (e) "CBOD" means the carbonaceous BOD<sub>5</sub> in milligrams per litre which is measured after the nitrogenous demand has been inhibited with an inhibitory chemical;
  - (f) "chemical" means any substance that is added or used as part of the treatment process;
  - (g) "day" means calendar day;
  - (h) "Director" means an employee of the Government of Alberta designated as a Director under the Act;
  - (i) "grab sample" means an individual sample collected in less than 30 minutes and which is representative of the substance sampled;
  - (j) "ISO 17025" means the international standard, developed and published by International Organization for Standardization (ISO), specifying management and technical requirements for laboratories;
  - (k) "regulations" means the regulations issued pursuant to the Act and as amended;

TERMS AND CONDITIONS ATTACHED TO APPROVAL

- (l) "TSS" means the total suspended solids or non-filterable residue (NFR) measured in milligrams per litre;
- (m) "wastewater treatment plant" means the physical components of the wastewater system that are used to treat wastewater including components associated with the management of any wastes generated during treatment and includes the land located within NE of Section 11, Township 36, Range 6, West of the 5th Meridian, that is being or has been used or held for or in connection with the Village of Caroline wastewater treatment plant;
- (n) "week" means any calendar week; and
- (o) "year" means calendar year.

**PART 2: GENERAL**

**SECTION 2.1: GENERAL**

- 2.1.1 The approval holder shall immediately report by telephone any contravention of the terms and conditions of this approval to the Director at 1-780-422-4505.
- 2.1.2 In addition to reporting pursuant to 2.1.1, the approval holder shall submit, within 7 days from any contravention of the terms and conditions of this approval, a written report to the Director.
- 2.1.3 The terms and conditions of this approval are severable. If any term or condition of this approval or the application of any term or condition is held invalid, the application of such term or condition to other circumstances and the remainder of this approval shall not be affected thereby.
- 2.1.4 *Environmental Protection and Enhancement Act* Approval No. 494-02-00 is cancelled.

**SECTION 2.2: RECORD KEEPING**

- 2.2.1 The approval holder shall record and retain all the following information in respect of any sampling conducted or analyses performed for a minimum of three years:
  - (a) the place, date and time of sampling;
  - (b) the dates the analyses were performed;
  - (c) the analytical techniques, methods or procedures used in the analyses;
  - (d) the names of the persons who collected and analyzed each sample; and

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (e) the results of the analyses.

**SECTION 2.3: ANALYTICAL REQUIREMENTS**

- 2.3.1 Collection, preservation, storage, handling and analysis of samples, and reporting shall be conducted in accordance with the following unless otherwise specified in writing by the Director:
  - (a) the *Standard Methods for the Examination of Water and Wastewater* published jointly by the American Public Health Association, American Water Works Association, and the Water Environment Federation, as amended; and/or
- 2.3.2 The approval holder shall analyze all samples that are required to be obtained by this approval in a laboratory accredited pursuant to ISO 17025, as amended, for the specific parameter(s) to be analyzed, unless otherwise authorized in writing by the Director.
- 2.3.3 The approval holder shall ensure that the monitoring equipment used is calibrated in accordance with the equipment or sampling kit manual specifications.

**PART 3: CONSTRUCTION AND UPGRADING REQUIREMENTS**

**SECTION 3.1: CONSTRUCTION AND UPGRADE**

- 3.1.1 The approval holder shall conduct a *Receiving Water Quality and Wastewater Treatment Plant Capacity Assessment* by following the recommendations and procedures described in the following documents:
  - (a) Canadian Council of Ministers of the Environment (CCME), *Canada-wide Strategy for the Management of Municipal Wastewater Effluent*; and/or
  - (b) Department of Environment and Parks, *Water Quality Based Effluent Limits Procedures Manual*.
- 3.1.2 The approval holder shall submit a "*Receiving Water Quality and Wastewater Plant Capacity Assessment*" report, regarding the assessment required in 3.1.1, to the Director on or before December 31, 2018 unless otherwise authorized in writing by the Director.
- 3.1.3 The report required in 3.1.2 shall include, but not limited to, the following:
  - (a) the wastewater characterization section which includes an assessment of:

.....

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (i) the raw water quality and
- (ii) treated effluent quality;
- (b) the receiving water section which includes an assessment of:
  - (i) the river water quality,
  - (ii) the river flow rate,
  - (iii) the ratio of river flow rate to effluent discharge rate, and
  - (iv) the aquatic health of the receiving stream;
- (c) the Environmental Quality Objectives (EQO) and Effluent Discharge Objectives (EDO) section which includes:
  - (i) developing the EQO for the section of stream where the effluent is discharged into, and
  - (ii) developing the EDO so that corresponding EQO can be met;
- (d) the effluent discharge analysis section which includes an assessment of:
  - (i) the impact from the current discharge,
  - (ii) the compliance or violation of the EDO developed; and
- (e) the wastewater treatment plant capacity assessment section which includes:
  - (i) assessment of the capacity and treatment efficiency of the existing treatment plant;
  - (ii) upgrade options to the existing treatment plant to meet the EDO developed; and
- (f) the conclusion section which includes:
  - (i) confirming any observations, findings, recommended changes, implementation plan, and timelines to upgrade the wastewater system if any major deficiencies are identified or the Treatment Plant needs to be upgraded to meet corresponding EDO and EQO.

.....

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- 3.1.4 The approval holder shall address any deficiencies of the "*Receiving Water Quality and Wastewater Plant Capacity Assessment*" report in a time frame identified in writing by the Director.
- 3.1.5 If the report in 3.1.2 indicates a plant upgrade is necessary for meeting the corresponding EDO and EQO, then approval holder shall submit an application to the Director on or before December 31, 2019 unless otherwise authorized in writing by the Director.

**PART 4: OPERATIONS**

**SECTION 4.1: DRAINAGE SYSTEMS**

**WASTEWATER COLLECTION AND TREATMENT**

- 4.1.1 The approval holder shall not release any substances from the wastewater system to the surrounding watershed except as authorized under this approval.
- 4.1.2 The approval holder shall operate a wastewater system which shall include:
  - (a) the wastewater collection system within the municipal boundary of the Village of Carolline, lift stations and the transmission line to the wastewater treatment facility;
  - (b) the aerated lagoon wastewater treatment plant, including all of the following:
    - (i) two aerated lagoon cells;
  - (c) a treated wastewater outfall discharging to Raven River located in the NE 11-36-6-W5M;

as described in the application, or as otherwise authorized in writing by the Director.

**SECTION 4.2: FACILITY CLASSIFICATION AND CERTIFIED OPERATOR REQUIREMENTS**

**FACILITY CLASSIFICATION**

- 4.2.1 The wastewater treatment facility in this approval is classified as Class I in accordance with the *Water and Wastewater Operators' Certification Guidelines*.
- 4.2.2 The wastewater collection system in this approval is classified as Class I in accordance with the *Water and Wastewater Operators' Certification Guidelines*.



TERMS AND CONDITIONS ATTACHED TO APPROVAL

CERTIFIED OPERATOR

4.2.3 At all times the operation of the:

- (a) wastewater treatment plant shall be performed by, or under the direction of a person who holds a valid wastewater treatment certificate of qualification at a minimum of Level I; and
- (b) wastewater collection system shall be performed by, or under the direction of a person who holds a valid wastewater collection certificate of qualification at a minimum of Level I.

**SECTION 4.3: SLUDGE DISPOSAL**

4.3.1 The approval holder shall only dispose of sludge at a registered or approved landfill or as otherwise authorized in writing by the Director.

**SECTION 4.4: CHEMICALS USED**

4.4.1 The approval holder shall not use any chemical in the wastewater treatment process unless authorized in writing by the Director.

**SECTION 4.5: IRRIGATION**

4.5.1 The approval holder shall dispose of treated wastewater by irrigation in accordance with the *Guidelines for Municipal Wastewater Irrigation*, as amended, or as otherwise authorized in writing by the Director.

