

AGENDA
COUNCIL MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
July 10, 2018
1:00 pm

A. ADOPTION OF AGENDA

B. DELEGATIONS

Nil

C. MINUTES

1. Council Committee Meeting Minutes
 - June 26, 2018
2. Council Meeting Minutes
 - June 26, 2018
3. Special Council Meeting Minutes
 - July 3, 2018

D. BUSINESS ARISING FROM THE MINUTES

E. UNFINISHED BUSINESS

1. RhPap Rural Community Development and Engagement
 - Report from Interim Chief Administrative Officer, dated July 5, 2018

F. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations

- a) Operations Report
 - Report from Director of Operations, dated July 5, 2018
 - Call Logs

2. Planning and Development

- a) Request for Service on Road Easement NE 18-10-2 W5M
 - Report from Director of Development and Community Services, dated July 4, 2018
- b) Request to Close Portion of Road Allowance – W/SW 16-4-29 W4M
 - Report from Director of Development and Community Services, dated July 4, 2018
- c) Public Policy Report
 - Report from Director of Development and Community Services, dated July 5, 2018

3. Finance

- a) Initial Direction for 2019 Budget
 - Report from Director of Finance, dated July 3, 2018
- b) Funding for New Contracts
 - Report from Director of Finance, dated July 3, 2018
- c) Statement of Cash Position
 - For month ending June 2018

4. Municipal

- a) Safety Coordinator Position within the Organization
 - Report from Interim Chief Administrative Officer, dated July 4, 2018
- b) Pincher Creek Emergency Services Commission
 - Report from Interim Chief Administrative Officer, dated July 4, 2018
- c) Request for Decision and Direction Templates
 - Report from Interim Chief Administrative Officer, dated July 4, 2018
- d) Interim Chief Administrative Officer Report
 - Report from Interim Chief Administrative Officer, dated July 5, 2018
 - Call Log

G. CORRESPONDENCE

1. For Action

- a) Southern Alberta Emergency Management Resource Sharing Agreement
 - Report from Interim CAO, dated July 5, 2018
- b) Request for Letter of Support – Gateway to Alberta
 - Report from Interim CAO, dated July 5, 2018
- c) Invitation to Communities in Bloom Social
 - Report from Interim CAO, dated July 5, 2018

2. For Information

- a) Stars of Alberta Volunteer Awards
 - Letter from Culture and Tourism, dated June 28, 2018
- b) Regular Fall Meeting of the Foothills Little Box Municipal Association
 - Letter from Foothills Little Bow Municipal Association, dated June 26, 2018

H. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1

- Cardston Parade and Mayor's Luncheon
 - Email, dated June 28, 2018

Councillor Rick Lemire – Division 2

Councillor Bev Everts– Division 3

Councillor Brian Hammond - Division 4

Councillor Terry Yagos – Division 5

I. CLOSED MEETING

- 1. Road Acquisition Agreement – FOIP Section 16
- 2. Intermunicipal Library Agreement – FOIP Section 21 & 23

J. NEW BUSINESS

K. ADJOURNMENT

MINUTES
COUNCIL COMMITTEE MEETING
MUNICIPAL DISTRICT OF PINCHER CREEK
June 26, 2018

Present: Reeve Quentin Stevick, Councillors Brian Hammond, Bev Everts, Rick Lemire and Terry Yagos

Staff: Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Also: Tom Leavitt and Jody Petrone, with MPE Engineering Ltd.

Reeve Quentin Stevick called the meeting to order, the time being 9:00 am.

1. Approval of Agenda

Councillor Rick Lemire

Moved that the Agenda for the June 26, 2018 Council Committee Meeting be approved as presented.

Carried

2. Beaver Mines Water and Wastewater Project

Tom Leavitt and Jody Petron, with MPE Engineering Ltd, attended the meeting to speak to the Beaver Mines Water and Wastewater Project.

The Capital Project List and Summary, dated June 21, 2018, was discussed and explained.

The Raw Water Intake project will be commissioned after July 1. They will test this pipeline for a few weeks to ensure that the system is operating properly. Once satisfied that the system is operational, the existing raw water intake line will be decommissioned.

The timeline for the decommissioning of the old line will be approximately two weeks after that.

The Regional Water Pipeline was explained.

80% of the waterline project is complete. The project is scheduled to be completed by the end of July. Components of the project were explained. After the decommissioning of the current raw water intake, the existing raw water line will be repurposed for potable water.

The Castle River crossing is the last outstanding aspect of the project. An urgent status enquiry has been submitted as this has been approved at the local Lethbridge office of the Public Lands Department in March. The final approval is now awaiting confirmation from the Edmonton office. Council is prepared to apply pressure through their channels if

required to keep the project moving. The timeline of the drilling aspect of the project (drilling under the Castle River) once the approval is obtained, should be approximately one week.

The three components of the Mechanical aspect of the Water project were explained. The timeline of the Mechanical aspect was discussed. It is behind schedule.

A standpipe for the community was discussed. Direction on the location of the standpipe is required. Council will need to determine the location of the standpipe. MPE will be asked to brief Council on the technical issues associated with placement of a standpipe at various locations.

The Water Distribution Wastewater Collection project was discussed. This project is all dependent on the waste water project. Once the waste water treatment option is identified and approved, tenders will be sent out for the Water Distribution Wastewater Collection project.

Castle Area Water Supply was discussed. This project is nearing completion of the detailed design phase. Applications for approvals will be submitted when appropriate. There may need to have additional lands, similar to the process for the water line, for a booster station. All GIS drilling has been completed and the Geotechnical report is almost completed. The environmental report should be completed within the next two weeks. The project will be tendered later this year and the completion date for this project is estimated spring 2019, as winter will cause a construction shut down.

The costs of the project, and the MD's portion of the costs, was discussed.

Castle Mountain cannot get water before Beaver Mines does as the water to Castle flows through the Beaver Mines Distribution system.

Alberta Environment has verbally provided a statement that possibly a sewage/wastewater holding tank could be installed within the Hamlet, but the operational logistics for this solution is costly and challenging. Written confirmation is required.

Castle Mountain's wastewater solutions was discussed. MPE hasn't been requested to take part in this project. Castle Mountain has its own lagoon system. Alberta Environment has indicated that Castle Mountain's sewer system is adequate and not to be a part of this project.

The temporary interim solution of a wastewater holding tank was further discussed. Perhaps it is the only short term solution at this time. This solution still requires further investigation.

10 acres is the rough size requirement for a lagoon including setback. There is a 300 m buffer required between the lagoon and an occupied building.

The discharging of treated effluent was explained.

The letter of interest regarding a lagoon site was discussed. We have received one response, in the negative, and are waiting for a response from three others.

Council direction is required for the wastewater project.

A sequencing batch reactor wastewater solution was discussed. Again, MPE requires Council direction to pursue the solution presented.

The project costs were further discussed. Perhaps having the possible solutions, with costs and piping identified, on a map would be beneficial. MPE could provide a spread sheet with the system type, capital and operational costs and land requirements.

Perhaps additional viable wastewater solutions could be presented by MPE from the personnel experienced with the system.

Direction of the treatment options is required for MPE, then they can pursue that solution and provide costs.

The approximate costs of the wastewater portion utilizing the Town of Pincher Creek wastewater system is 7.4 million to tie into their lagoon system. Costs associated with all waste water systems was discussed. It was felt that \$7.4 million should be the maximum costs.

Discussions have occurred between MPE and the Town of Pincher Creek on that waste water treatment option. Information on additional requirements from the Town are forthcoming. At that time, probable costs can be identified.

Completion dates and penalties of the existing two contracts were discussed. These contracts are interlocking, depending on one another. There is a domino effect from projects not being completed on time. The Mechanical Contractor has been made aware of the potential for liquidated damages.

Tertiary treatments were discussed further. Is there land available for this system? Given the distance from Beaver Mines, where does the option become to expensive?

Costing of the waste water treatment systems were discussed. MPE needs clear direction of the system Council wants to utilize. Once that is determined, costs can be supplied. Council is requesting costs on all solutions.

3. Question and Answer Period

A question was asked about expropriation, and why this isn't a possible solution, as the land needed is minimum and the costs would be more favourable.

A statement was given as to when a public meeting should have occurred.

A question was asked as to why MPE went to the Castle Mountain Community Association (CMCA) and not the Beaver Mines Community Association. MPE went to Castle Mountain, not CMCA, for a technical meeting only and not necessarily a public consultation. The public consultations which have occurred was discussed. MPE is directed by Council and Administration to hold and host public consultation sessions.

A question was posed as to whether clear direction is going to be provided to MPE, by Council, at the end of this meeting? It is hoped that hearing the statements from the residents will help provide direction.

A statement was given as to the lack of objectives provided to MPE. The task asked of MPE is vast, without clear objectives being provided by Council.

A question was posed as to if the cost of the lagoon included the purchase of the land or if that is in addition to the stated costs. How did the cost of pipeline to Cowley increase? This original cost was going through private land, however, residents provided barriers to this option. The proposed costs now includes using existing right of ways only, probable rock excavation given the new alignment, which increased the amount of pipeline required and lift stations are now required.

A statement regarding the costs was provided.

The rationale as to why the water does not include the Beaver Mines Park was discussed. The resident was using a preliminary drawing that has been updated to include the park service.

The walkway as mentioned. This is not part of the project. Council provided input on a trail network for the Hamlet once the water/wastewater system is constructed.

Construction along the highway was discussed. Minimizing the impact to the highway was discussed. Slot trenching may be required. Performance criteria will be worded within the contract regarding the construction along the highway.

A question of the water main crossing on 6th and 7th street was discussed.

A question was posed as to whether the Hamlet will be consulted prior to the finalization of all plans? Perhaps a community advisory committee could be initiated.

A statement regarding the Firesmart perimeter was mentioned.

The design of the access road to the reservoir was discussed.

The design drawings were discussed. Several suggestions were made and discussed.

Water looping within the Hamlet itself was discussed. A suggestion for a loop at 7th street was provided. This would be at an increased cost with no functional benefit as all segments of the system can be isolated.

A question was posed to Council regarding the grant application for the wastewater portion. The grant application has already been made, and is awaiting the final wastewater option aspect of the project to be identified.

The timelines regarding the projects and grant funding was discussed.

Consultation with the community regarding the wastewater project was requested. The suggestion for a community advisory committee was provided again.

A question was posed regarding the tie in to the residences. The utility is provided to the edge of the property line. It is then up the landowner to connect to the residence itself.

A question was posed regarding services to the park itself.

An appreciation for holding this meeting was provided.

A question was posed as to whether each resident will be mandated to connect to the system or have the option to opt out. Residents will not be mandated.

Communication was mentioned and discussed.

A question was posed as to whether the costs for a tertiary option will be provided. A cost was provided in the November 2014 study.

The health of the residences of the Hamlet was mentioned.

The growth of the Hamlet was mentioned and discussed. 2% growth rate for the community was used as Water 4 Life will not fund beyond that. Developers requiring additional services for land development would be required to increase system capacity for additional serviced properties.

Expandability of each option was mentioned. This is an additional factor for consideration.

Data collecting and social impact were mentioned.

The existing private systems that are still functioning were mentioned.

4. Roundtable Discussion

Division 2

- Water leaking at the standpipe

Division 3

- Request for Decision format

5. In-Camera

Councillor Terry Yagos

Moved that Staff and Council move In-Camera, the time being 12:09 pm.

Carried

Councillor Bev Everts

Moved that Staff and Council move out of In-Camera, the time being 12:30 pm.

6. Adjournment

Councillor Brian Hammond

Moved to adjourn the meeting, the time being 12:31 pm.

Carried

DRAFT

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
COUNCIL MEETING
JUNE 26, 2018

9002

The Regular Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, June 26, 2018, in the Council Chambers of the Municipal District Administration Building, Pincher Creek, Alberta.

PRESENT Reeve Quentin Stevick, Councillors Brian Hammond, Terry Yagos, Bev Everts, and Rick Lemire

STAFF Interim Chief Administrative Officer Sheldon Steinke, Director of Operations Leo Reedyk, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

Reeve Quentin Stevick called the Council Meeting to order, the time being 1:00 pm.

A. ADOPTION OF AGENDA

Councillor Rick Lemire 18/361

Moved that the Council Agenda for June 26, 2018, be amended, the amendments as follows:

Addition to Correspondence – Action F1b – Bill 8, *Emergency Management Amendment Act Engagement*

Addition to In-Camera – Intergovernmental Agreements - FOIP - Section 21 and 23;

And that the agenda be approved as amended.

Carried

B. DELEGATIONS

1. RhPap Rural Community Development and Engagement

Julie Davis, with the Rural Health Professions Action Plan, appeared as a delegation to introduce the attraction and retention program to Council.

A powerpoint presentation was shown.

Scott Korbett spoke to the program. It was requested that a Councillor be appointed to sit on the local committee.

Also, \$1,500 was requested to be used as initial costs for the program, as it is a new committee to the community.

Dr. Gavin Parker spoke to the program, providing addition information of the program.

C. MINUTES

1. Council Committee Meeting Minutes

Councillor Bev Everts 18/362

Moved that the Council Committee Meeting Minutes of June 12, 2018, be approved as presented.

Carried

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 Regular Council Meeting
 Municipal District of Pincher Creek
 June 26, 2018

2. Council Meeting Minutes

Councillor Bev Everts 18/363

Moved that the Council Meeting Minutes of June 12, 2018, be amended, the amendment as follows:

Correction to Resolution 18/343 to include Councillor Hammond as the mover of the resolution;

And that the Council Meeting Minutes be approved as amended.

Carried

3. Coffee with Council Notes

Councillor Terry Yagos 18/364

Moved that the notes of the Coffee with Council session, held at the Coalfields School on June 19, 2018, be approved as presented.

Carried

D. UNFINISHED BUSINESS

1. Grant Writer Update

Councillor Brian Hammond 18/365

Moved that the email from Pincher Creek & Area Early Childhood Coalition, dated May 30, 2018, and the presentation from Sam Schofield and Liza Dawber, be received as information.