**PART 5: LIMITS**

**SECTION 5.1: WASTEWATER**

5.1.1 Treated wastewater from the wastewater stabilization pond storage cell(s) shall be discharged, from the outfall, as follows:

- (a) continuously to Raven River.

5.1.1 The approval holder shall ensure the treated wastewater discharge complies with the limits specified in TABLE 5-1.

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

**TABLE 5-1: LIMITS FOR TREATED WASTEWATER**

Parameter	Limit
CBOD	≤ 25 mg/L monthly arithmetic mean of weekly samples

**PART 6: MONITORING AND REPORTING**

**SECTION 6.1: WASTEWATER**

6.1.1 The approval holder shall monitor the wastewater system as required in TABLE 6-1.

**TABLE 6-1: MONITORING – WASTEWATER SYSTEM**

Parameter	Frequency (Minimum)	Sample Type	Sampling Location
<b>UNTREATED WASTEWATER</b>			
BOD <sub>5</sub>	Once a week	Grab	Untreated wastewater entering the wastewater treatment plant
TSS	Once a week	Grab	Untreated wastewater entering the wastewater treatment plant
Volume of Flow	Continuous, recorded daily	Calculated	Untreated wastewater entering the wastewater treatment plant
<b>TREATED WASTEWATER (Wastewater Stabilization Ponds)</b>			
CBOD	Weekly	Grab	Prior to the discharge of treated wastewater to Raven River
TSS	Weekly	Grab	Prior to the discharge of treated wastewater to Raven River
<b>UNAUTHORIZED RELEASES</b>			
Release Volume	Total Volume	Estimated	Wastewater bypassing the wastewater treatment plant, accidental spills or overflows
Release Volume	Total Volume	Estimated	Wastewater bypassing the lift station(s), accidental spills or overflows
Release Volume	Total Volume	Estimated	Wastewater bypasses, accidental spills or overflows from the wastewater collection system
BOD <sub>5</sub> , TSS, Total Phosphorus, and Ammonia-Nitrogen	During the unauthorized discharge	Grab	At the release point

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

Parameter	Frequency (Minimum)	Sample Type	Sampling Location
<b>SLUDGE DISPOSAL</b>			
Sludge Volume	Total Volume	Estimated	Amount of sludge being trucked to a registered or approved landfill or as otherwise authorized in writing by the Director

6.1.2 The approval holder shall compile a Monthly Wastewater Report which includes, at a minimum, the following information:

- (a) the results of the monitoring requirements of TABLE 6-1;
- (b) the name and daily/weekly quantity of any chemical added to the wastewater in the wastewater treatment process;
- (c) the name of the supervising operator responsible for the operation of the wastewater system; and
- (d) a summary of any operational problems.

6.1.3 On or before the 15<sup>th</sup> of the month following the month in which the information on which the report is based was collected, the approval holder shall:

- (a) compile a Monthly Wastewater Report; and
- (b) retain a copy of the Monthly Wastewater Report.

6.1.4 The approval holder shall compile an Annual Wastewater Report which shall include the following:

- (a) the monthly arithmetic mean, including maximum and minimum values, of each parameter monitored, as outlined in TABLE 6-1;
- (b) the date when the discharge of the wastewater stabilization pond storage cell(s) started and the date when discharge was completed;
- (c) the name of the supervising operator responsible for the operation of the wastewater system;
- (d) a summary of any incidents which required reporting in accordance with 2.1.1;
- (e) a summary of any operational problems; and

**TERMS AND CONDITIONS ATTACHED TO APPROVAL**

- (f) the monitoring requirements as outlined in SECTIONS 6.2.1 and 6.2.2.
- 6.1.5 The approval holder shall submit one copy of the Annual Wastewater Report to the Director on or before February 28 of the year following the year in which the information on which the report is based was collected.
- 6.1.6 If the approval holder monitors for any substances or parameters which are the subject of operational limits as set out in this approval more frequently than is required and using procedures authorized in this approval, then the approval holder shall provide the results of such monitoring as an addendum to the Annual Wastewater report required by this approval.

**PART 6: RECLAMATION AND DECOMMISSIONING**

**GENERAL 6.1: GENERAL**

- 6.1.1 Within six months of the wastewater treatment plant permanently ceasing operation, the approval holder shall:
  - (a) submit a decommissioning and land reclamation plan to the Director, and
  - (b) not commence reclamation or decommissioning until the approval holder has received written authorization from the Director.

DATED           MARCH 6, 2017          

  
DESIGNATED DIRECTOR UNDER THE ACT



November 18, 2021

Attention to: Village of Caroline Council  
Village of Caroline  
P.O. Box 148  
Caroline, Alberta T0M 0M0

**Re: Municipal Support for the Red Deer River Watershed Alliance**

Dear Village of Caroline Council,

As a municipality operating in the Red Deer River watershed, the Village of Caroline is a vital part of watershed management in the basin. This letter provides an update on the Red Deer River Watershed Alliance's recent activities and our municipal funding process for 2022 - 2023.

#### Who We Are

The Red Deer River Watershed Alliance was established in 2005 and is one of 11 Watershed Planning and Advisory Councils (WPACs) which partner in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. As a multi-sector not-for-profit, a core tenet of our work is that all sectors have a role to play in watershed management.

The Red Deer River Watershed Alliance welcomes the councillors, reeves, and mayors elected in October 2021.

We look forward to working together on watershed projects in your communities.

Our goals are to provide a forum for cross-sector dialogue, to raise awareness of watershed issues, and to promote the use of best practices and the integrated management of land and water resources. Highlights of our work include a *State of the Watershed Report (2009)*, an *Integrated Watershed Management Plan on Water Quality (2016)*, education and outreach programs to thousands of Albertans, regular events, and timely advice on land and water-resource files to members, municipalities, and the provincial government.

#### Benefits to Your Municipality

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the Village of Caroline to join municipalities from across the watershed with a financial contribution in support of the RDRWA. The RDRWA can support your municipality through local programming and through programming at the watershed-scale that influences the health of local watersheds and the water security of communities and industries.

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a funding model of **just 50 cents per capita**. Municipal funding strengthens the RDRWA's ability to provide



support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.

Water is the foundation for the health and prosperity of local communities. Please join the RDRWA in 2022-2023 as we initiate Phase Two of an Integrated Watershed Management Plan addressing water quantity and land-use, and as we advance programs related to riparian areas, environmental education, and municipal engagement. We hope that you will consider a 50 cent per capita annual contribution and join the growing community of municipalities involved.

### Update on 2020-2021 Activities

The RDRWA has been working to provide more targeted support to municipalities since 2017. Highlights of our [2020-2021 Annual Report](#) (attached) and upcoming activities include:

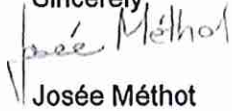
- **Planning Resources:** We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Recent projects include an interactive map portal of [hydrologically significant areas](#), and projects to map [riparian condition](#) along over 6,000 km of shoreline in six sub-watersheds.
- **Integrated Watershed Management Planning:** The RDRWA coordinates multi-sector [integrated watershed management planning](#), and has completed Phase One (Water Quality) and will initiate Phase Two (Water Quantity and Land-Use) in 2022.
- **Source Waters Film:** The RDRWA developed a short [documentary film](#) to raise awareness about the watershed and the importance of water in central Alberta, plus three other educational videos. These films support efforts to raise water literacy.
- **Education and Outreach:** The RDRWA runs events to bring various sectors together to learn about watershed issues, and also offers education programs to Grade 5 and Grade 8 students. Our work reaches thousands of central Albertans every year.
- **Website and E-Newsletter:** To stay up-to-date on the latest water-related news in central Alberta, please subscribe to our updated monthly e-newsletter [here](#). We also encourage municipal staff to submit water-related events to the [community calendar](#).
- **New Leadership:** The RDRWA was pleased to appoint Josée Méthot as the new Executive Director in 2020. Ms. Méthot brings extensive expertise in science, policy, and stakeholder engagement to advance watershed management in Alberta.

### Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA, through a 50 cent per capita annual contribution. If this is of interest, please contact Kelly Dodds at [info@rdrwa.ca](mailto:info@rdrwa.ca) or by phone at 403-340-7379. We would be pleased to discuss the specific needs of your municipality or send an invoice. If the Village of Caroline would like to receive regular

updates from the RDRWA, we also ask that you provide us with a primary contact name, phone number and email address.

Sincerely,

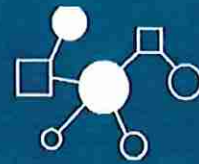


Josée Méthot  
Executive Director, RDRWA

#### Stay Connected


Did you know that the RDRWA offers many ways to connect?

- Sign up for our [monthly e-newsletter](#)
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees



CONNECTING





# OUR COMMON WATER

**PARTNERS IN WATERSHED  
MANAGEMENT**

**MUNICIPAL CASE FOR  
SUPPORT 2022-2023**





# Who We Are

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed, as designated under the Government of Alberta's Water for Life Strategy. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management, and the RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.

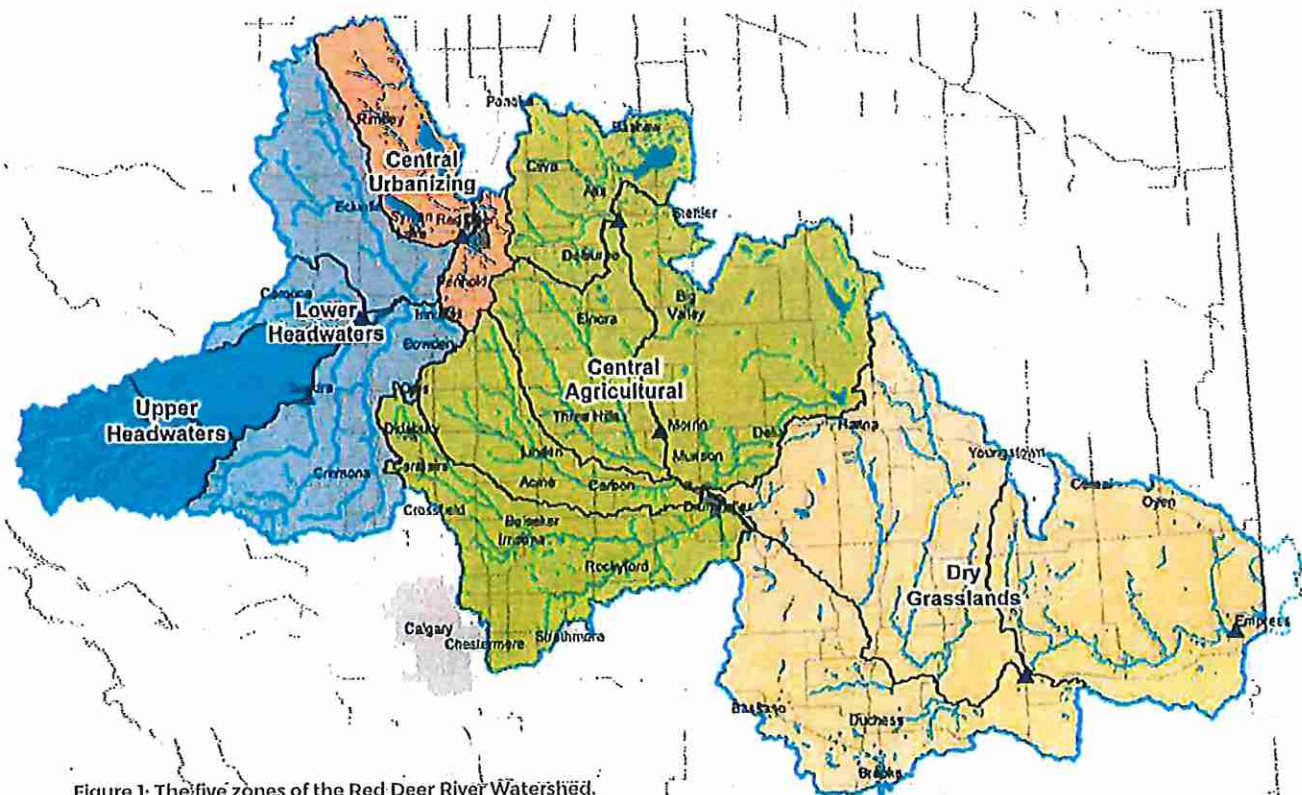


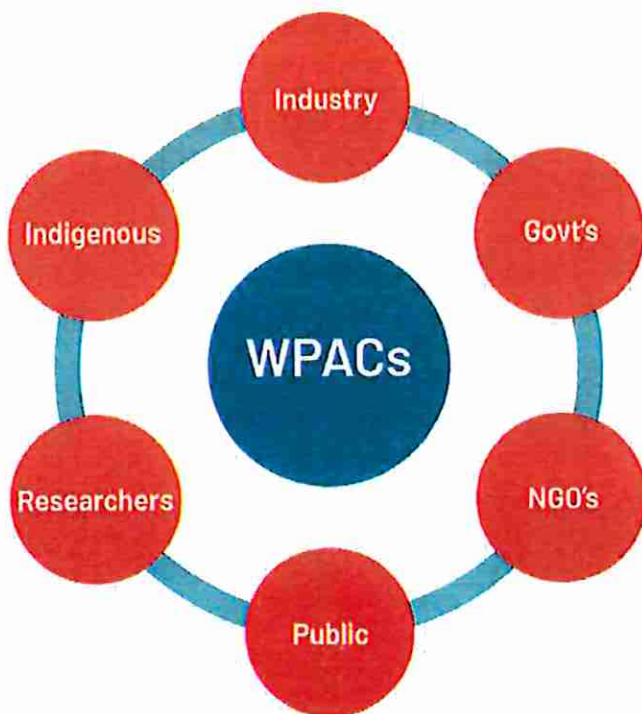
Figure 1: The five zones of the Red Deer River Watershed.

# Municipal Support For Watershed Management

Municipalities are leaders and major land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages.

Many of these governments support watershed initiatives by donating \$0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on watershed planning, developing resources and tools, delivering environmental education programming, engaging with community members, hosting regular forums and events, and helping to meet your needs as a municipality.



*WPACs collaborate with a wide range of sectors, communities and perspectives.*

## PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 20% of the RDRWA's annual funding, based on a funding model of just 50 cents per capita. Municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.



# Help The RDRWA Support Municipal Leadership



## WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

The health of the Red Deer River watershed is vital to:



Sourcewater  
Protection



Fisheries and Lake  
Management



Municipal Services



Flood and Drought  
Mitigation



Wetlands and  
Riparian Areas



Recreation



# Advancing Watershed Management: RDRWA and Your Municipality

The RDRWA's work benefits your municipality through both direct programming and through broader programming that influences the health of local watersheds and the water security of communities and industries.

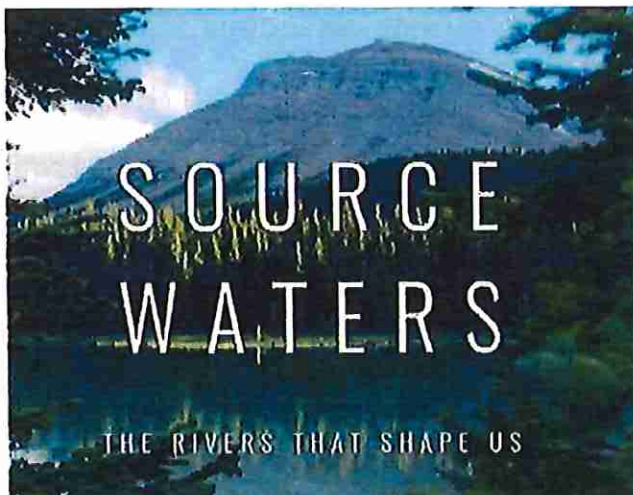
The RDRWA will be initiating Phase Two of an Integrated Watershed Management Plan for the Red Deer River Watershed in 2022. This phase of planning will address water quantity and land-use from a watershed perspective. We welcome the involvement and engagement of municipal partners throughout this process.