Carried

2. Lundbreck Mobile Home Estates

Councillor Terry Yagos 18/366

Moved that the report from Director of Development and Community Services, dated June 19, 2018, regarding the Lundbreck Mobile Home Estates, be received;

And that Council directs administration to forward a copy of the April 18, 2018 Pincher Creek Emergency Services Commission (PCESC) letter to the owners of Lundbreck Mobile Estates;

And further that administration inform the park owners that the current development restrictions will remain in place.

Carried

E. CHIEF ADMINISTRATIVE OFFICER'S (CAO) REPORTS

1. Operations

a) Airport House

Councillor Brian Hammond 18/367

Moved that the report from the Director of Operations, dated June 19, 2018, regarding the Airport House, be received;

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 Regular Council Meeting
 Municipal District of Pincher Creek
 June 26, 2018

And that Council direct Administration to arrange for the removal of the residence, with all costs associated with the removal be borne by the purchaser.

Carried

Councillor Terry Yagos 18/368

Moved that Council direct Administration to present a security plan for the airport area for consideration.

Carried

b) Lundbreck Patton Park Playground Equipment and Sports Field

Councillor Terry Yagos 18/369

Moved that the report from the Director of Operations, dated June 18, 2018, regarding the Lundbreck Patton Park Playground Equipment and Sports Field, be received;

And that Council direct administration to reply positively to the Patton Park Society with \$8,284.50 in funds from the Public Reserve Trust (Account No. 6-12-0-690-6690).

Carried

Reeve Quentin Stevick left the meeting, the time being 2:11 pm. Deputy Reeve Rick Lemire, chaired the meeting at this time.

Reeve Stevick returned to the meeting, the time being 2:13 pm and resumed the chair of the meeting.

c) Policy C-PW-307 – Dust Control

Councillor Rick Lemire 18/370

Moved that the report from the Director of Operations, dated June 21, 2018, regarding Policy C-PW-307 – Dust Control, be received;

And that Council amend Schedule 307A – Dust Control, the amendment is as follows:

- include 200 m on each side of the approaches to the Castle River Bridge, within Division 3;

And that Schedule 307A-Dust Control be approved as amended;

And further that the alternate dust control products be trialed, when available throughout the MD, as discussed.

Carried

Councillor Bev Everts 18/371

Moved that Council approve the 2018 rate for Dust Control posed in Policy C-FIN-27, to remain the same at \$250.00 for residential and \$600.00 for commercial.

Carried

d) Operations Report

Councillor Brian Hammond 18/372

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 Municipal District of Pincher Creek
 June 26, 2018

Moved that the Operations report from the Director of Operations, for the period dated June 6, 2018 to June 20, 2018, as well as the Call Logs, be received as information.

Carried

2. Planning and Development

a) Regional Subdivision and Development Appeal Board

Councillor Bev Everts 18/373

Moved that the report from the Director of Development and Community Services, dated June 20, 2018, regarding the Regional Subdivision and Development Appeal Board be received;

And that Council directs administration to notify the Oldman Regional Services Commission (ORRSC) that the MD would like to pursue participation in a Regional Subdivision and Development Appeal Board managed and Clerked by ORRSC.

Carried

3. Finance

Nil

4. Municipal

a) Code of Conduct Bylaw No. 1281-17

Councillor Brian Hammond 18/374

Moved that the report from the Chief Administrative Officer, dated June 20, 2018, regarding the Code of Conduct Bylaw No. 1281-17, be received;

And that each Councillor review the Councillor Codes of Conduct - A Guide for Municipalities document, and be prepared to discuss the Code of Conduct at the July 10, 2018 Council Committee Meeting.

Carried

b) Interim Chief Administrative Officer Report

Councillor Terry Yagos 18/375

Moved that Council receive for information, the Interim Chief Administrative Officer's report for the period of June 11 to June 21, 2018, as well as the Administration Call Log.

Carried

F. CORRESPONDENCE

1. Action

a) Canadian Mountain Network Letter of Intent

Councillor Terry Yagos 18/376

Moved that the email from Canadian Mountain Network, dated June 20, 2018, regarding the Canadian Mountain Network Letter of Intent, be received as information.

Carried

b) Bill 8, *Emergency Management Amendment Act Engagement*

Councillor Bev Everts 18/377

Moved that the document titled Bill 8, *Emergency Management Amendment Act Engagement*, be received as information.

Carried

2. For Information

a) Tax Increase

Councillor Terry Yagos 18/378

Moved that the letter from G.K. Nichol, received June 11, 2018, regarding the Tax Increase, be received as information.

Carried

a) Beaver Mines Sewer and Water Meeting at MD Office

Councillor Terry Yagos 18/379

Moved that Council direct Administration to continue investigating wastewater options for the Beaver Mines Water and Wastewater Project.

Carried

G. COMMITTEE REPORTS / DIVISIONAL CONCERNS

Reeve Quentin Stevick – Division 1
 Chinook Arch Library Board
 Texas Gates / Road Access Issue within Division 1

Councillor Rick Lemire – Division 2
 Regional Airport Advisory Committee

Councillor Bev Everts– Division 3
 Oldman River Regional Services Commission
 - Minutes of March 1, 2018
 FCSS

Councillor Brian Hammond - Division 4
 Pincher Creek Foundation

Councillor Terry Yagos – Division 5
 Crowsnest / Pincher Creek Landfill Association
 - Minutes of May 16, 2018

Councillor Terry Yagos 18/380

Moved that the committee reports be received as information.

Carried

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 Regular Council Meeting
 Municipal District of Pincher Creek
 June 26, 2018

H. IN CAMERA

Councillor Brian Hammond 18/381

Moved that Council and Staff move In-Camera, the time being 5:40 pm to discuss the following issues:

1. Road Acquisition Agreement – FOIP Section 16
2. CAO Task List – FOIP Section 19
3. Intergovernmental Agreements FOIP Sections 21 and 23

Carried

Councillor Terry Yagos 18/382

Moved that Council and Staff move out of In-Camera, the time being 6:57 pm.

Carried

I. NEW BUSINESS

1. Road Acquisition Agreement

Councillor Bev Everts 18/383

Moved that the report from the Director of Operations, dated June 20, 2018, regarding a Road Acquisition Agreement, be received;

And that, due to a taxation code error, the 2016 Annual Levy for Roll Number 3507.010, be reimbursed;

And that Council direct Administration to proceed with negotiations with the landowner, at the rate discussed during the closed session.

Carried

J. ADJOURNMENT

Councillor Terry Yagos 18/384

Moved that Council adjourn the meeting, the time being 6:59 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

MINUTES
MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
SPECIAL COUNCIL MEETING
JULY 3, 2018

9008

The Special Meeting of Council of the Municipal District of Pincher Creek No. 9 was held on Tuesday, July 3, 2018, at 10:30 am, in the Administration Building, of the Municipal District of Pincher Creek No. 9, in the Town of Pincher Creek, Alberta.

PRESENT Reeve Quentin Stevick, Councillors Rick Lemire, Brian Hammond, Bev Everts, and Terry Yagos

STAFF Interim Chief Administrative Officer Sheldon Steinke, Director of Development and Community Services Roland Milligan, and Executive Assistant Tara Cryderman

OTHER Alberta Environment and Parks representatives Julie MacDougall, Senior Parks Planner and Peter Swain, Regional Director

Reeve Quentin Stevick called the Special Council Meeting to order, the time being 10:30 am.

A. ADOPTION OF AGENDA

Councillor Bev Everts 18/385

Moved that the Special Council Meeting Agenda, for July 3, 2018, be approved as presented.

Carried

B. CLOSED MEETING

Councillor Terry Yagos 18/386

Moved that Council close the meeting to the public for Intergovernmental Discussions, FOIP Sections 21 and 23, the time being 10:35 am.

Carried

Councillor Terry Yagos 18/387

Moved that Council open the meeting to the public, the time being 12:08 pm.

Carried

C. NEW BUSINESS

No resolutions were presented for consideration.

D. ADJOURNMENT

Councillor Brian Hammond 18/388

Moved that Council adjourn the meeting, the time being 12:09 pm.

Carried

REEVE

CHIEF ADMINISTRATIVE OFFICER

July 5, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: RhPap Rural Community Development and Engagement

1.0 Origin

Delegation presentation and request from Pincher Creek Health Profession Attraction and Retention Committee

2.0 Background

Representatives from Pincher Creek Health Profession Attraction and Retention Committee appeared as a delegation at the June 26, 2018 Council meeting.

A request of funding, in the amount of \$1,500, and a MD representative on the committee was given during the presentation.

Funding could be taken from the Grants to Groups and Organizations account. A statement of this account is attached for reference.

On July 3, 2018, a letter, with Terms of Reference for the committee were received for additional consideration. These are attached as well.

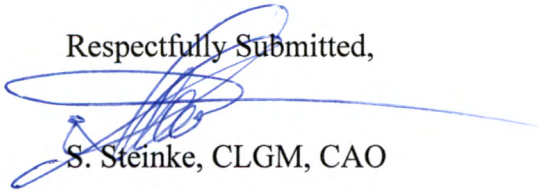
3.0 Recommendation

That the report from the Interim Chief Administrative Officer, regarding RhPap Rural Community Development and Engagement, be received;

And that the MD supports the RhPap Rural Community Development and Engagement initiative, by providing \$1,500, with funds coming from the from Grants to Groups and Organizations (Account 2-75-0-770-2765);

And that a member of Council be appointed to sit on the committee.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachments:

- Delegation Presentation
 - Letter, dated June 30, 2018
 - Grants to Groups Reserve Statement
-

Tara Cryderman

From: Julie Davis <julie.davis@rhpap.ca>
Sent: Tuesday, June 12, 2018 4:07 PM
To: Tara Cryderman
Cc: 'Scott Korbett'; Jeff Brockmann; Gavin Parker; Jordan Koch; Dick Burnham
Subject: June 26- Attraction & Retention Committee Council Presentation
Attachments: RhPAP_community_consultant_flyer.pdf

Hi Tara,

Many thanks for providing further details on the presentation format/process as well as the opportunity to present at your **June 26th** meeting at 1pm.

Presentation Topic:

Development of a Rural Health Professions Attraction & Retention Committee: Rationale and Community Support.

Description: The Rural Health Professions Action Plan (RhPAP) rural community consultant for south zone; Julie Davis, will provide a short overview of RhPAP's role in providing tools, resources, and network opportunities for rural communities attraction and retention committees to build their capacity to attract, support and retain healthcare providers in their community. Followed by input and discussion from interested community members in developing a regional attraction and retention committee.

Resources for Council Members:

RhPAP Rural Community Consultant Information Sheet (attached)

Pincher Creek High School Health Career day Video (3 minute)

<https://www.youtube.com/watch?v=15D9-IPKf44&feature=em-uploademail>

RhPAP Blog <https://www.rhpap.ca/rhpap-news-plus/2018/may/23/first-ever-pincher-creek-high-school-skills-day>

I will bring presentation handouts and the attached information sheet on the day to distribute to council members.

Q: I will bring my slide deck on a usb stick on the day, or would you prefer to have a copy of the presentation sent by **June 20th**?

Q: Can you confirm the meeting location/address?

Warm regards,
Julie



Julie Davis RM(NZ) PGDip

Rural Community Health Professions Consultant- **South Zone: West**

Rural Health Professions Action Plan (RhPAP)

Tel **1.587.220.6644** | www.rhpap.ca | @AlbertaRhPAP



RhPAP Rural Community Development and Engagement Consultant Team

Who are we?

The team members' skills and experiences include:

- International and domestic community development
- Rural community engagement
- Communications
- AHS resource planning
- PCN development and support
- Early childhood development
- Teaching (secondary and post-secondary)
- International health delivery
- Cross-cultural sensitivities

What guides our work?

Our team is guided by a community development and engagement philosophy.

What do we offer rural community attraction and retention (A&R) committees?

We offer a range of A&R supports including handy tools and techniques and the opportunity to take advantage of promising practices and success stories from other rural Alberta communities.

What resources do we have available to support committee work?

- Rural community A&R toolkit
- A&R grants to support community-based and community-led work
- Webinars on topics of interest
- Regional dialogues to enhance A&R work in the geographical area
- Provincial A&R conferences

What else do we do?

- We support community-driven rural events that expose local high school students to health-care career skills and help communities grow their own health professionals.
- In conjunction with rural A&R committees, we coordinate rural skills weekends where post-secondary health-care students explore work and lifestyle options available in rural Alberta.

With whom do we partner?

We partner with a range of provincial organizations and institutions including:

- AHS: Medical Affairs, Community Engagement, and Student Placements
- Rural Municipalities of Alberta (RMA) and AUMA Small Communities Committee
- Northern Alberta Development Council (NADC)
- Post-secondary institutions including the University of Alberta and the University of Calgary, regional colleges, and technical institutions

The Rural Health Professions Action Plan supports the efforts of rural Albertans to maintain an accessible health workforce close to home. For more information on RhPAP, please visit rhpap.ca.

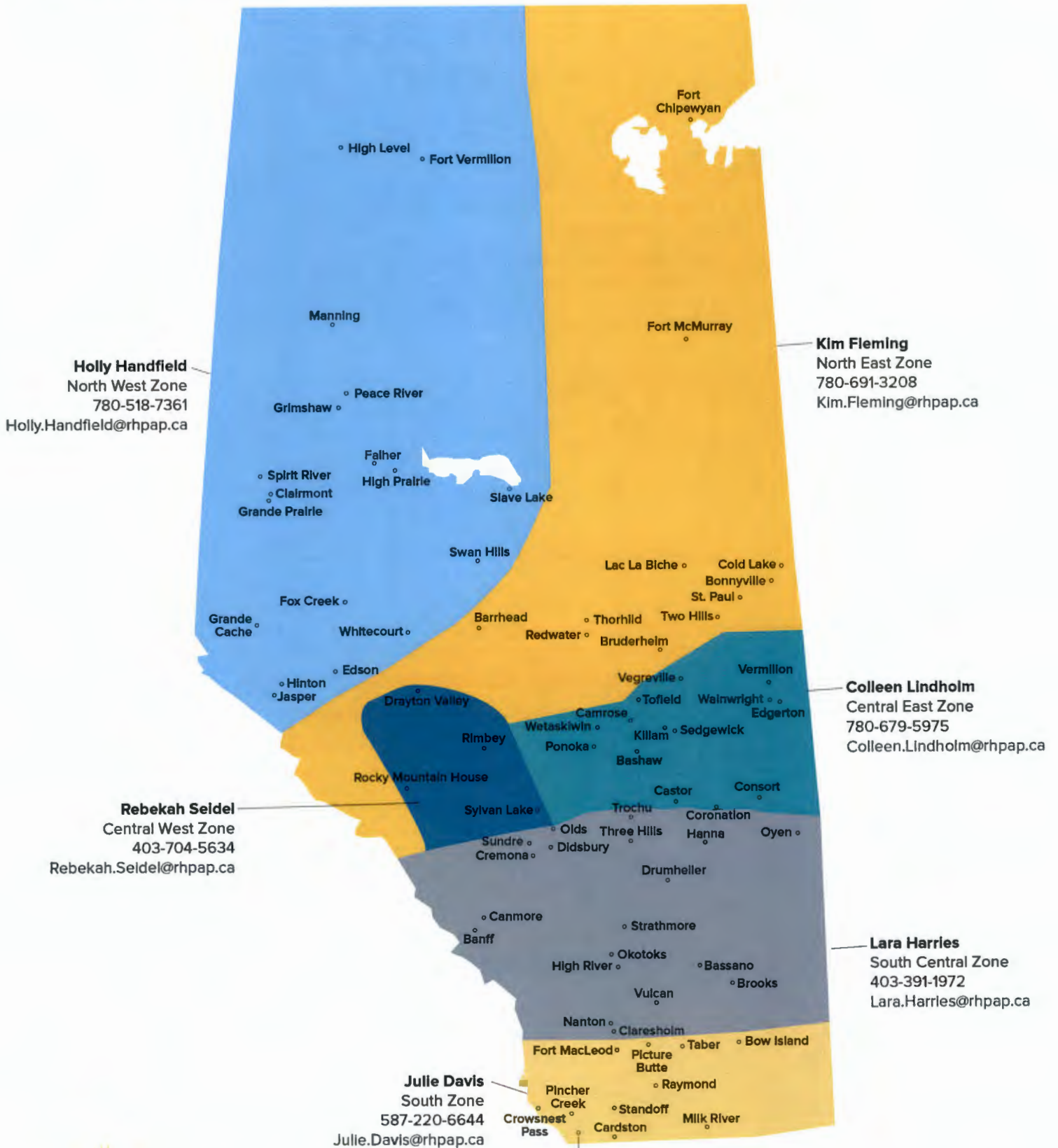


RhPAP can help with your community's health-care goals.
Contact us at:

P. 1-866-423-9911 F. 1-780-423-9917 E. info@rhpap.ca W. rhpap.ca


Follow us on     @AlbertaRhPAP

RhPAP Rural Community Consultants In Your Community



P. 1-866-423-9911 **F.** 1-780-423-9917 **E.** info@rhpap.ca **W.** rhpap.ca

@AlbertaRhPAP



RhPAP
Alberta's Rural Health Professions Action Plan

Community Based Attraction & Retention

Who is RhPAP?

- Public Member
- College of Physicians and Surgeons of Alberta (CPSA)
- Health Quality Council of Alberta (HQCA)
- College and Association of Registered Nurses of Alberta (CARNA)
- Alberta Medical Association (AMA)
- AMA section of Rural Medicine (ASRM)- **Dr. Gavin Parker**
- Rural Municipalities of Alberta (RMA)- **Al Kemmere**, Mountainview County, Rural Municipalities of Alberta (RMA)
- Alberta Health Services (AHS)- **Dr. Jack Regehr**



Did you know?

Including our Board of Directors, over half of the RhPAP team lives in rural Alberta.

What Does RhPAP Do?

1. Strategies to attract and retain health professionals.
2. Provide accommodations.
3. Continuing Professional Development and locum support.
4. Serve as your voice.

Support Rural A & R Committees


Did you know?
RhPAP is fully funded by the Alberta Ministry of Health.



Rural Community Attraction and Retention Support

RhPAP adheres to a community development philosophy, fostering the building of stronger and more vibrant rural Alberta communities.


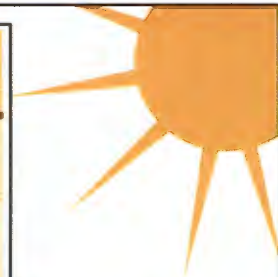




Nurses



1. Who is likely to work rurally? (attraction)
2. Who is likely to stay? (retention)

Medical Students and Residents

Rural Nursing Study: Research

Who are the rural nurses in Canada?	
Gender	94% female
Average age	47 years (<i>SD</i> = 11.8)
Size of childhood community	68% < 10,000
Size of primary work community	69% < 10,000*
Live in primary work community	58%
Employed in a full-time permanent position	54% (31% part-time)
Primary position	80% staff nurse

The two biggest predictors of who will choose to work and stay in a rural community are:

- Those who have grown up in a rural community
- Those who have exposure to practice in a rural community (placement, preceptorship, clerkship, residency etc.)



Rural Community Attraction and Retention Support

**Support rural
community attraction
and retention
committees**



Rural Community Attraction and Retention Support

Provide tools and
resources for new and
existing A&R
committees



Rural Community Attraction and Retention Support

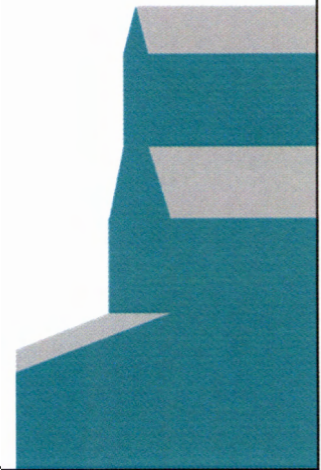


What does an attraction and retention committee look like?

- Local community members
- Social sector representatives
- Healthcare professionals/support staff
- Municipal leaders
- TOR



Hub and spoke model

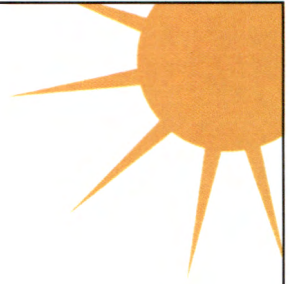


WHAT DOES THIS MEAN FOR COMMUNITIES?

RhPAP is committed in:

- Supporting Rural Attraction and Retention Committees
- Providing opportunities for communities to share their stories, best practices & lessons learned
- Helping communities get (or grow) the health care providers they need; supporting those providers when they arrive **and** supporting retention efforts so they stay.





www.rhpap.ca

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Alberta Rural Health Quarterly

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2018 Volume 2, Issue 1

A publication of the Rural Health Professions Action Plan

Brooks to host the 2018 RhPAP
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RhPAP
Rhapsody
Awards

**Celebrate rural health
excellence in Alberta**

Rural Health Professions Action Plan (RhPAP) invites rural Albertans to submit nominations for the 2018 RhPAP Rhapsody Awards in one of the following categories:

Rural Alberta Physician of Distinction

Rural Alberta Community Health Professional Attraction and Retention

New in 2018: Rural Alberta Health-care Heroes (Individual or Team)

Have health-care professionals made a big difference in your rural community?

Has your rural community successfully used a new approach for attracting and retaining health-care professionals?

rhapsody /r/ "An effusively enthusiastic or ecstatic expression of feeling" - Oxford English Dictionary

Submit your nomination by **June 15**

To read more information and to download nomination forms visit:

www.rhpap.ca/rhapsody

RhPAP is working hard to achieve equal capital and human resource investments for our rural areas, and we support the tireless efforts of rural Albertans who strive to attract health-care professionals, services, and equipment to their communities.

RhPAP has worked extensively to advance positive rural health-care delivery and lifestyle to the forefront of social media, as the next generation of rural health professionals use social media as a key way of learning.

We are your rural advocates

Update from the Board Chair

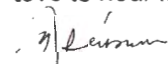
Despite most evidence to the contrary, winter's frosty abundance is slowly receding, as a chorus of birdsong and babbling brooks herald the return of spring.

While the season's rejuvenating force brings new life to the country, clinical outcomes for orthopaedic, cardiovascular, and maternity in our nation's rural and remote areas continue to be worse than in urban centres across Canada.

RhPAP is working hard to achieve equal capital and human resource investments for our rural areas, and we support the tireless efforts of rural Albertans who strive to attract health-care professionals, services, and equipment to their communities.

Our Board of Directors come from backgrounds as diverse as our province. Our members represent rural communities from across Alberta, and bring their expertise as nurses, physicians, health-care administrators, and rural advocates to the table when we inform the government of the needs and priorities in comprehensive rural health-care delivery.

Please do not hesitate to contact us at youropinionmatters@rhpap.ca if there is anything you would like to share about rural health workforce issues in your area. We love to hear from you.



Dr. Bert Reitsma

Your opinion matters

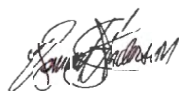
Update from the Executive Director

Our renewed RhPAP is having a great year helping our rural partners. The number of communities our community development team is supporting is up four-fold, and the same increase is occurring in the demands for professional development from the rural physician community. We have also increased the number of properties we rent to house medical students and residents, and opened these properties up to other health professionals to accommodate their rural learning. At the same time, RhPAP has worked extensively to advance positive rural health-care delivery and lifestyle to the forefront of social media, as the next generation of rural health professionals use social media as a key way of learning.

Our expansion on all these fronts stems from your support, belief in, and trust of, the RhPAP team. Thank-you!

Going into the next fiscal year, our goal is to continue doing what we do well, while developing ways to better recognize rural health-care professionals in the manner we have supported rural physicians. In this regard, I would greatly appreciate hearing from you. Your ideas and opinions matter. They really do. I invite you to email me your thoughts at youropinionmatters@rhpap.ca.

Again, on behalf of our Board and staff, please accept my sincerest thanks. We truly consider it a privilege to serve rural Alberta!



Bernard C. Anderson



(Left) Dr. Chris Nichol examines a patient; (Above) With students from the Young Medical Minds program; (Below) Enjoying dinner with his wife, Susan, and daughter, Hannah.



Dr. Chris Nichol: 2017 recipient of the RhPAP Rural Physician Award of Distinction

Camrose family physician, Dr. Chris Nichol, never pictured himself in a rural practice as he worked his way through medical school.

Neither did his then soon-to-be wife, Susan.

"I was born and raised in a big city," said Dr. Nichol, during a break from his hectic schedule at the Smith Clinic in Camrose. "When I got into med school, we were asked to do rural electives. In residency, it became mandatory and that's when I kind of opened my eyes to rural medicine."

"At first, I was not too keen on it," admitted wife Susan, who grew up in the Vancouver area. "But I knew it was something he was interested in and I thought, 'well, maybe I could do it — if it's not too far away from a Walmart.'"

It's been 18 years since Dr. Nichol and Susan stayed for a few weeks in a small, on-call physician structure at the St. Mary's Hospital parking lot in Camrose. It was a successful test drive of the community as a place to set up practice. "We thought we'd give it a whirl," said Susan. "The town was really pretty and it was such a beautiful couple of weeks when we were here."

Colleagues and members of the community quickly became their family away from home as Dr. Nichol built his career over the next two decades, establishing roots in the community southeast of Edmonton.

The 2017 recipient of the RhPAP Rural Physician Award of Distinction, Dr. Nichol is modest about his long list of achievements.

"It means I'm probably doing a good job," he chuckles when asked about the honour. "It's great to be recognized for things that you do, but, certainly, this is not my award. I work with a bunch of great people, and, without those great teams, no one would recognize the work that I do. This award is as much theirs as it is mine."

He also credits Susan, and her colour-coded calendar, for keeping him on track with commitments for work, family, band, and volunteering. "She keeps me organized; without her my life would probably be a mess," he confessed.

His colleagues and community leaders maintain that Dr. Nichol's work has been instrumental in enhancing health care in the area, as well as improving life in general for the entire Camrose region.

"As a rural physician, you need to be part of a community as well as part of a hospital," said St. Mary's Hospital emergency room manager Michelle Solverson, who has worked with him for

“It’s great to be recognized for things that you do, but, certainly, this is not my award. I work with a bunch of great people and without those great teams, no one would recognize the work that I do. This award is as much theirs as it is mine.” — Dr. Chris Nichol

several years. “Dr. Nichol has really embraced Camrose. He gives it 100 per cent and I really commend him for that.”

Over the years, Dr. Nichol has played an integral role in setting up the Camrose Primary Care Network (PCN) and currently serves as its lead physician. He’s been a key supporter of the heart and stroke clinic in Camrose. He has worked with the Canadian College of Emergency Medical Services to establish and service an on-site “hospital” during the Big Valley Jamboree music festival. He has also taught a program for junior high students to discourage drinking and driving, and participates on numerous boards and committees.

Two years ago, Dr. Nichol launched the Young Medical Minds (YMM) Program to give local grade eight students an opportunity to explore various aspects of health care in the hope that some may pursue it as a future career and possibly work in Camrose.

“He is the epitome of a Primary Care Network champion,” said Stacey Strilchuk, executive director for the Camrose PCN. “He will go into the community and listen to patients, stakeholders, and community partners, and get a really good understanding of what is being asked, not just from physicians, but from a multi-disciplinary team approach.”

Strilchuk said Dr. Nichol’s vision in the mid-2000s of a PCN offering team-based care was “certainly pioneering in the type of model the province is now wanting us to achieve.”

Leanne Grant, chair of the Camrose Attraction and Retention Committee, and AHS area director for Camrose, Flagstaff and Beaver County, said Dr. Nichol’s contributions have had a positive impact on the community.