We also encourage municipalities to consult our educational and technical resources via [www.rdrwa.ca](http://www.rdrwa.ca) or to contact the RDRWA for direct support.

WE WORK WITH A WIDE RANGE OF PARTNERS TO  
EXPLORE INNOVATIVE SOLUTIONS TO WATER  
MANAGEMENT CHALLENGES.



In 2021, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.



## Watershed Video Resources

The RDRWA created a short film, Source Waters: The Rivers That Shape Us to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.

RDRWA has also created four additional videos on the following topics: municipal planning, gravel-bed rivers, riparian areas and climate change.

# Working For You

We strive to be a "go-to" resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

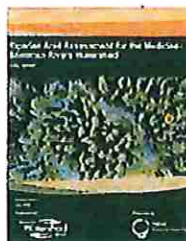
To assist municipalities with land and water resource management, we have produced multiple technical reports and tools addressing watershed topics (e.g., riparian areas, water security, hydraulic fracturing). All of these resources are available to you at no charge.



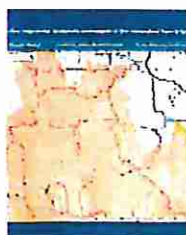
**Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016).** The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.



**Hydraulic Fracturing Management Recommendations and Fact Sheet (2020).** The Red Deer River Watershed Alliance has developed a fact sheet about hydraulic fracturing trends in the basin, alongside the nine high-level management recommendations in response to stakeholder and community concerns related to hydraulic fracturing and potential implications for the Red Deer River watershed.



**Mapping Riparian Condition In The Medicine-Blindman Rivers Watershed (2020).** The Red Deer River Watershed Alliance partnered with Fiera Biological Consulting to assess riparian intactness (condition) along 1782 kilometres of shoreline in the Medicine-Blindman Rivers watershed using a GIS-based approach in 2020. The results of this study provide essential information to municipalities and other partners to help spatially target conservation and restoration efforts.



**Mapping Hydrologically Significant Areas (2020).** The Red Deer River Watershed Alliance partnered with the Nature Conservancy of Canada to map "hydrologically significant areas" across the watershed and to develop an online map portal. This information can be used as a practical tool to inform planning and management decisions without being prescriptive.



# Please Consider Supporting RDRWA

Stronger Together. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through your municipality's support of the RDRWA, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a \$0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA  
E: [info@rdrwa.ca](mailto:info@rdrwa.ca) Tel: 403-340-7379





Rocky Senior Housing Council  
Regular Meeting Minutes  
June 16, 2021  
9:00 a.m.  
Clearwater County Meeting Room

In attendance: Board members: Cammie Laird, Theresa Laing, Mary Bugbee, Davena Ma, Sheri-Lynn Black, Randy Brown  
Administrator: Vanessa Kidd

- 1.0 Call to Order- 9:00 a.m.
- 2.0 Approval of Agenda  
Sheri-Lynn moved to approve the Agenda as presented. CARRIED.
- 3.0 Approval of the May 19, 2021 Regular Meeting Minutes.  
Davena moved to approve the May 19, 2021 Regular Meeting Minutes. CARRIED.

4.0 Old Business

4.1 Building Envelope

Administrator reported that all changes were made to the Project Scope/ RFP Packages according to May's Board Meeting. The Tender Package was posted on MERX and Buildworx and the Inspection Meeting has been completed. June 18 is the submission deadline, but an extension will be looked into by Administrator. A follow up Board Meeting to review the recommendations by Richards consulting was tentatively set up for June 25 at 9:00 a.m.

4.2 Tenant correspondence and Infographic

Administrator presented the formal response letter dated May 28, 2021 that she drafted as per last meeting's motion. Information was supplied regarding another tenant from Columbus Place who had been granted an exception through Public Health to hold Bingo games in the Common Room, which has been closed for indoor public gatherings since the restriction was put in place by the province in 2020. As indoor public gatherings are still not permitted, the Board wanted further documentation put in place.

Randy Brown moved that the Administrator request an official confirmation letter addressed to the Administrator, from the Public Health Inspector who granted an exception to a Columbus Place tenant to hold Bingo games in the Common Room, confirming that the exception was granted, listing all applicable risk mitigation protocols, identifying consequences of non-compliance and carbon copying the letter to the tenant in question. CARRIED.

Randy Brown moved that the Administrator request a letter from the Columbus Place tenant who was granted an exception by the Central Zone Public Health Inspector to hold Bingo games in the Common Room, which outlines how adherence to the COVID 19 risk mitigation protocols will be upheld, and which provides a set schedule for the Bingo games. CARRIED.

The Infographic is being produced with a proof date of June 25.

5.0 New Business

5.1 Caroline Senior Housing Delegation; County Council

Administrator presented her summary notes on the delegation's



June 8 presentation to County Council and discussion occurred. Randy, as a Town of Rocky Councilor, did not know anything about the presentation taking place and although the Administrator had not been invited to the delegation, she had learned about the presentation informally and attended online.

Theresa moved that the Administrator send a letter to the Caroline Senior Housing committee requesting that all three municipalities and Rocky Senior Housing Council be included in the project and for clarity to be provided regarding expectations and roles within the project/ Business Model. CARRIED.

#### 5.2 Parcel locker for Columbus Place

Administrator presented a brochure detailing a Canada Post supplied parcel locker container that will provide benefit to the tenants at Columbus Place.

Davena moved that the parcel locker be installed at Columbus Place once a suitable placement location is confirmed and that an information letter addressed to Columbus Place tenants be provided at time of installation. CARRIED.

#### 6.0 Administrator's Report

Discussion on increasing marketing efforts for Westview Lodge occurred. Ideas include sourcing college/ high school students to help with graphic design and printing a promotional banner, as well as contracting out experts for Administrator in this department. There is interest to have a booth at Market on Main and Board Members would assist in manning a booth for 2 evenings.

Mary accepted the Administrator's Report as information. CARRIED.

#### 7.0 Financial Report- May 2021

Mary accepted the April 2021 Financial Report as presented. CARRIED.

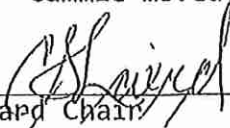
Westview Lodge	Revenue	\$200,438
	Expense	\$245,464
		\$(45,026)
Self-contained	Revenue	\$60,179
	Expense	\$62,001
		\$(1,822)

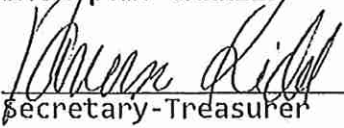
1. WVL - Non-redeemable GIC \$54,715(matures 09/12/2021)2.07%
2. RSHC- Non-redeemable GIC \$21,348(matures 09/12/2021)2.07%

#### 8.0 Next Board meeting - July 21, 2021 9:00 am

#### 9.0 Adjournment

Cammie moved to adjourn the meeting at 12:51 p.m. CARRIED

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Secretary-Treasurer

Rocky Senior Housing Council  
Regular Meeting Minutes  
July 21, 2021  
9:00 a.m.  
Westview Lodge Board Meeting Room

In attendance: Board members: Cammie Laird, Theresa Laing, Davena Ma, Sheri-Lynn Black, Randy Brown. Administrator: Vanessa Kidd  
Absent: Mary Bugbee

- 1.0 Call to Order- 9:00 a.m.
- 2.0 Approval of Agenda  
Sheri-Lynn moved to approve the Agenda as presented. CARRIED.
- 3.0 Approval of the June 16, 2021 Regular Meeting Minutes.  
Davena moved to approve the June 16, 2021 Regular Meeting Minutes. CARRIED.
- 4.0 Old Business
  - 4.1 Building Envelope  
The Board reviewed a bid submission by Shunda Consulting and Construction Management Ltd.  
Theresa moved to accept the bid as presented. DEFEATED.  
Randy moved that the Administrator work with Richards Consulting to redefine the Project Scope Package by prioritizing Details 5,6,7,8 for 2021 completion, and remaining Details 1,2,3,4 for 2022/2023 completion. CARRIED.  
Theresa moved that a Building Envelope Project subcommittee comprised of Cammie and Sheri-Lynn be formed. CARRIED.
  - 4.2 Tenant correspondence and Infographic  
Administrator presented correspondence regarding the exception granted to a Columbus Place resident to hold bingo games during the province-wide-no-indoor-social-gathering restriction. The June 16, 2021 confirmation of exception email addressed to the Public Health Inspector was not replied to nor the June 17, 2021 letter addressed to the involved Columbus Place tenant who received the exception. Administrator indicated that the indoor social gathering restriction has now been lifted and so correspondence follow up not required.  
  