“Dr. Nichol is passionate not only about community but best practice,” she said. “Beyond doing a great job as a family physician, he spends a lot of time educating himself and building relationships. There are just so many projects that he takes on that are similar to other physicians, but one of the things we’ve noticed, he’s just an innovator at looking how to get rural

health expanded with the resources we have. I’m not sure when he sleeps, but he’s very passionate about the things that he does.”

Dr. Nichol’s colleagues also see his dedication to his patients, and desire to mentor every day in the clinic.

“He’s very encouraging. He can get you onboard with anything if he says the right words,” said Amanda MacDonald, his nursing assistant. “He’s just the best down-to-earth doctor.”

Smith Clinic patient care coordinator, health coach, and prevention practitioner, Maya Rathnabalu, concurs.

“He’s very professional and I think people feel like they can trust him. I remember when he would teach me something, and he would hold the light for me, even though he was the physician. It’s those little things that really make a difference, although he may not realize it. It’s just part of his personality.”

Dr. Nichol’s enthusiasm has also rubbed off on his 14-year-old son Chad. He joined his dad in the YMM Program, and has his mind set on becoming a radiologist.

As a child, Chad always jumped at the chance to skip television on Saturday mornings to tag along with dad during hospital rounds.

“You learn a lot being a physician’s son,” he said. “Being around him made it very interesting. He knows the people he works with, it’s not just a one-and-done type of thing with him. He’s a great physician.”

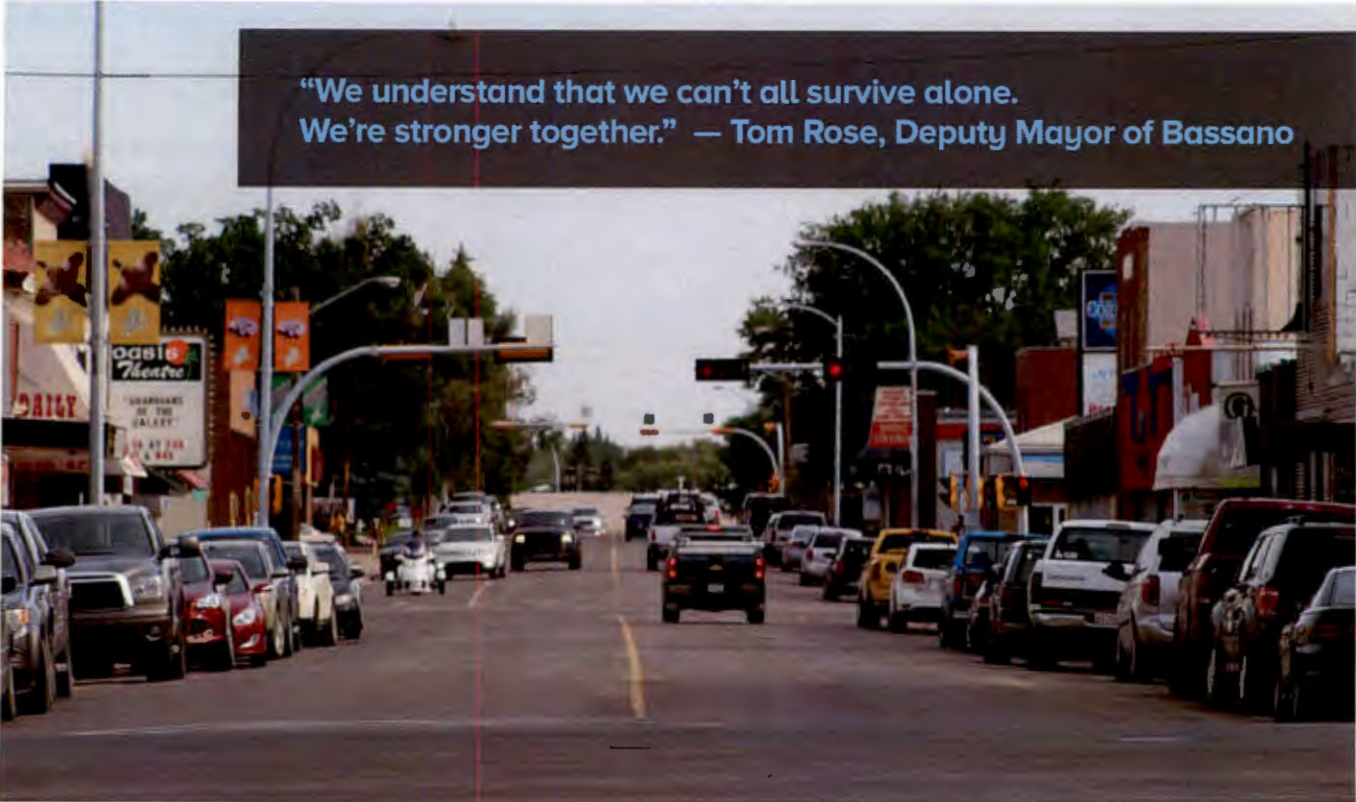
His 16-year-old daughter, Hannah, is proud of her father, and sees the positive role he plays in the community.

Tuesday nights are reserved for Dr. Nichol and his wife, a longstanding date night which began in their single years. He’s a trumpet player for the Camrose Community Band, while Susan plays trombone. Afterwards, they enjoy catching a movie when possible, but work is always not far from his mind.

One year, he was scheduled to work in the ER the same night as he was performing in a local music festival. Dr. Nichol’s performance was running behind and, in the meantime, his pager went off. He ended up heading to the ER rather than the stage.

“That’s just the way it is,” he said. “The band played on.”

Article and photographs by Lorena Franchuk, RhPAP



**“We understand that we can’t all survive alone.
We’re stronger together.” — Tom Rose, Deputy Mayor of Bassano**

Downtown Brooks, Alberta

Collaboration between Brooks and the County of Newell makes them a champion in attraction and retention

In 2009, Brooks was in crisis. The health centre in this community of 13,000 residents in Alberta’s southeast had lost its obstetric services. Lacking enough qualified physicians to run the department, expecting mothers had to drive over an hour to Medicine Hat, or two hours to Calgary. That’s a long journey if you’re in labour, and one that became even longer if the roads were covered in snow. The closure shook community leaders and caused a lot of angst in the region.

Barry Morishita, Mayor of Brooks, was one of those personally affected by the closure of obstetric services. His daughter and son-in-law were about to finish their university education, and were reconsidering whether or not they should return to Brooks to start their careers. His daughter told him: “I’ve got to have a place where I can have access to health care. I want to start a family.”

With motivation like that, communities in the region joined together to find a solution. Representatives for the City of Brooks, the County of Newell, the Town of Bassano, and the villages of Duchess and Rosemary, met together as the Joint Services Committee, and decided they needed to be more proactive in the attraction of physicians.

Step one was to attract more doctors. RhPAP was there to help with toolkits and advice on how to do just that. Joint Services sought input from local physicians. The mayor and other committee members started hosting tours for prospective physicians to promote the many amenities in the area.

“We understand that we can’t all survive alone,” says Tom Rose, Deputy Mayor of Bassano. “We’re stronger together.”

Fast forward to today, the obstetrics department at the hospital is flourishing.

Brooks physician, Dr. Ziets Hendriks, says it’s a safer environment for patients and physicians because patients have access to a physician who is well rested, and who is dedicated to obstetrical services.

"We actually have two physicians on staff for obstetrics every day now," explains Dr. Hendriks. "One that does low risk and one that does high risk; there's always a secondary physician that helps cover, where previously we didn't have much back up."

Dr. Erich van der Linde adds: "We currently have four physicians that have surgical capacity to do emergency C sections. We have four physicians trained to do GP-Anesthetic services."

As a result, Brooks has grown from nine family physicians to a full complement of 15.

"I was so surprised by how welcoming Canadians were, from patients, to the community, to nursing staff, to other physicians. They made us feel so welcome here."

— Dr. Anchene Harris

"We've got a great working relationship," says Dr. van der Linde. "We support each other. I know in the middle of the night, if I have a problem with a patient, I can call friends to come and help me."

Even the four medical clinics in Brooks have embraced a collaborative approach. In the past, each clinic hired individually. Now, they've formed a recruitment committee comprised of one physician from each clinic. "We work with the Mayor and the committee to do site visits with potential new physicians, make sure they have a vehicle, that there's housing available for them, and that we showcase our community appropriately," says Dr. van der Linde.

Dr. Anchene Harris visited Brooks in 2016 from South Africa and was impressed.

"I was so surprised by how welcoming Canadians were, from patients, to the community, to nursing staff, to other physicians. They made us feel so welcome here," says Anchene, who is now a family physician at the Centennial Health Clinic in Brooks. "When we got into town, and we just

started working, we got this whole hamper [filled with gifts from city and county merchants]. I never expected something like that."

With obstetric services back in place, Mayor Barry Morishita's daughter and son-in-law did come back to Brooks to start their professional careers.

"The community needs those type of programs (obstetrics) to make it attractive. For all the professionals, for any job seekers, for people who are establishing industry here, health care and access to it is very important," Morishita added.

Of course, retention of physicians is just as important as attraction. Joint Services thanks physicians for the work they do in the community on a regular basis with gift baskets and tickets to art events. Plus, they stay in touch.

"At least annually, we meet with the doctors in a group setting. We invite them to come out to supper with us so that we can communicate with them and get their opinions and ideas," says Molly Douglass, Reeve for the County of Newell.

One area where some of the young physicians identified room for improvement was the tennis courts, which had fallen into disrepair. City officials didn't think there was much interest in tennis anymore, but once they heard the doctors' concerns, they resurfaced the courts. They soon discovered that not only were the physicians using the courts, but many other residents were also using them as well.

Dr. Anchene appreciates these efforts.

"I think it's very important to have a committee in place that is recognized to be our voice if we have concerns, if we have troubles, or if there is something we want to see improved in the community."

In recognition of their efforts to restore obstetrics services to Brooks, and the ongoing regional approach towards workforce attraction and retention, the Joint Services Committee, representing the City of Brooks and the County of Newell, has been selected as the recipient of the 2017 RhPAP Alberta Rural Community Physician Attraction and Retention Award.

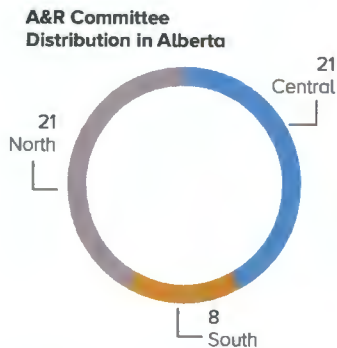
"They stepped up and said 'we need to take care of our doctors so that they can take care of us'. And it makes you feel appreciated," adds Dr. Hendriks.

"It means a great deal that other parts of the province are starting to see what we do down here. It's working," says Molly Douglass. "Thank you to RhPAP for their involvement in all of our successes."

The 2017 Rural Community award will be presented to the Joint Services Committee at the RhPAP 2018 Community Conference in Brooks on April 10-12, 2018.

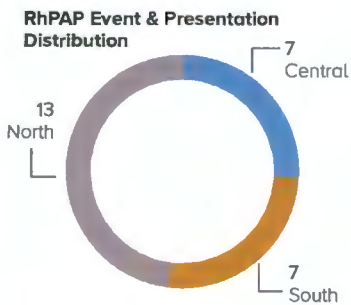
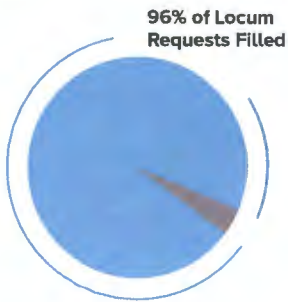
Visit www.rhpap.ca for more details.

Article by Bobby Jones, RhPAP



Housing Breakdown

University of Alberta	
150	Students
75	Residents
50	RCI Residents
22	ICC Clerks
15	Rural Residents
23	Nursing Students
University of Calgary	
150	Students
75	Residents
150	RCI Residents
22	LIC
15	Rural Residents



To help rural Alberta have and sustain the right number of rural health practitioners in the right places, offering the right services, through community and professional development programs, services, and evidence-informed advocacy.

RhPAP builds community capacity to attract and retain health care professionals and their families.

50 Attraction & Retention (A&R) Committees

Actively supported by RhPAP

9 New

A&R Committees in 2017

8 Re-engaged

A&R Committees in 2017

115 Meetings

A&R Committee Meetings Attended in 2017

750+ Medical Students & Residents Housed

Annually

129 leases in 50 rural communities

To provide residents with accommodations when they are in rural Alberta

65 Bursaries, Awards, and Scholarships

Presented to Medical Students Since 2014

3 Student Support Programs

One bursary, one award, one scholarship

RhPAP increases program participation and expands the number of remote rural participants.

14 Skills Events

Held for high school students (six days) and post-secondary students (eight weekends)

884+ Shadowing Opportunities for Students

Since 2014

248 Physicians Shadowed

From 2013 - 2016

120 Physicians in Skills Enrichment

or Continuing Medical Education (CME) since 2014

1,143/1,182 Weekend Locum

Assignments vs Requests from 2013 - 2016

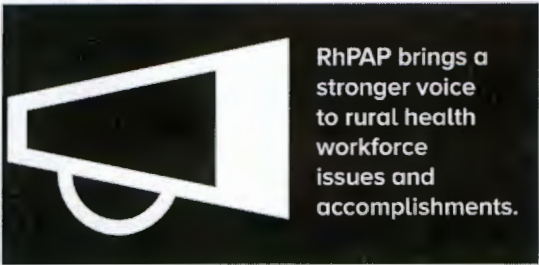
RhPAP expands networking and liaison capacity between communities with the goal of better addressing health workforce issues.

27 Events & Presentations

To partners and communities in 2017

100+ New Stakeholder Connections

Developed in 2017



@AlbertaRhPAP2017

RhPAP Social Media Statistics



1,281 Followers
395 Tweets
+123,000 Impressions



14 New Communities Profiled
42 Videos Uploaded
+36,000 Views (53% Increase)



35 Videos Uploaded
503 Likes (88% increase)
+96,000 Reach

RhPAP Review 2017

Monthly eNewsletter



2,200 Subscribers

Sign up at rhpap.ca/subscribe

By Alberta Location

User traffic by location (urban/rural)





“Take a pair of gloves and pass them around. Trauma is bloody and we don’t want to be exposed to blood or anything else that comes out of the body.”

— Dr. Chris Nichol

Young Medical Minds Program highlights medical options for rural students

Dr. Chris Nichol doesn’t mince words with a dozen attentive Grade 8 students as he leads an examination of a patient named “Stan”, an animatronic manikin, who in this scenario has just been taken by ambulance to a simulated emergency room (ER) in Camrose following a snowboarding accident.

The teens are part of the group called Young Medical Minds (YMM), who spend six evenings learning about the various professions involved in health care. For two hours a week, they experience the various steps taken during a trauma with Stan — including emergency medical response, ER, diagnostics, treatment and recovery.

“Children need to know there are options for them even when they work in rural areas,” said Carol Breitreutz, program

facilitator for the Young Medical Minds Educational Institute, and health facilitator with Alberta Health Services (AHS). “This program opens up a wide variety of career options for them that they have never even considered. Some are even inspired to get serious about their academics so they can go on and take more training.”

The youth program was launched in 2015 after Dr. Nichol approached Breitreutz with the idea of reaching out to local young people to get them interested in the health-care field. As a junior high student himself, Dr. Nichol had the opportunity to attend a science program, and was so impressed it stuck with him over the years.

“One of the things I remember most was playing with liquid nitrogen, and the (Smith Clinic) staff think I’m crazy because I still like to play with liquid nitrogen,” said Dr. Nichol with a twinkle in his eye.

The family doctor’s enthusiasm has piqued Grade 8 student Alex Hall’s interest. Fake blood, and the opportunity to suture chicken thighs, gave Alex a good sampling of what’s to come in his future career as a surgeon.

“Normally, you’d have to wait to do these things when you head out to university. It’s cool when you’re 13, 14, 15 and you get the chance to

Somebody trained us and took the time to show us and to encourage us in our careers. I'm hoping to give back just a little bit.

— Linda Postma, RN

do this awesome program and experience it for yourself. Dr. Nichol is a great role model.”

Students apply to take part in the free program which has been funded with grants and donations in kind from groups such as the Health Science Association of Alberta, Rotary Club of Camrose, University of Alberta Augustana Campus, and St. Mary's Hospital. Augustana nursing students also take part assisting the younger participants, with volunteers from a variety of health-care groups lending a hand. The program wraps up at Augustana campus, so students can see that they are able to begin their course work right in their own backyard if they choose.

Program volunteer, Linda Postma, RN, an Advanced Care Paramedic and Clinical Educator for AHS EMS Central Zone, believes it is vital to maintain a successful health-care field in the coming years.

“Somebody trained us and took the time to show us and to encourage us in our careers. I'm hoping to give back just a little bit. [Youth] are our future: they're the ones who are going to be looking after us and we need to look after them.”

Dr. Nichol also enjoys sharing his health-care knowledge with the younger generation, and hopes they'll one day venture down that path.

“It's great working out here in rural Alberta,” he said. “If they end up in a rural setting, that's great, and if they go to the big city, that's fine as well. As a physician, I'd love to see physicians, but I'd be happy to see X-ray or laboratory techs, nurses, or anyone in the health-care field.”

Article and photographs by Lorena Franchuk, RhPAP

Deciding between urban and rural practice

Do your research on rural versus urban before deciding where to set up practice or beginning your first health-care position.

That's the advice of Dr. Chris Nichol, who switched gears when he set up his practice in Camrose 18 years ago.

He was originally leaning toward settling in Calgary, but instead headed to the central Alberta city after spending a brief stint working there.

“As I got through residency, I saw that rural medicine was more appealing to me,” he said. “I think everyone gets worried about rural practice, and the fact they are going to see their patients on every street corner. Certainly, it was a concern of mine when I moved here, but it's actually never been a real issue.”

“Every once in a while I see a patient who asks me about test results, but most of the time they are being friendly. Most of my interactions with patients outside the office or hospital setting are more social situations, where we exchange pleasantries and talk about the weather; it's really not about medicine.”

Dr. Nichol has also had an opportunity to really get to know colleagues, staff, and friends.

“It has probably been the greatest reward,” he said. “The people out here, we get to know each other's strengths and weaknesses, and when we build teams, we have a better understanding of that. Everyone here seems so passionate about what they do, so we make good teams and make good things happen.”

Although he's a definite proponent of rural medicine — and in particular Camrose — he maintains it's best for people to experience rural practice and make their own choice.

“I would never have considered rural medicine,” he said, referring back to his start in medical school. “We were told we had to do rural electives. That really changed my vision and that's why I'm here.”

“There's lots of opportunities here. It's the best community in Alberta.” — LF



RhPAP Board of Directors (left-right, front row) Sherri di Lallo (CARNA), Dr. Evan Lundall (AHS), Linda Humphreys (Member-at-large), Dr. Bert Reitsma (Board Chair, AMA); (left-right, back row) Bernard Anderson (RhPAP Executive Director), Dr. Gavin Parker (AMA), Dr. Rob Warren (Board Vice Char, AMA), Andrew Neuner (HQCA), Al Kemmere (RMA), Dr. John Gillett (AHS). Not pictured: Dr. John O'Connor.

RhPAP adds three new rural health care perspectives to its Board of Directors

RhPAP is pleased to welcome three new members representing rural Alberta, registered nurses, and quality health care organizations, to the RhPAP Board of Directors.

Representatives of the Rural Municipalities of Alberta (RMA), the College and Association of Registered Nurses of Alberta (CARNA), and the Health Quality Council of Alberta (HQCA) have added their support and expertise to RhPAP, and its efforts to assist rural Alberta communities trying to achieve greater access to health care.

On January 18, 2018, RhPAP Board Chair, Dr. Bert Reitsma, officially welcomed Al Kemmere (President, RMA), Sherri di Lallo (Provincial Councilor, CARNA), and Andrew Neuner (Chief Executive Officer, HQCA) to the RhPAP Board of Directors, which also includes representatives from Alberta Health Services, the Alberta Medical Association, and the College of Physicians and Surgeons of Alberta.

According to Dr. Reitsma, the expanded board reflects RhPAP's expanded mandate and the organization's transition since 2017 from a rural physician support program, to a rural allied health professionals and community development agency.

"Adding these voices will not only strengthen our efforts to improve access to health care in rural communities, it will also help us ensure the right supports are being utilized in the right places," adds Dr. Reitsma.

Update

On March 15, Edmonton-based physician, Dr. John O'Connor, was welcomed to the RhPAP Board as the new representative of the College of Physicians and Surgeons of Alberta. More details about Dr. O'Connor will follow in a future edition.



Dr. Kelly Burak speaks at the Choosing Wisely Alberta Symposium

Choosing Wisely Alberta Symposium promotes healthy conversations between physicians and patients

Key health-care stakeholders from every corner of Alberta gathered in Calgary on March 7 for the Choosing Wisely Alberta (CWA) Symposium.

The conference brought together more than 100 people to focus on health-care quality improvement, and to highlight initiatives of Choosing Wisely Canada, CWA's national counterpart.

Choosing Wisely is a campaign to help clinicians and patients engage in conversations about unnecessary tests and treatments and make smart and effective care choices. Event moderator, Dr. Kelly Burak, said the third-annual event was successful in strengthening relationships between allied medical professionals.

"I was really pleased with the day," said Burak, the Associate Dean of Continuing Medical Education and Professional Development with the University of Calgary's Cumming School of Medicine.

"It was evident from the symposium that there is a big opportunity for Choosing Wisely to contribute to the integration effort that is going on in Alberta."

The conference drew representation from the Alberta Medical Association (AMA), Physician Learning Program (PLP), College of Physicians & Surgeons of Alberta (CPSA), Health Quality Council of Alberta (HQCA), Rural Health Professions Action Plan (RhPAP), Canadian Agency for Drugs and Technologies in Health (CADTH), Strategic Clinic Networks (SCNs), and Primary Care Networks (PCNs), as well as medical students and patient representatives.

One of the major themes of the day identified by the over 20 speakers and moderators was the opioid crisis.

The discussion was informed by Choosing Wisely Canada releasing the Opioid Wisely campaign on March 1. The campaign encourages thoughtful conversation between clinicians and patients to reduce harms associated with opioid prescribing.

Dr. Burak said a key part of the discussions was helping physicians interact with the data available to them. With that in mind, 22 posters focused on quality care delivery along with research and evaluation groups, were placed around the conference hall, with time designated for attendees to interact with each other and the material.

"I really hope [the discussion] allowed people to come away with new thoughts and new ideas of doing things differently, and hopefully new collaborations," said Dr. Burak, who is also the co-lead of the PLP.

Bernard Anderson, Executive Director of RhPAP, spoke to the inclusiveness of this event as it was well designed for all allied health professionals. He also noted the opioid crisis in rural Alberta is a major concern for rural communities as people who are opioid dependent may have greater difficulty accessing needed services.

Moderator Eileen Patterson said the symposium was successful in advancing conversations between organizations in primary, specialty, long term and acute care.

"They're intended to promote healthy conversations between physicians and their patients," said Patterson. "They're also designed to promote practice reflection by providers and teams."

Dr. Burak echoed the words of Dr. Denise Campbell-Scherer, Associate Dean of Life Long Learning at the University of Alberta, and Co-Lead of the PLP, who stated that those present at the symposium were early adopters of change.

"Now, our challenge is getting these people in the room to go out and convince their colleagues and patients to join in the movement."

Article and photographs by Britton Ledingham, RhPAP

‘I had never seen a doctor in blue jeans’



Dr. Gavin Parker teaches Judo with his spouse, Jennifer (r), and daughter, Mia (l), and sons, Sebastian and Garrett (not pictured).

Dr. Gavin Parker is a true advocate for rural health.

A general physician at the Associate Clinic in Pincher Creek, Dr. Parker, or Gavin, as he prefers to be called, is also serving his fifth year as a board member for the Rural Health Professions Action Plan (RhPAP).

“I owe a lot of what I have to this organization,” said Dr. Parker, 39, who credits RhPAP for introducing him to the idea of practising in rural Alberta.

Gavin was studying at University of Alberta Medical School in the early 2000s when he took a trip to Hinton for an RhPAP (formerly Rural Physicians Action Plan) medical skills event.

After meeting a doctor in denim-jeans who was returning from a routine lunch-hour walk with his dog, Parker realized there was a more balanced lifestyle to be enjoyed as a rural practitioner.

“Patients are very well cared for in the community.”

— Dr. Gavin Parker

“I had never seen a doctor in blue jeans, and ... I had never seen a doctor who could so easily leave the hospital during a regular work day having only trained in the urban centres,” he recalled. “That impressed me.”

With every rural rotation he participated in during his medical school clerkship, his desire to practice rural medicine grew stronger. Upon graduating medical school, Parker entered the Rural Alberta South family medicine program, which solidified his decision to practice in rural Alberta.

After completing his residency at the University of Calgary, Parker pursued a practice in Pincher Creek. He appreciates the diversity of skills he and his physician, nursing and other medical colleagues are able to use on a daily basis in a rural setting.

He is also happy to open the door to rural opportunities for incoming medical professionals whenever he can. Parker considers himself lucky to have some former pupils as his colleagues.

“I love that medicine is an apprenticeship-based teaching system where someone comes and joins you,” said Parker, noting that staff enfold students into their social lives.

The community cooperativeness is seen in the structure of the Pincher Creek Health Centre, which houses the Associate Clinic in one of its wings.

“I think that’s a real source of strength,” said Parker. “It’s a really good mix. It’s something that lets you keep all your skills sharp. Patients are very well cared for in the community.”

He said he and his wife Jennifer thought hard about where they would locate, as couples do when building careers, and they’re thankful they chose Pincher Creek. They’re now raising three children in a town they’re proud to call home.

“We have a lot of really awesome things near us,” said Parker, noting Waterton Lakes National Park, Head-Smashed-In Buffalo Jump, Frank Slide, as well as proximity to the U.S. and bigger centres like Lethbridge and Calgary being just one to two-and-a-half hours drive.

Jennifer teaches elementary students, and the parent-duo coaches about 80 kids in the Barracuda Judo Club from 4-6 p.m. in the upstairs of the same local gym, Monster Fitness, that they frequent in the mornings before work.

Maybe they fit so much into a day because every commute is about five minutes door-to-door, but Parker lets on that it’s because of the giving spirit in the community that he reciprocates.

“We feel blessed to be part of this community and to give back,” said Parker. “I guess at the end of it, if people felt that I gave more than I took, I think I’d be happy with that.”

Article and photograph by Britton Ledingham, RhPAP
Watch the video at youtube.com/AlbertaRhPAP



Brooks to host year's most important event for attraction and retention committees

"Stepping It Up: A Renewed Impact" will be the theme of this year's RHPAP Community Conference to occur in Brooks on April 10-12, 2018.

A conference keynote speaker will share what the renewal process looks like, with a focus on how this process can strengthen the impact of communities' attraction and retention work in rural Alberta. Panel members will speak to what renewal has looked like in their rural communities.

Sessions will explore the continuum of health professions in rural Alberta, how best to enhance community attraction and retention within that continuum, as well as the impact of enhanced collaboration and partnership by those supporting health care in rural communities.

A respected leader in community development and engagement will facilitate a workshop focused on strategies to enhance community programs and plans, which will further the learnings on renewal and impact.

A variety of practical tools and techniques will be shared with participants at this two-day conference and workshop combo.

A networking evening with drinks, snacks, and musical entertainment will be held at the Red Roof Studio on April 10.

An evening Gala celebrating the 2017 RHPAP Community Award recipient will also be part of the experience!

To register or for more information, visit rhpap.ca.