The Infographic for senior self-contained living is still in production. Administrator to follow up.
  - 4.3 Caroline Senior Housing Delegation: County Council  
Administrator presented the Caroline Senior Housing Committee correspondence she had sent out requesting that Rocky Senior Housing Council be included in the project and for clarity to be provided regarding expectations and roles within the project/Business Model. To date, no formal response had been received.
  - 4.4 Parcel locker for Columbus Place  
Progress is being made with Canada Post.
- 5.0 New Business
  - 5.1 3.5% Wage Reduction Strategy - 3-month review  
The Board discussed the instability of the current economic situation, the effects of the pandemic and continued Lodge



vacancy and decided to continue with our 3.5% wage reduction strategy as is. Next 3-month review date will be the October Board Meeting.

6.0 Administrator's Report

The new WVL promo banner is now at Market on Main and Sheri-Lynn provided feedback from her night at the Senior Social Needs Coordinator's booth representing WVL. Discussion was had regarding the ability to reach our target market at Market on Main. Another WVL Open House will occur in the early fall now that pandemic restrictions have mostly been lifted. The Open House in 2019 was a success and Open Houses serve our target market well.

The Board requested that the Senior Social Needs Coordinator present and field questions at the August Board Meeting.

Administrator to organize this.

Cammie suggested maintaining the Front Door Person position in our WVL Budget after the Operational and Outbreak CMOH Order is completely rescinded, and would like future discussion on this.

Randy accepted the Administrator's Report as information.  
CARRIED.

7.0 Financial Report- June 2021


Sheri-Lynn accepted the June 2021 Financial Report as presented.  
CARRIED.

Westview Lodge	Revenue	\$346,205
	Expense	<u>\$200,441</u>
		\$145,764
Self-contained	Revenue	\$54,384
	Expense	<u>\$37,461</u>
		\$16,923

1. WVL - Non-redeemable GIC \$54,715(matures 09/12/2021)2.07%
2. RSHC- Non-redeemable GIC \$21,348(matures 09/12/2021)2.07%

8.0 Next Board meetings - Aug. 18, Sept. 15, Oct. 6, 2021 at 9:00 am, Westview Lodge Board Room

9.0 Adjournment - 11:53 p.m.

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Secretary-Treasurer

Rocky Senior Housing Council  
Regular Meeting Minutes  
October 6, 2021  
9:00 a.m.  
Westview Lodge Board Meeting Room

In attendance: Board members: Cammie Laird, Theresa Laing (arrived 9:49 a.m.), Davena Ma, Sheri-Lynn Black, Randy Brown.  
Absent: Mary Bugbee  
Administrator: Vanessa Kidd

1.0 Call to Order- 9:05 a.m.

2.0 Approval of Agenda  
Davena moved to approve the Agenda as presented. CARRIED.

3.0 Approval of September 15, 2021 Regular Meeting Minutes  
Sheri-Lynn moved to approve the September 15, 2021 Regular Meeting Minutes. CARRIED.

4.0 Old Business

4.1 3.5% Wage Reduction Strategy - 6-month review  
The Board discussed the continued instability of the current economic situation and the effects of the pandemic. Lodge vacancy has improved by a few points, but not gained significant momentum required quite yet. The Board will continue with the 3.5% wage reduction strategy as is. Next 3-month review date will be at the January 2022 Board Meeting.

4.2 HR Policy review by Board

Administrator and Board reviewed the draft HR Policy and discussed. Davena moved to approve the draft HR Policy as amended and to move ahead and present the draft to the Employee HR Committee for review. CARRIED.

5.0 New Business

There was no New Business.

6.0 Administrator's Report

Randy moved to accept the Administrator's Report as information. CARRIED.

7.0 Financial Report- September 2021

Sheri-Lynn accepted the September 2021 Financial Report as presented. CARRIED.

Westview Lodge	Revenue	\$323,630
	Expense	<u>\$223,061</u>
		\$100,569

Self-contained	Revenue	\$ 54,131
	Expense	<u>\$ 47,925</u>
		\$ 6,206

8.0 Next Board meeting - November 17, 2021 at 9:00 a.m. WVL Board Room

9.0 Adjournment - 12:15 p.m.

  
Board Chair

  
Secretary-Treasurer



## **Sandy Buckberry**

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**From:** Craig Curtis  
**Sent:** November 29, 2021 12:00 PM  
**To:** Sandy Buckberry  
**Subject:** FW: Engagement Invitation for APPS Transition Study  
**Attachments:** 4835 MA.pdf; Instructions - MA.pdf

Please print out with attachments for next agenda

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**From:** Ministry of Justice <ministryofjustice@gov.ab.ca>  
**Sent:** November 16, 2021 10:43 AM  
**To:** Ministry of Justice <ministryofjustice@gov.ab.ca>  
**Cc:** MA Minister <Minister.MunicipalAffairs@gov.ab.ca>; Douglas Morgan <Douglas.Morgan@gov.ab.ca>; Dennis Cooley <Dennis.Cooley@gov.ab.ca>  
**Subject:** Engagement Invitation for APPS Transition Study

Dear Mayor/ Reeve and Council:

Please find the attached letter from Honourable Kaycee Madu QC, Minister of Justice and Solicitor General.

Regards,

Office of the Minister of  
Justice and Solicitor General

Classification: Protected A



ALBERTA  
JUSTICE AND SOLICITOR GENERAL

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*Office of the Minister  
M.A. Edmonton - South West*

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing [jsg.appstranstionstudy@gov.ab.ca](mailto:jsg.appstranstionstudy@gov.ab.ca).

Yours very truly,



Kaycee Madt, QC  
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs



# Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

## Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

## Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

### Engagement Registration

Dates (2022)	Time	Location <sup>1</sup>	Registration Link
January 10	8:30am to 11:00am	Sherwood Park	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297</a>

<sup>1</sup> Addresses will be provided when available.

January 10	2:00pm to 4:30pm	Fort Saskatchewan	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077</a>
January 11	8:30am to 11:00am	St. Albert	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797</a>
January 11	2:00pm to 4:30pm	Stony Plain	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767</a>
January 12	9:00am to 11:30am	Westlock	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257</a>
January 12	2:00pm to 4:30pm	Athabasca	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407</a>
January 13	8:30am to 11:00am	Ft. McMurray	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107</a>
January 24	8:30am to 11:00am	Okotoks	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847</a>
January 25	8:30am to 11:00am	Claresholm	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757</a>
January 25	2:00pm to 4:30pm	Pincher Creek	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747</a>
January 26	2:00pm to 4:30pm	Lethbridge	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827</a>
January 27	8:30am to 11:00am	Medicine Hat	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807</a>
January 27	2:00pm to 4:30pm	Brooks	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797</a>
January 28	8:30am to 11:00am	Strathmore	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467</a>
February 7	8:30am to 11:00am	Red Deer	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987</a>
February 7	2:00pm to 4:30pm	Red Deer	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617</a>