Conference Agenda

April 10

7:00 – 10:00 Networking evening: Wine & cheese with local musical entertainment

April 11

7:30 – 8:00 Registration

7:30 - 8:30 Buffet breakfast

8:30 – 9:00 Welcoming remarks

9:00 – 10:30 Keynote Address: Stepping It Up to Get 'Er Done (Speaker Brenda Herchmer, Campus for Communities of the Future)

10:30–11:00 Networking & refreshment break

11:00–12:00 Panel Session: Health Professions in Rural Alberta – Understanding the Health Landscape

12:00 – 1:00 Buffet Lunch

1:00 – 2:10 Round Table Discussion: Health Professions in Rural Alberta – On the Ground Experiences

2:10 – 3:20 Panel Session: The Attraction and Retention Continuum

3:20 – 3:35 Networking & refreshment break

3:35 – 4:45 Panel Session: Collaboration and Partnership in Rural Health

4:45 – 5:15 Review: Setting the stage for next day's workshop & wrap up (Brenda Herchmer)

6:15 – 7:15 Networking event (cash bar)

7:15 – 10:30 Banquet and Community Award Ceremony

April 12

7:30 – 8:30 Buffet breakfast

8:30 – 9:00 Opening remarks: Review of yesterday's sessions & expectations for today

9:00 – 10:15 Workshop: A Get 'Er Done Guide to Transforming Communities (Brenda Herchmer with Grassroots Enterprises)

10:15 - 10:30 Networking & refreshment break

10:30 – 12:15 Workshop: A Get 'Er Done Guide to Transforming Communities, continued

12:15 – 1:15 Buffet Lunch

1:15 – 2:45 Workshop: A Get 'Er Done Guide to Transforming Communities, continued

2:45 – 3:00 Networking & refreshment break

3:00 – 3:30 Review: Next steps & wrap up



“

Both in the clinic and in the emergency room, shadowing is a great opportunity to share knowledge, promote the benefits of rural practice, and even learn a little from the students themselves. Many students have come back to the community in clerkship and residency rotations. **It's something we look forward to and I would strongly recommend the shadowing program.** — Dr. Luke Savage, Three Hills, Alberta

Mentors for future rural physicians wanted.

RhPAP's Shadowing Program connects first- and second-year medical students with rural physicians, providing students with the opportunity to observe and learn new skills and to practice simple medical procedures.

For doctors, this program is an excellent way to promote your practice and community to students considering working in rural Alberta. You get to pick the times and dates that work for you and RhPAP will take care of the rest. Doctors will be compensated for their time.

To book a shadowing experience or to get more information on how the program works, contact RhPAP at shadowing@rhpap.ca or at 1-866-423-9911.

About/Alberta Rural Health Quarterly

Alberta Rural Health Quarterly is published four times a year by the Rural Health Professions Action Plan (RhPAP), formerly known as the Rural Physician Action Plan, or "RPAP".

Quarterly is distributed by mail to rural health-care and government stakeholders throughout the province of Alberta.

Issues of the Quarterly are also free to download from the RhPAP website, rhpap.ca/quarterly.

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Feedback & Submissions

If you have any questions, comments, submissions, or suggestions regarding Alberta Rural Health Quarterly, please email Jonathan Koch at communications@rhpap.ca.



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 @AlbertaRhPAP

Pincher Creek Health Professions Attraction and Retention Committee

June 30, 2018

RECEIVED

JUL - 3 2018

M.D. OF PINCHER CREEK

Reeve and Council
Municipal District of Pincher Creek #9.
Box 279,
Pincher Creek, Alberta, T0K1W0

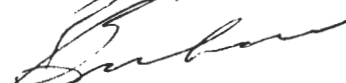
Thank you for the opportunity on June 29, 2018, to have Julie Davis, RhPAP Consultant for the South Zone, to explain the need for a Community Health Professions Attraction and Retention Committee. Dr. Gavin Parker explained how Doctors have been attracted to Pincher Creek in the past and the need for a committee to be established in Pincher Creek. Thanks also to the Municipal District's Administration staff for their assistance.

Enclosed is a copy of the PINCHER CREEK HEALTH PROFESSIONS ATTRACTION AND RETENTION COMMITTEE'S TERMS OF REFERENCE. Volunteers have stepped forward to fill the Physician Representative; 2 AHS representatives; 3 Community representatives. We are waiting for the Municipal District of Pincher Creek # 9 and the Town of Pincher Creek to appoint their Council representatives to the Committee.

The Committee is proceeding with an application to RhPAP Rural Community Engagement for a grant of \$3,000.00. The Committee would like the Municipal District of Pincher Creek #9 to provide \$1,500.00 to assist with Attraction and Retention of the excellent Health Professionals that serve the Pincher Creek Community. \$1,500.00 has been requested from the Town of Pincher Creek.

Thank you for the consideration of our requests.

Yours sincerely



Dick Burnham

Pincher Creek Health Profession Attraction and Retention Committee

Pincher Creek Health Professions Attraction and Retention Committee

Terms of Reference

Purpose:

The purpose of the Committee is to build a sustainable system for health professions attraction and retention in collaboration with local healthcare providers which will ensure ongoing healthcare service provision to the community.

Objectives:

1. To coordinate attraction and recruitment of needed health professionals amongst the existing health professionals, AHS/Covenant Health and the community.
2. To reduce the need for recruitment through retention efforts.
Efforts should focus on three areas
 - Settling in and integration of HCP
 - Family integration into the community
 - Family quality of life interests
3. To facilitate community involvement in the attraction and retention process together with health professionals and AHS/Covenant Health.

Membership:

1. The Committee will consist of the following members:
 - 1 physician representative;
 - 2 AHS representatives;
 - 3 community representatives;
 - 1Municipal District representative
 - 1 Town Council representative.
2. The Committee will appoint from within its members, through consensus, the following positions:
 - 1 Chair
 - 1 Vice-Chair
 - 1 Secretary:

The role of the Secretary is to:

- i. With the Chair prepare agendas for meetings and keep minutes;
- ii. Prepare reports, letters and documents as requested by the Committee;
- iii. Implement, organize or facilitate programs and activities of the Committee;

Governance Structure:

1. The A&R Committee shall function on a collaborative/consensus committee process, meaning that all parties should participate equally, and that decision-making will aim to have full agreement on course of action to be followed. Formal voting is required only as a last option.
2. The Committee may decide to appoint working sub-committees to work on specific functions, such as HCP attraction, communication and marketing, organizing a site visit, housing, spousal employment, etc.
3. Such working sub-committees shall be chaired by one member of the A&R Committee and may include additional members outside the Committee. All working sub-committees should report back to the Committee on a regular basis.

Term:

Members of the A&R Committee shall be appointed for at least one year, with appointments being staggered to allow for continuity and stability of the committee.

Members representing the County, The Town and Alberta Health Services, shall ensure that alternate members are appointed and that the members are responsible to ensure alternates are advised of meetings if the appointed member is unable to attend.

Meetings:

1. Meetings shall be held monthly or at the call of the Chair. No meetings will be held during the months of July and August.
2. A simple majority of regular members of the Committee will constitute a quorum.
3. Minutes of each A&R Committee meeting shall be shared by membership delegates back to their represented organization and the various stakeholders.
4. Minutes will be available to the public once approved by the Committee at a subsequent meeting.
5. Minutes shall be distributed to members within one week of the meeting whenever possible.
6. Agendas shall be prepared and distributed to members via email one week in advance of the next scheduled meeting.

2018 Grants to Groups

Total Budget 10,000.00

Council Allocations

DU Ranch Gravel 18/097 350.00

Town Fireworks 18/098 5,000.00

Archery Club 18/267 100.00

Habitat for Humanity 18/263 329.40

Town Wear the Gear 18/347 250.00

Car & Moto Show 18/351 100.00

6,129.40

Director of Operations Report July 5, 2018

Operations Activity Includes:

- June 25, Health and Safety Committee Webinar;
- June 26, Council meetings;
- June 27, Beaver Mines Water Servicing Construction meeting;
- June 27, Patton Park Society planning meeting;
- June 28, Staff meeting;
- July 3, Beaver Mines Wastewater meeting;
- July 5, Public Works Safety meeting.

Agricultural and Environmental Services Activity Includes:

- June 20, Crews back in Burmis/Lundbreck corridor
- June 20, Division #1 Ox-eye Daisy inspections, contractor orientation for Roadside Spraying
- June 20, reporting, PW/AES Meeting
- June 21, Geographic Information System meeting
- June 21, Dames Rocket focus for crews
- June 22, South Western Alberta Cooperative Weed Management Area event at Waterton Reservoir;
- June 22, Spotted Knapweed inspections – Waterton River area downstream of the dam;
- June 25, new crew member orientation
- June 25, Health and Safety Committee Meeting
- June 25, gophers in Patton Park
- June 25 – 29, Leafy Spurge biocontrol inspections and redistribution (hot weather needed)
- June 26, Safe Work Procedures for new crew
- June 27, Wild Caraway inspection tour with roadside spraying contractor
- June 28, Staff Meeting
- June 28, 29, spot spraying for Blueweed, Ox-eye Daisy, Yellow Buttercup in Division #5
- June 29, Provincial Agricultural Service Board Field Visit Prep
- July 3, new crew orientation
- July 3, vehicle & equipment prep, repairs, testing etc. for new crews
- July 4, Safety Meeting with PW
- July 4, new crew Safe Work Procedures training
- July 5, Blueweed, Knapweed (Cottonwood Highway, all crew pick and spray)
- July 5, 6, Gophers in Patton Park (minimum 1 crew of two)
- July 4, Gravel Pit Reclamation process – July 4 – ongoing
- Ongoing, Transboundary Tour, confirm caterers, itinerary, accommodations, registrations, etc.

Public Works Activity Includes:

- Waiting for ditches to dry to do final cleanup on Snake Trail

- Dust control continuing;
- Graveling in Division 2;
- Mowing around the airport runway;
- Approach construction and modifications;
- Summer students started;
- Sign repair;
- Grader training scheduled for week of July 9th.

Upcoming:

- July 9, Special Council meeting;
- July 10, Council meetings;
- July 11, Occupational Health and Safety meeting;
- July 11, Beaver Mines Water Servicing Project meeting
- July 12, Staff meeting;

Project Update:

- Community Resilience Program
 - Regional Raw Water Intake, commissioning of electrical/mechanical systems ongoing.
- Capital Projects
 - Beaver Mines Water Supply, Pipeline - Pipe installation resumed on the south side of the Castle River, Mechanical Contractor working on raw water pump house, Water Treatment Plant, Booster Station and Reservoir site;
 - Beaver Mines Water Distribution and Waste Water Collection, detailed design and land negotiation ongoing;
 - Beaver Mines Wastewater Treatment, looking at options as requested by Council;
 - Castle Servicing, detailed design ongoing, environmental surveys ongoing.
 - Bridge Tender 70423, 6909, and 479 closed, Contract out for signature.
 - Bridge File 671, tender closed June 14, 2018. Contract sent to Contractor for Signatures.

Call Logs – attached.

Recommendation:

That the Operations report for the period June 20, 2018 to July 5, 2018 and the call log be received as information.

Prepared by: Leo Reedyk



Date: July 5, 2018

Reviewed by: Sheldon Steinke, CAO

Date:

Submitted to: Council

Date: July 10, 2018

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
979	Division 3	NE18 T5 R2 W5	Buckhorn Road trees need to be cut on blind corners	Jared Pitcher	Contractor lined up	18-Oct-17	
1544	Division 4	SE15 T7 R29 W4	Post at cattleguard needs welding	Bob Millar	Work to be done	12-Apr-18	
1558			Re getting an approach built	Jared Pitcher	Awaiting landowner reply	18-Apr-18	
1581	Division 5	Talon Peaks	Re Dust Control / wants to talk to Stu	Stu Weber	Contact has been made	30-Apr-18	
1584	Division 1	NE7 T3 R29 W4	#29501 TWP3-2 RQ driveway when it dries up	Rod Nelson	On the list	01-May	
1586	Division 1	NE17 T4 R28 W4	#28411 TWP4-3 Needs brushing done on bushes	Stu Weber	Completed	02-May	05-Jul
1599	Division 4	SW6 T8 R29 W4	#29518 TWP8-0 RQ Driveway to be done	Tim Oczkowski	Needs Gravel	09-May-18	
1600	Division 2	NE26 T5 R28 W4	#5431 RQ driveway to be done	Tony Tuckwood	On the list	09-May-18	
1601	Lundbreck	400 Breckenridge	Culvert needs repairing & RQ gravel for alley	Bob Millar	Completed	09-May-18	17-May-18
1609	Division 5	SW14 T9 R2 W5	#9218 Would like driveway done	Dave Sekella	On the list	18-May-18	
1616	Divison 5	NW13 T8 R3 W5	RQ Driveway	Dave Sekella	On the list	29-May-18	
1617	Division 1		Trees on the west side of Kerr road need cut back and Kerr road has lots of potholes	Rod Nelson	To have a look	30-May-18	
1619	Division 2	SW24 T5 R1 W5	#5311 RR1-0A Need an approach	Jared Pitcher	On the list	04-Jun-18	
1620	Lundbreck	220 Hamilton	2nd Street full of potholes	Stu Weber	Completed	04-Jun-18	05-Jul
1625	Lundbreck	Trailer Park	Please grade trailer park	Dave Sekella	Completed	14-Jun-18	21-Jun
1626	Division 1	SE15 T4 R29 W4	Cattleguard needs clearing	Jared / Bob Millar	Completed	15-Jun-18	19-Jun-18
1626	Division 1	SE15 T4 R29 W4	Permanent Snow Fence is in bad shape	Jared /Tony N	On the list	15-Jun-18	
1627	Division 2	NW16 T6 R28 W4	#6223 RR28-4 RQ to have driveway graded	Don Jackson	On the list	15-Jun-18	
1628	Division 4	SW10 T7 R29 W4	#7106 RR29-2 RQ Driveway to be graded	Tony Tuckwood	On the list	15-Jun-18	
1631	Division 2	Tony Drive to/AlvinRoberts	Reports a Texas gate ahead sign down SH775	Stu Weber	To be done	12-Jun-18	

PUBLIC WORKS

WORK ORDER	DIVISION	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1632	Division 1	SE24 T4 R29 W4	To call Can Dust Control be extended Road is very dusty and lots of traffic	Stu Weber	Not approved	12-Jun-18	05-Jul
1633	Division 1	NW30 T4 R28 W4	#4421 RR29-0 RQ Driveway	Rod Nelson	On the list	19-Jun-18	
1635	Division 2	SE16 T6 R30 W5	#6207 RR30-3 RQ Driveway	Tim Oczkowski	On the list	9-May/20-Jun	
1636		RR29-2	RQ grader & Gravel before June 29	Brian Layton	To be done	21-Jun	
1637	Division 4		Boat Club RQ grading road and inside club	Tim Oczkowski	Completed	21-Jun	22-Jun
1638	Division 5	NW7 T7 R2 W5	Would like gravel for approach also posts need repairing	Brian Layton	To be done	01-May/22-Jun	
1639	Division 4	SE25 T8 R30 W4	trees blocking view for drivers on road need to be cut	Jared	checking on it	24-Jun	
1640	Division 4	NW13 T10 R1 W5	Heath Creek Road needs work	Joe	Completed	24-Jun	05-Jul
1641	Division 3	Beaver Mines	Grass is not getting cut properly	Stu Weber	Completed	25-Jun	05-Jul
1642	Division 2	SE4 T6 R29 W5	RR29-3 off 507 Huge potholes	Don Jackson	Completed	25-Jun	05-Jul
1643	Division 4	SW22 T7 R1 W5	Would like a culvert put in to solve water problem	Stu Weber	In contact	26-Jun	
1644	Division 5	Hidden Valley Estates	#14 Road is in terrible shape going into Estates Washboard after gravel was put on	Stu Weber	Will check it out	26-Jun	
1645	Division 1	NE4 T5 R30 W4	Long driveway to safe expenses is there a sealant they could use rather than gravel every year	Stu Weber	Will contact	26-Jun	
1646	Division 3	Gladstone area	Looking for road permit or road use agreement	Stu Weber	Completed	26-Jun	04-Jul-18
1647	Division 2	SW2 T7 R29 W4	#7002 RR29-3 Would like a sign put in 'No through Road'	Stu Weber	Will check it out	27-Jun	
1648	Division 5	NE20 T7 R2 W5	#2415 TWP7-3A Road has lots of washboard south of RR Tracks Lundbrfeck Falls	Dave Sekella	Completed	27-Jun	29-Jun-18
1649	Ag Grounds		RQ to grade parking lot for long weekend July 1	Brad Barbero	Completed	27-Jun	29-Jun
1650	Ag Grounds		Rodeo Weekend Nd Packer for 16 Aug & parking lot	Stu Weber	Scheduled for 16 Aug	27-Jun	
1651	Division 2	SE3 T7 R29 W4	#7002 RR29-4 RQ to have driveway graded	Tim Oczkowski	On the list	29-Jun	
1652	Division 3	TWP 7-0	Road has not been graded for some time	Stu Weber	Will check it out	03-Jul	

Agricultural Services Call Log

WORK ORDER	DIV. #	LOCATION	CONCERN/REQUEST	ASSIGNED TO	ACTION TAKEN	REQUEST DATE	COMPLETION DATE
1	3	NE 23-6-1 W5	Manure from neighboring quarter causing algal bloom on dugout	Shane	Water flowing in is clean, offered advice on how to clean dugout	28-Jun-18	4-Jul-18
2	1	Castle Mtn	Gophers	Shane	Gave advice, offered to rent gopher gasser	28-Jun-18	29-Jun-18
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JULY 9, 2018

TO: Leo Reedyk, Director of Operations

FROM: Lindsey Davidson, Environmental Services Technician

SUBJECT: ASB FIELD TOUR PRELIMINARY QUESTIONS – APPEAL COMMITTEES

1. Origin

Bill Hnatiuk, Agricultural Fieldman for the Municipality of Crowsnest Pass called on July 9, 2018 to request any resources (policy, terms of reference, etc.) that we may have on establishing appeal committees for the *Weed Control Act*, *Soil Conservation Act*, and the *Agricultural Pests Act*.

2. Background:

The MD of Pincher Creek Agricultural Service Board Program will be the subject of a provincial “field tour” later this month as a means of verifying that the activities of our department meet the requirements of the Provincial ASB Grant Agreement. The Municipality of Crowsnest Pass will undergo a similar visit this month as well.

Attached to a preliminary email sent by Alan Efetha (Alberta Agriculture and Forestry) to Shane Poulsen, was a series of questions regarding our programming that are to be answered and returned to Alan prior to their arrival.

One of the questions is in regards to the status of appeal committees for the *Agricultural Pests Act*, *Soil Conservation Act* and the *Weed Control Act*. Failure to have these committees in place and accompanied by a policy or terms of reference document detailing their functionality, may result in the freezing of provincial funding for the ASB program as well as a cease and desist order preventing the issuance of a notice under any of the previously mentioned acts.

According to the legislation:

WEED CONTROL ACT:

Part 4, Section 19(1): A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector’s notices, local authority’s notices and debt recovery notices.

SOIL CONSERVATION ACT:

Composition of an appeal committee, Section 14: An appeal committee shall consist of (a) in the case of a municipal district, the Board, or if there is no Board, at the discretion of the council,

(i) the council

(ii) at least three members of the council appointed by a resolution of the council;

*"Board" means an agricultural service board established under the *Agricultural Service Board Act*.

AGRICULTURAL PESTS ACT:

Section 14(5): A local authority shall at the beginning of each calendar year appoint a committee to hear and determine appeals under this section and on receipt of a notice of appeal a local authority shall refer the appeal to that committee.

3. Recommendation(s):

Recommendation # 1

THAT a document describing the selection and activities of an independent appeal panel for the purpose of appeals under the *Weed Control Act* and the *Agricultural Pests Act* be drafted immediately.

AND THAT Council approve the document and proceed to establish the appeal panel(s) as per the *Weed Control Act* and the *Agricultural Pests Act*.

AND THAT the current ASB Terms of Reference be amended to include the functionality of the Board as an appeal committee as per the *Soil Conservation Act*.

Recommendation # 2

THAT a document describing the selection and activities of a regional independent appeal panel for the purpose of appeals under the *Weed Control Act*, *Soil Conservation Act* and the *Agricultural Pests Act* be drafted immediately.

AND THAT the document be brought forward to neighbouring municipalities for ratification.

AND FURTHER THAT the current Agricultural Service Board Terms of Reference be amended to remove the last sentence of the first paragraph beneath the "Inspections" sub-heading ("Additionally, an appeal Board *may be established* by Council, to ensure due process for those that may be affected by any ASB action.") and replace it with "Additionally, an independent appeal Board will be appointed annually by Council to ensure due process for those that may be affected by any ASB action as per the *Weed Control Act*, *Soil Conservation Act*, and the *Agricultural Pests Act*."

Respectfully Submitted,

Lindsey Davidson
Lindsey Davidson

Reviewed by Leo Reedyk, Director of Operations

Leo Reedyk

Date: *July 10, 2018*

MD OF PINCHER CREEK

July 4, 2018

TO: Sheldon Steinke, Interim CAO
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Request for Service on Road Easement NE 18-10-2 W5M**

1. Origin

- Rob Nichol (the Landowner) is enquiring if the MD can provide service on an access road (the Road) that is covered by a registered easement.
- The road provides access to the NE 18-10-2 W5M from the Maycroft Road (*Enclosure No. 1*).
- The MD is currently processing Development Permit Application No. 2018-55 for the landowner for a residential development within the NE 18-10-2 W5M.

2. Background/Comment

- The easement was agreed to by the MD, the landowner of the N ½ 17-10-2 W5M, and the then landowner of the SW and NE 18-10-2 W5M in 1980 as shown in the enclosed easement documents (*Enclosure No. 2*).
- The purpose of the easement was to allow the MD to construct and maintain an access road across the properties.
- It is unclear after review of the MD records as to why this access issue was handled in this manner.
- The easement was not registered officially on the titles affected until 1994.
- The current landowner purchased the NE 18-10-2 W5M in 2007.
- Prior to that land exchange, in 2006 a question was asked of the MD, by the then previous landowner, regarding the status and public use of the access road covered by the easement.
- The MD received a legal opinion which states that the MD has a valid easement for the road, and as such people are entitled to use it. It was the opinion of legal counsel, that the lands have been dedicated for public use.
- A letter was sent to the landowner of the time stating that the easement gave the MD the right to build and maintain the road and that the public has the right to use the access road constructed on the easement (*Enclosure No. 3*).
- It is the current landowner's opinion that because of that legal opinion, the road belongs to the MD, and therefore they are responsible to maintain it.
- They would like the MD to maintain the road to the location where they plan to build a driveway to their new residence.

Recommendation No. 1

- That Council deny the applicants request.

Recommendation No. 2

- That Council approve the applicant's request and add this portion of road to the MD's road inventory, to be classified and maintained in accordance with current road maintenance policies.

Respectfully Submitted,



Roland Milligan

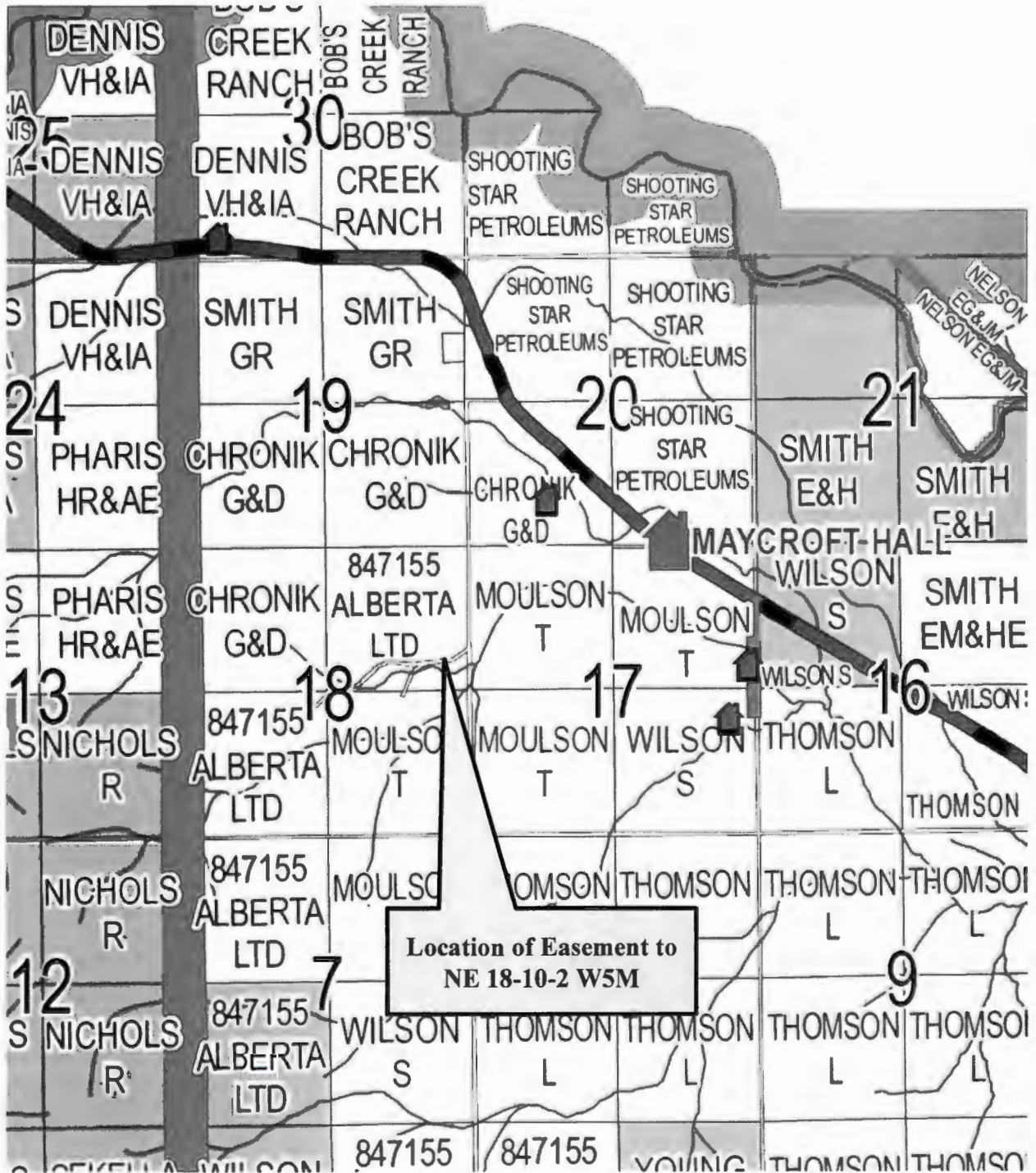
Enclosure(s): 1) GIS Map showing access road in question
2) 1980 Consent for Easement for Right-of-Way
3) 2006 MD letter to Landowner