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February 8	8:30am to 11:00am	Rocky Mountain House	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877</a>
February 9	8:30am to 11:00am	Stettler	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497</a>
February 9	2:00pm to 4:30pm	Hanna	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947</a>
February 10	8:30am to 11:00am	Airdrie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347</a>
February 10	2:00pm to 4:30pm	Olds	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257</a>
February 28	8:30am to 11:00am	Leduc	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157</a>
February 28	2:00pm to 4:30pm	Ponoka	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557</a>
March 1	8:30am to 11:00am	Camrose	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877</a>
March 1	2:00pm to 4:30pm	Wainwright	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567</a>
March 2	8:30am to 11:00am	Vermillion	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737</a>
March 3	8:30am to 11:00am	Bonnyville	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957</a>
March 4	2:00pm to 4:30pm	Smoky Lake	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347</a>
March 7	8:30am to 11:00am	Slave Lake	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357</a>
March 8	2:00pm to 4:30pm	Peace River	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837</a>
March 9	2:00pm to 4:30pm	High Level	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707</a>

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March 14	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127</a>
March 15	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347</a>
March 16	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227</a>
March 17	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097</a>
March 18	8:30am to 11:00am	Virtual	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007</a>
March 28	8:30am to 11:00am	Whitecourt	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677</a>
March 28	2:00pm to 4:30pm	Valleyview	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057</a>
March 29	2:00pm to 4:30pm	Grande Prairie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767</a>
March 30	8:30am to 11:00am	Grande Prairie	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497</a>
March 31	8:30am to 11:00am	Edson	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777</a>
March 31	2:00pm to 4:30pm	Drayton Valley	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487</a>
April 1	2:00pm to 4:30pm	Edmonton	<a href="https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317">https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317</a>

Last Updated: November 5, 2021





**OFFICE OF THE MAYOR**

November 25, 2021

Via email: [registrar@cpsa.ab.ca](mailto:registrar@cpsa.ab.ca)

College of Physicians & Surgeons of Alberta  
2700, 10020 100 Street NW  
Edmonton, AB  
T5J 0N3

Attention: Dr. Scott McLeod, Registrar

Dear Dr. *Scott* McLeod:

I am writing on behalf of Council to inform you that, at our regular Council meeting held on November 23, 2021, Cold Lake City Council passed a motion requesting that the College of Physicians & Surgeons of Alberta consider streamlining the assessment process for physicians moving to Cold Lake from outside of Canada.

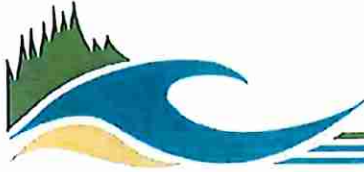
Over the years, the City of Cold Lake has spent hundreds of thousands of dollars on doctor recruitment and retention efforts. These efforts have been — and remain — one of our Council's top priorities as many residents in our community are unattached to a local family physician.

It is our understanding that physicians moving to Cold Lake from outside of Canada must first complete an assessment at another healthcare facility prior to establishing their practice in our community. We understand that this process takes several months, after which the doctor is then oriented to the community and the local healthcare facilities and clinic at which he or she will establish a practice.

We have great respect for the doctors in our community, and we are confident that among them there are several who would be willing and able to assist in this assessment process locally. Doing so, we feel, would greatly streamline this process for doctors who are new to Canada, preventing drawn out orientation process, and allowing for a smoother transition to their community.

.../2





**OFFICE OF THE MAYOR**

-2-

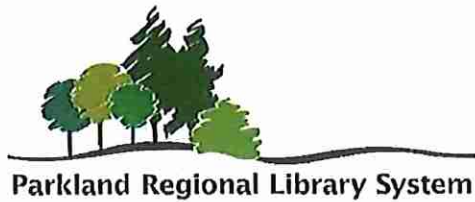
It is our hope that these assessments take place at the Cold Lake Healthcare Centre by local physicians. If this is not a possibility, our Council would appreciate the opportunity to learn more about the assessment process and would like to extend an invitation to speak with you about the process. This information will assist our Council and our administration as we continue to work to support our local healthcare providers.

You may reach out at your earliest convenience or, alternatively, you may contact the City of Cold Lake's Chief Administrative Officer, Kevin Nagoya, at 780-594-4494 or via email at [knagoya@coldlake.com](mailto:knagoya@coldlake.com).

With warm regards,

Craig Copeland,  
Mayor

cc: The Honourable Jason Copping, Minister of Health  
Mr. David Hanson, MLA for Bonnyville - Cold Lake - St. Paul  
Dr. Verna Yiu, AHS President and CEO  
Alberta Municipalities  
Rural Municipalities Association  
Cold Lake City Council  
Kevin Nagoya, CAO



## PRLS Board Meeting Minutes November 4, 2021

The regular meeting of the Parkland Regional Library System Board was called to order at 10:07 a.m. on Thursday November 4, 2021 in the Small Board Room, Lacombe.

**Present:** Debra Smith (Board Chair), Gord Lawlor

**Present via Zoom:** Jackie Almberg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Ron These (Alternate for Amanda Derksen), Jeff Eckstrand, Lisa Ferguson, Gerald Caron (Alternate for Elaine Fossen), Dwayne Fulton, Barbara Gibson, Barb Gilliat, Gail Knudson, Guy Lapointe, Stephen Levy, Daryl Lougheed, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Terilyn Paulgaard, Shawn Peach, Norma Penney, Leonard Phillips, Ray Reckseidler, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Brenda Dennis (Alternate for Laura Svab), Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Sharon Williamson, Bill Windsor, Janice Wing

**With Regrets:** Dana Kreil, Joy-Anne Murphy

**Absent:** Sandy Gamble, Bruce Gartside, Steve Gay, Clark German, Pam Hansen, Bryce Olson, Sandy Shipton, Les Stulberg

**Staff:** Ron Sheppard, Tim Spark, Kara Hamilton, Haley Amendt, Hailey Halberg, Jessie-Lynn Gerski

### Call to Order

Meeting called to order at 10:07 a.m. by Smith.

As part of PRLS' legislative compliance procedures, board members who send regrets are excused at the beginning of each meeting.

Motion by Gerald Caron to excuse Dana Kreil and Joy-Anne Murphy from attendance at the board meeting on November 4, 2021 and remain members of the Parkland Board in good standing.

CARRIED  
PRLS 44/2021

### 1.1 Agenda

#### 1.1.2 Adoption of the Agenda

Motion by Barb Gilliat to accept the agenda as presented.

CARRIED  
PRLS 45/2021

**1.2. Approval of Minutes**

Smith asked if there were any amendments to the September 16, 2021 minutes. There were none.

Motion by Shannon Wilcox to approve the minutes of the September 16, 2021 meeting as presented/amended.

CARRIED  
PRLS 46/2021

**1.3. Business arising from the minutes of the September 16, 2021 meeting**

Smith asked if there was any business arising from the minutes. There were none.

**2. Business Arising from the Consent Agenda**

Smith asked if there was any business arising from the consent agenda. There was none.

Motion by Norma Penney to approve the consent agenda as presented.

CARRIED  
PRLS 47/2021

**3.1. Election of Board Chair**

Each year at Parkland’s November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Gord Lawlor nominated Debra Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Smith became the Board Chair by acclamation. Smith accepted the position and resumed the duty of Chair.

**3.2. Election of Executive Committee**

PRLS’ Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Board Chair accounts for one seat on the committee. In accordance with Parkland’s master agreement with the municipalities, members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRLS Board members representing that geographical area.

Members were divided into “breakout rooms” on Zoom and a representative was chosen from each area. The Executive Committee was appointed as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	Joy-Anne Murphy – City of Camrose
Seat 3	Philip Massier – Red Deer County
Seat 4	Len Phillips – Town of Rocky Mtn. House
Seat 5	Marc Mousseau – Summer Village of Parkland Beach
Seat 6	Norma Penney – Village of Clive
Seat 7	Barb Gilliat – Village of Alix



Seat 8	Stephen Levy – Town of Sedgewick
Seat 9	Heather Ryan – Town of Olds
Seat 10	Teresa Rilling – Town of Sylvan Lake

Motion by Len Phillips to accept the Executive Committee as appointed.

CARRIED

PRLS 48/2021

### 3.3 Advocacy Committee Report

Lawlor reviewed the Advocacy Committee report briefly and asked if the new councillor welcome packages sent by Parkland were received and if they were helpful. The general consensus was that they were well put together and well received. He introduced Barb Gilliat from the Village of Alix and Norma Penney from the Village of Clive who gave a PowerPoint presentation called *What to Expect on the Parkland System Board*.

Motion by Marc Mousseau to receive for information

CARRIED

PRLS 49/2021

### 3.4. Election of Advocacy Committee

The volunteers for the Advocacy Committee for 2022 are:

- Gord Lawlor - Town of Stettler
- Norma Penney - Village of Clive
- Barb Gilliat - Village of Alix
- Bill Rock - Village of Amisk
- Deb Smith, Ex Officio - Village of Lougheed
- Shannon Wilcox - Town of Carstairs
- Stephen Levy - Town of Sedgewick
- Delaney Thoreson - Town of Eckville
- Shawn Peach - Town of Castor
- Marc Mousseau - Summer Village of Parkland Beach

Motion by Shannon Wilcox to appoint Gord Lawlor, Norma Penney, Barb Gilliat, Bill Rock, Deb Smith, Shannon Wilcox, Stephen Levy, Delaney Thoreson, Shawn Peach, and Marc Mousseau to the Advocacy Committee for the next year.

CARRIED

PRLS 50/2021

### 3.5. Board Signing Authorities

Parkland Regional Library System requires that two trustees act as cheque signing authorities for cheques valued at \$45,000 or more, or, if the Director is unavailable to sign. It is most convenient if the Board signing authorities live or work close to PRLS headquarters.

Smith asked for two board members that live close to Parkland to volunteer be signing authorities.

Motion by Teresa Rilling to accept Barb Gilliat and Norma Penney as PRLS' board signing authorities

CARRIED  
PRLS 51/2021

**3.6. Budget Approval Update**

PRLS' 2022 budget has been sent out to the municipalities for approval. As of the meeting date, the budget was approved by 58% of the municipalities representing 57% of the population, with one municipality declining. 37 of 64 municipalities have responded. This is the third consecutive year with no increase in the per-capita requisition. Staff do not anticipate any challenges passing the budget.

Motion by Norma Penney to receive for information.

CARRIED  
PRLS 52/2021

**3.7. Plan of Service/Strategic Plan**

Sheppard reviewed. Parkland's current strategic plan (plan of service) expires at the end of 2022. Having a current plan is required by the Alberta Libraries Act. In order to have a new plan completed by 2023, a full needs assessment has to be conducted in 2022. However, there are some challenges related to a needs assessment given the provincial government's COVID-19 restrictions.

In the past, Parkland has used an Alberta government Community Development officer to help facilitate meetings as part of the needs assessment process. This is because having an external facilitator helps ensure that the needs assessment process is impartial and genuinely reflects the wishes of Parkland's stakeholders.

In order to obtain a facilitator from Community Development, Parkland had to navigate an application process which proved more complicated and longer than on previous occasions. Fortunately, Parkland has received notice that we have been "tentatively approved for online facilitation services."

Staff asked if the board would delegate to Parkland's Executive Committee the authority to develop the strategic plan needs assessment process. This allows staff to work more effectively within the timeframe of the Community Development officer.

Motion by Gord Lawlor to delegate to the Executive Committee full discretion to determine and execute the needs assessment process for Parkland's new strategic plan.

CARRIED  
PRLS 53/2021

**3.8. Dates for 2022 Meetings**

The board reviewed the dates for PRLS' 2021 Board meetings. Meetings will be virtual until COVID-19 restrictions have been lifted. The Executive Committee will select their meeting dates at their December meeting.

February 24, 2022	10:00 a.m. – 12:00 p.m. (Annual Report, Year in Review)
May 19, 2022	10:00 a.m. – 12:00 p.m. (2019 Financial Statements presented)
September 15, 2022	10:00 a.m. – 12:00 p.m. (Budget presentation for 2021)
November 17, 2022	10:00 a.m. – 12:00 p.m. (Organizational Meeting)

Motion by Ray Reckseidler to receive for information.

CARRIED  
PRLS 54/2021

- 3.9.1. ALTA Report**
- 3.9.2. Director’s Report**
- 3.9.3. Library Services Report**
- 3.9.4. IT Report**
- 3.9.5. Finance and Operations Report**

Smith asked if there were any questions regarding the ALTA, Director’s, Library Services, IT, or Finance and Operations reports. There were none.

Motion by Lisa Ferguson to receive the ALTA, Director’s, Library Services, IT, and Finance and Operations Reports for information.

CARRIED  
PRLS 55/2021

**3.10. Parkland Community Update**

Stettler Library is holding a Wine Survivor fundraiser once again, which was very popular last year. Due to COVID-19, it was held virtually in 2020, which actually worked better, so they will continue to hold it virtually even after the pandemic is over. Last year they raised over \$3,500 and this year looks to be better.

Ponoka Jubilee Library is excited about so many first nations patrons coming to their library, in part because the Maskwacis library is presently closed due to the pandemic.

Olds & District Municipal Library is hosting a comedy night fundraiser on November 20<sup>th</sup>. It has been cancelled twice previously due to pandemic restrictions. They are hoping it can be held this time.

Carstairs Public library has been very innovative and is partnering to offer fun lunch and learns; the next one is about backyard birding. We also are excited for a beer making workshop to be held via Zoom!

Penhold & District Public Library had their organizational meeting. Their library manager gave a presentation on increased families and children attending the library. They are offering Dino week, Daddy and me play days, and a special Storytime with Author Karen Davies.

Amisk Public Library along with the local elementary school is creating a book to be given to the children’s grandparents for Christmas.

Carstairs Public Library invited the Carstairs council to their library to reintroduce the services and programs that the library has to offer.



Blackfalds Public Library's new building is opening soon.

Delburne Municipal Library in partnership with the Delburne council is hosting a gingerbread contest on December 11th.

Eckville Municipal Library is hosting a Zoom book club for teens. It has been great for that age group to get into reading.

Motion by Stephen Levy to accept the Parkland Community Update for information.

CARRIED  
PRLS 56/2021

**4. Adjournment**

Motion by Norma Penney to adjourn the meeting at 11:21 a.m.

CARRIED  
PRL 57/2021

Meeting adjourned at 11:21 a.m.

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Chair



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## PRLS BOARD TALK

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### Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 4, 2021

#### Organizational Meeting

Parkland's board has approximately 25 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation.

#### Executive Committee

The Executive Committee has several new faces, along with returning members. Welcome!

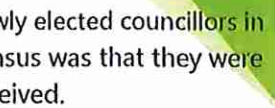
**Debra Smith**, Committee Chair (Village of Lougheed)  
**Joy-Anne Murphy**, (City of Camrose)  
**Philip Massier**, (Red Deer County)  
**Len Phillips**, (Town of Rocky Mtn. House)  
**Marc Mousseau**, (Summer Village of Parkland Beach)  
**Norma Penney**, (Village of Clive)  
**Barb Gilliat**, (Village of Alix)  
**Stephen Levy**, (Town of Sedgewick)  
**Heather Ryan**, (Town of Olds)  
**Teresa Rilling**, (Town of Sylvan Lake)

#### Budget 2021

PRLS' 2022 budget has been sent out to the municipalities for approval. As of the meeting date, the budget was approved by 58% of the municipalities representing 57% of the population, with one municipality declining. This is the third consecutive year with no increase in the per-capita requisition.

#### Advocacy Committee

The Advocacy Committee continues to enthusiastically serve PRLS. Last month, New councillor welcome



packages were mailed to all newly elected councillors in the region. The general consensus was that they were well put together and well received.

The volunteers for the Advocacy Committee for 2022 are:

**Gord Lawlor** - Town of Stettler  
**Norma Penney** - Village of Clive  
**Barb Gilliat** - Village of Alix  
**Bill Rock** - Village of Amisk  
**Deb Smith**, Ex Officio - Village of Lougheed  
**Shannon Wilcox** - Town of Carstairs  
**Stephen Levy** - Town of Sedgewick  
**Delaney Thoreson** - Town of Eckville  
**Shawn Peach** - Town of Castor  
**Marc Mousseau** - Summer Village of Parkland Beach

#### Board Meeting Dates for 2022

Until further notice, Parkland will be holding board meetings virtually. Board meeting dates are subject to change, but are set as follows:

- **February 24** - Annual Report, Year in Review
- **May 19** - 2020 Financial Statements presented
- **September 15** - Budget presentation for 2022
- **November 17** - Organizational Meeting

#### OverDrive and eSharing Resources

At the September meeting, the board was informed about a new initiative to share electronic resources. Since 2019, Parkland has been sharing eBooks and eAudio books from its CloudLibrary Collection with the four library systems that make up The Regional Automation Consortium (TRAC). This ability to 'interlibrary loan' eContent has saved countless dollars and proved to be a hugely beneficial service to library patrons.

Following on this success, Parkland has recently entered another agreement with both TRAC, Edmonton Public Library (EPL), and Calgary Public Library, to share the eBooks and eAudio books available on our other major eContent platform OverDrive. Parkland has received word that the commencement of this new service will be December 1<sup>st</sup>. Training and marketing materials for this initiative will be forthcoming.

#### Training for Board Members and Newly Appointed Councils

Parkland is offering board members virtual trustee training. Dates and times for sessions were sent out following the organizational meeting.





A new council orientation is also now available and can be presented either virtually or in person. The intention is to explain the structure of public library service in Alberta, including the roles of municipal council, local boards, regional systems, and provincial government. This presentation will be provided on request.

### Community News from Trustees

**Stettler Public Library** is holding a Wine Survivor fundraiser once again, which was very popular last year. Due to COVID-19, it was held virtually in 2020, which actually worked better, so they will continue to hold it virtually even after the pandemic is over. Last year they raised over \$3,500 and this year looks to be better.

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**Penhold & District Public Library** had their organizational meeting. Their library manager gave a presentation on increased families and children attending the library. They are offering Dino week, Daddy and me play days, and a special Storytime with Author Karen Davies.

**Amisk Public Library** along with the local elementary school is creating a book to be given to the children's grandparents for Christmas.

**Carstairs Public Library** invited the Carstairs council to their library to reintroduce the services and programs that the library has to offer.

**Blackfalds Public Library's** new building is re-opening soon.

**Delburne Municipal Library** in partnership with the Delburne council is hosting a gingerbread contest on December 11th.

**Eckville Municipal Library** is hosting a Zoom book club for teens. It has been great for that age group to get into reading.

### Board Members Present

Debra Smith (Board Chair), Gord Lawlor

### Board Members Present via Zoom

Jackie Almborg, Alison Barker-Jevne, Doug Booker, Jaime Coston, Teresa Cunningham, Cal David, Ron These (Alternate for Amanda Derksen), Jeff Eckstrand, Lisa Ferguson, Gerald Caron (Alternate for Elaine Fossen), Dwayne Fulton, Barbara Gibson, Barb Gilliat, Gail Knudson, Guy Lapointe, Stephen Levy, Daryl Loughheed, Julie Maplethorpe, Philip Massier, Ricci Matthews, Marc Mousseau, Joy-Anne Murphy, Jackie Northey, Terilyn Paulgaard, Shawn Peach, Norma Penney, Leonard Phillips, Ray Reckseidler, Lori Reid, Teresa Rilling, Bill Rock, Heather Ryan, Brenda Dennis (Alternate for Laura Svab), Delaney Thoreson, Patricia Toone, Doug Weir, Carlene Wetthuhn, Shannon Wilcox, Sharon Williamson, Bill Windsor, Janice Wing

### With Regrets

Dana Kreil, Joy-Anne Murphy

### Absent

Sandy Gamble, Bruce Gartside, Steve Gay, Clark German, Pam Hansen, Bryce Olson, Sandy Shipton, Les Stulberg

### PRLS Staff

Ron Sheppard, Tim Spark, Kara Hamilton, Haley Amendt, Haley Halberg, Jessie-Lynn Gersky

**Next Meeting: February 24, 2022,  
10:00 AM (Zoom)**

For more information or if you want a copy of the draft minutes from this board meeting, please contact PRLS.



## Sandy Buckberry

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**From:** Craig Curtis  
**Sent:** December 2, 2021 12:51 PM  
**To:** Sandy Buckberry  
**Subject:** FW: Alberta Municipalities (AUMA) Director introduction and new name

For agenda

**From:** angeladuncan@albertabeach.com <angeladuncan@albertabeach.com>  
**Sent:** December 2, 2021 10:35 AM  
**To:** angeladuncan@albertabeach.com  
**Subject:** Alberta Municipalities (AUMA) Director introduction and new name

Hello Mayors and Councillors,

Congratulations on your recent election/re-election. For those of you who do not know me, I am the Director of Villages West and Vice President of Villages and Summer Villages for Alberta Municipalities (formerly Alberta Urban Municipalities Association, AUMA), which means that I represent you and your village on the Alberta Municipalities Board. I hope that things are going well as you get to know your roles and/or new council members. Normally, I send updates on Alberta Municipalities advocacy initiatives and important events and issues that I feel may be important to you or your community. Since we just had our AGM and board elections at our convention, I will send a more fulsome update email after we have had our first board meeting and done committee appointments, likely in the new year. In the meantime, I want to ensure that you are aware of our rebranding and name change, as well as tell you a little about me.

At Convention, I had the pleasure of introducing our new and exciting name. We did extensive engagement with our members before deciding on our new name and brand. During our stakeholder engagement, we consistently heard our members saying:

- they do not define themselves as being 'urban' or 'rural', but as municipalities and communities.
- they were confused by the split brand presented as Alberta Urban Municipalities Association (AUMA) and Alberta Municipal Services Corporation (AMSC); and
- that 'AUMA' and 'AMSC' were simply a jumble of letters that held no real meaning for them.

As a result, Alberta Urban Municipalities Association (AUMA) and Alberta Municipal Services Corporation (AMSC) are now combined under a single brand name, Alberta Municipalities.

You can view our brand video and read more [about the brand](#) at our new website, [abmunis.ca](http://abmunis.ca).

Now, a little about me. I was first elected to my village council in 2013 and became Deputy Mayor in 2017. I was elected Director of Villages West on the Alberta Municipalities Board in 2018, Vice President of Villages and Summer Villages in 2019, and just wrapped up a brief stint as Interim President. I am currently in my 3rd year of a Bachelor of Professional Arts Degree in Governance, Law, and Management with Athabasca University and I am the proud mother of two wonderful boys. I am a passionate advocate for communities and work hard to ensure that small communities have a strong and knowledgeable voice at the board and executive table. Over the last couple of years, I have had the pleasure of visiting many of your communities, and I have learned so much about what makes each of them unique and yet oddly similar. I hope to continue visiting your communities over the next year to meet you and learn more about your issues and initiatives and how I can better represent you. I also encourage you to get in touch with me if you have questions, comments, concerns or you just want to chat about what is going on in your community; my contact information is below, and please note my new email address, angeladuncan@albertabeach.com. I look forward to working with you.

Finally, I have been working to update my email list, but have not managed to track down everyone's email addresses yet. I am hopeful that CAO's will fan this out to councils and that if you did not receive this directly from

me that you please forward me your email address so that I can add it to my records. Conversely, if you do not wish to receive update emails from me, please let me know and I will take you off my list.

Thank you and I hope you have a wonderful day,

**Angela Duncan**

Deputy Mayor, Alberta Beach

Vice President, Villages & Summer Villages, Alberta Municipalities

(780) 868-5103

[angeladuncan@albertabeach.com](mailto:angeladuncan@albertabeach.com)