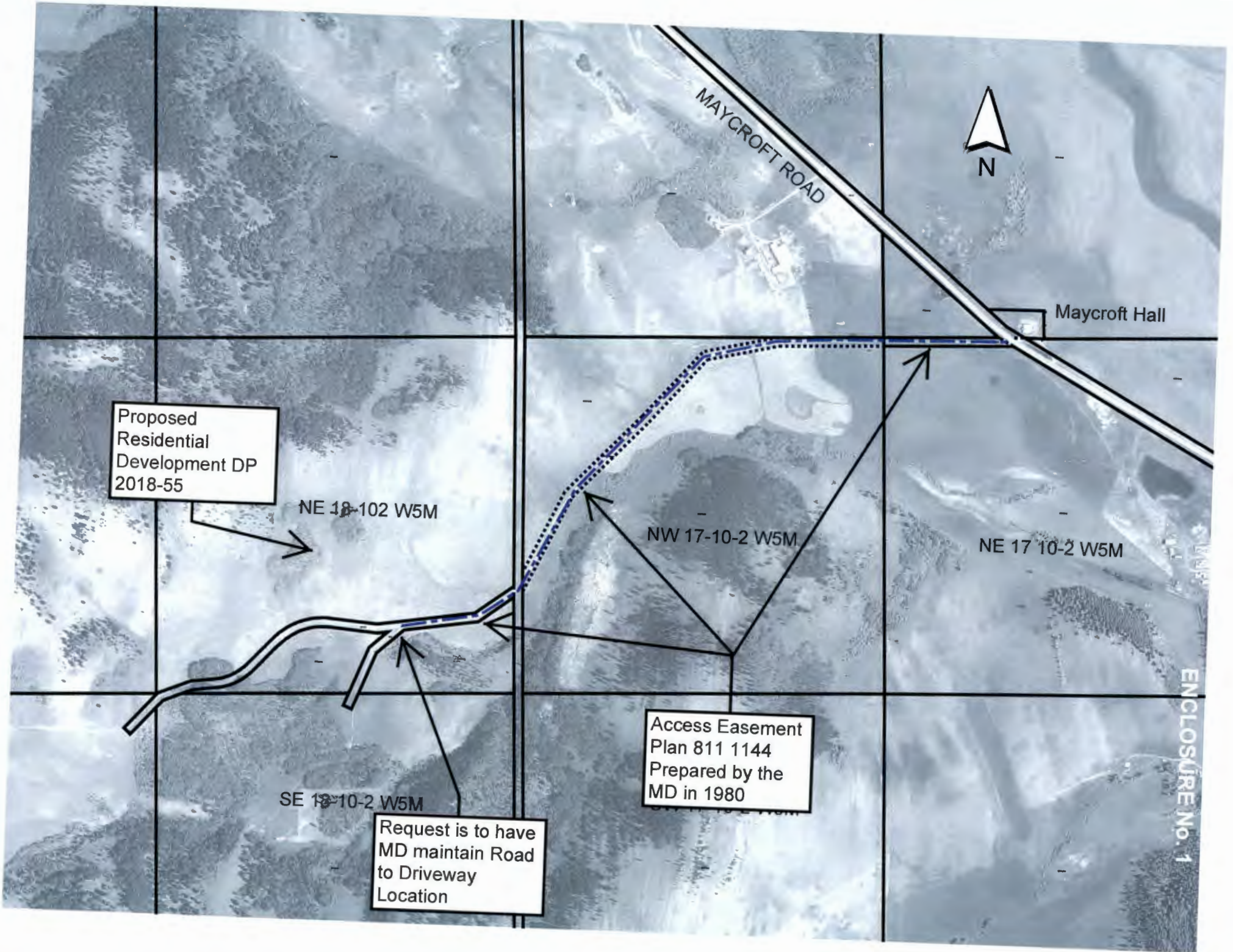
Reviewed by: Sheldon Steinke, Interim CAO



05 July 18

Location Map





Proposed Residential Development DP 2018-55

NE 18-102 W5M

NW 17-10-2 W5M

NE 17 10-2 W5M

SE 18-10-2 W5M

Access Easement Plan 811 1144 Prepared by the MD in 1980

Request is to have MD maintain Road to Driveway Location

ENCLOSURE No. 1

CONSENT OF EASEMENT

FOR

RIGHT-OF-WAY

I, Tom Moulson, of Lundbreck, in the Province of Alberta, (Rancher) being the owner of an estate by virtue of an Agreement for Sale on those tracts of land being:

"The North half of Section Seventeen (17), Township Ten (10), Range Two (2), West of the Fifth Meridian and the South East quarter of Section Eighteen (18), Township Ten (10), Range Two (2), West of the Fifth Meridian, further described in Certificate of Title No. 801125459C."

Do hereby consent to the granting of an Easement for Right-of-Way to the Municipal District of Pincher Creek No. 9 on that portion of the above described land that is shown on Plan of Survey prepared by George Vaselenak, Alberta Land Surveyor, between the dates of June 10 and June 23, 1980.

For the purpose of constructing and maintaining an access road across said land.


Signed this 30 day of September, 1980.



Witness



Tom Moulson

Certified a
True Copy
July 14/84


I, Stephen Sapeta consent to this easement. Which is affecting my property NE of SEC. 18 + SW SEC. 18 10-2-5. The signing authority has been granted to me by my family members.

CONSENT OF EASEMENT

FOR

RIGHT-OF-WAY

WITNESS

STEPHEN SAPETA
DALE UHRBACH

I, William Sapeta, of Lundbreck, in the Province of Alberta, (Rancher) being the owner of an estate by virtue of an Agreement for Sale on those tracts of land being:

July 14/94 *[Signature]*

"The South West quarter and the North East quarter of Section Eighteen(18), Township Ten (10), Range Two (2) West of the Fifth Meridian, further described in Certificate of Title No. 149 W 70."

DALE UHRBACH
Commissioner for Oaths
Exp: 22/04/95

Do hereby consent to the granting of an Easement for Right-of-Way to the Municipal District of Pincher Creek No. 9 on that portion of the above described land that is shown on Plan of Survey prepared by George Vaselenak, Alberta Land Surveyor, between the dates of June 10 and June 23, 1980,

For the purpose of constructing and maintaining an access road across said land.

Certified A True Copy Signed this 24 day of Feb, 1981

July 14/94
[Signature]
Dale Uhrbach
Witness

[Signature]
William Sapeta

During 1981 grading to be done on road. Estimate time is two days with grader. All new sections of road to be gravelled. Old sections of road to be regraded and gravelled.
Hilton R. Pharis

ENCLOSURE No. 3

ADMINISTRATION OFFICE
P.O. BOX 279
PINCHER CREEK, ALBERTA
T0K 1W0
PHONE 627-3130 • FAX 627-5070
E-MAIL: info@mdpincer creek.ab.ca
www.mdpincer creek.ab.ca



SCANNED

Steve Sapeta



Dear Steve:

Re: Access to S.W. & N.E. 18 10-2-W5

It has been confirmed that there is an easement (Plan Number 8111144) that has been registered on title for the N.W. 17 10-2-W5 which gives public use of the road used to access your quarters. The easement states it gives the Municipality the right to build and maintain the road. Our lawyers interpretation of the easement based on legal precedent is that this infers the public has the right to use the access road constructed on the easement. I hope this answers your query on the status of the road. Please feel free to contact me anytime if further explanation is required.

Yours Truly;

Mat Bonertz
Director of Finance and Administration

MD OF PINCHER CREEK

July 4, 2018

TO: Sheldon Steinke, Interim CAO
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Request to Close Portion of Road Allowance- W. of SW 16-4-29 W4M**

1. Origin

- On June 20, 2018 the MD received the attached email (*Enclosure No. 1*) from Michael and Kathy McDonald (the Applicants) requesting to close and purchase a portion of statutory road allowance (the road) adjacent to the SW 16-4-29 W4M (*Enclosure No. 2*).
- The road is undeveloped and is not part of the MD's road inventory.

2. Background/Comment

- The applicants own the undeveloped parcel to the east of the portion of road. The parcel was created as a cut-off when Highway No. 6 was developed.
- It is the applicants desire to close and consolidate the road into the acreage.
- There is an issue with closing the entire portion of road. The road allowance west, between the NE 8-4-29 W4M and SE 17-4-29 W4M was previously closed.
- It is my suggestion that if Council wishes to close and sell this road, then the southerly 20m could remain open to ensure access from the statutory of Highway No. 6 to the SE 17-4-29 W4M. However, the SE 17 has access directly to Highway No. 6 in the north portion of the parcel.
- The area of the road in question is 0.44 ha (1.09 Ac) with the southerly 20 metres remaining open.
- If the entire portion was closed the area would be 0.48 ha (1.19 Ac).
- Pursuant to Policy 123 PURCHASE, SALE AND DISPOSAL OF ROAD ALLOWANCES OR ROADWAYS, statutory road allowances shall not be sold unless there is a clear benefit to the Municipality at large and does not adversely affect the legal or physical access.
- This is a road that the MD is unlikely to ever develop. Closing this road will not adversely affect the legal or physical access to any adjacent parcel.
- The closure of a statutory road allowance will require that a bylaw be prepared and adopted by Council.
- If approved by Council, the applicant would be required to pay the road closure fee and purchase the road area at a value determined by the MD's assessor (*Enclosure No. 3*).

Recommendation No. 1

- That Council deny the applicants request.

Recommendation No. 2

- That Council approve the applicant's request to close and purchase the portion of statutory road allowance, to be consolidated with the applicant's adjacent parcel.

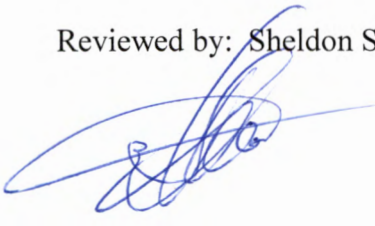
Respectfully Submitted,



Roland Milligan

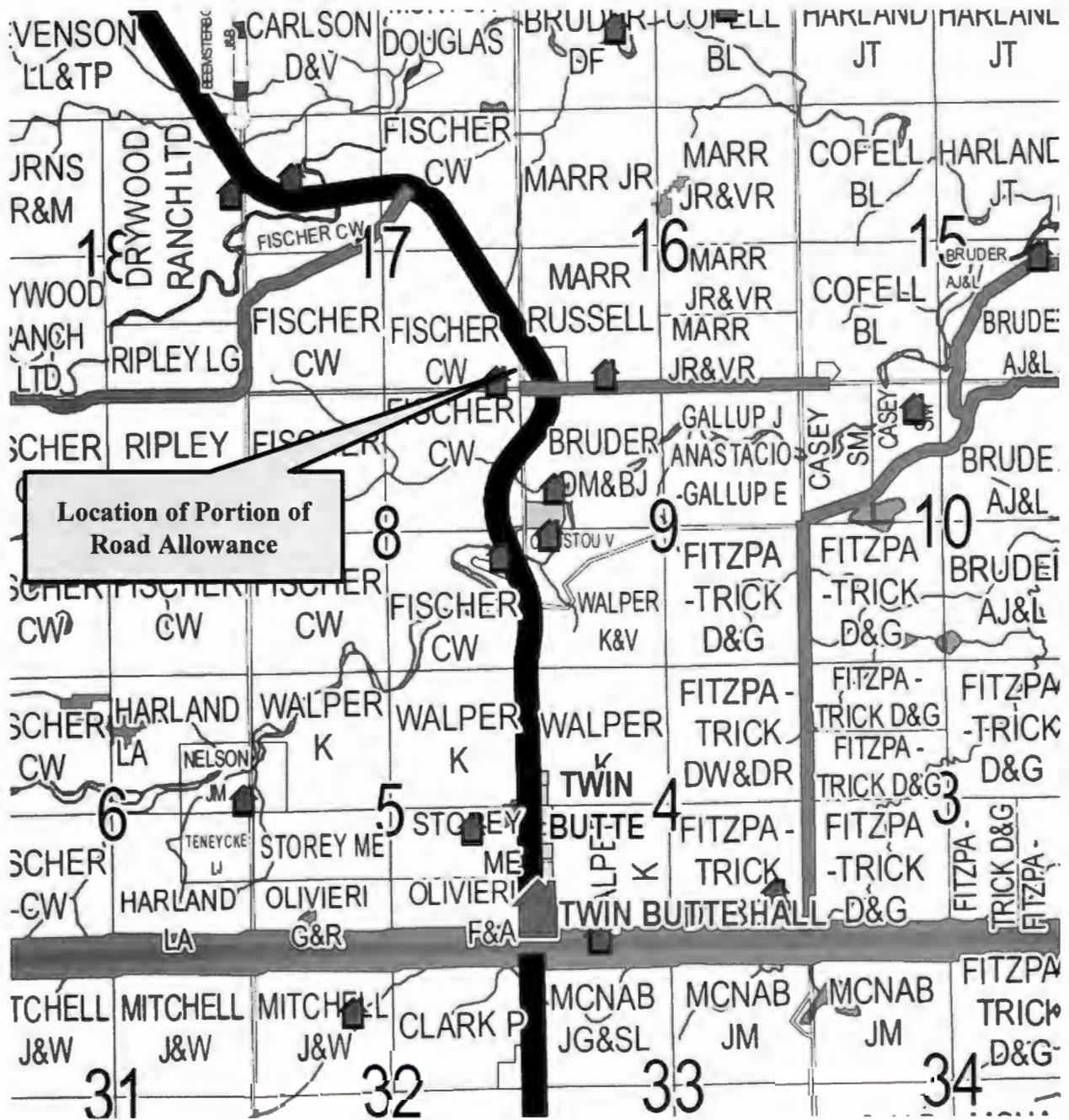
Enclosure(s): 1) Applicant's letter
2) GIS Map showing road in question
3) Opinion of Value (MD Assessor)

Reviewed by: Sheldon Steinke, Interim CAO



05 July 18

Location Map



ENCLOSURE No. 1

From: MDInfo
To: Roland Milligan
Subject: FW: Contact Form
Date: Wednesday, June 20, 2018 12:54:45 PM

From: info@mdpincercreek.ab.ca [mailto:info@mdpincercreek.ab.ca]
Sent: Wednesday, June 20, 2018 12:42 PM
To: MDInfo <MDInfo@mdpincercreek.ab.ca>
Subject: Contact Form

Site: mdpincercreek.ab.ca
Name: Michael D. McDonald
Subject: Contact Form

Text: Hello, My wife, Susan, and I would like to purchase the Road Allowance adjacent to our property at: Ptn SW ¼ 16-4-29-W4. We would like to improve existing access, fencing, etc. and possibly plant some trees/bushes. We also own a property next to the above, at: Ptn NW 1/4 09-04-29-W4 Lot 1 Block 1 Plan 0010143 Several years ago, we bought the road allowance adjacent to this property. Thank-you for your consideration, Michael D. McDonald
Reason: Question

From:
Phone:

ENCLOSURE No. 2



N

50 0 50 100 150 200 Meters



Highway No. 6

Portion of Statutory Road Allowance to be Closed
0.44 ha (1.09 Ac)

SE 17-4-29 W4M

SW 16-4-29 W4M

Lot 1
Plan No.
901 1548

20 metres
to provide access
to the SE 17

Twp. Rd. 5-0

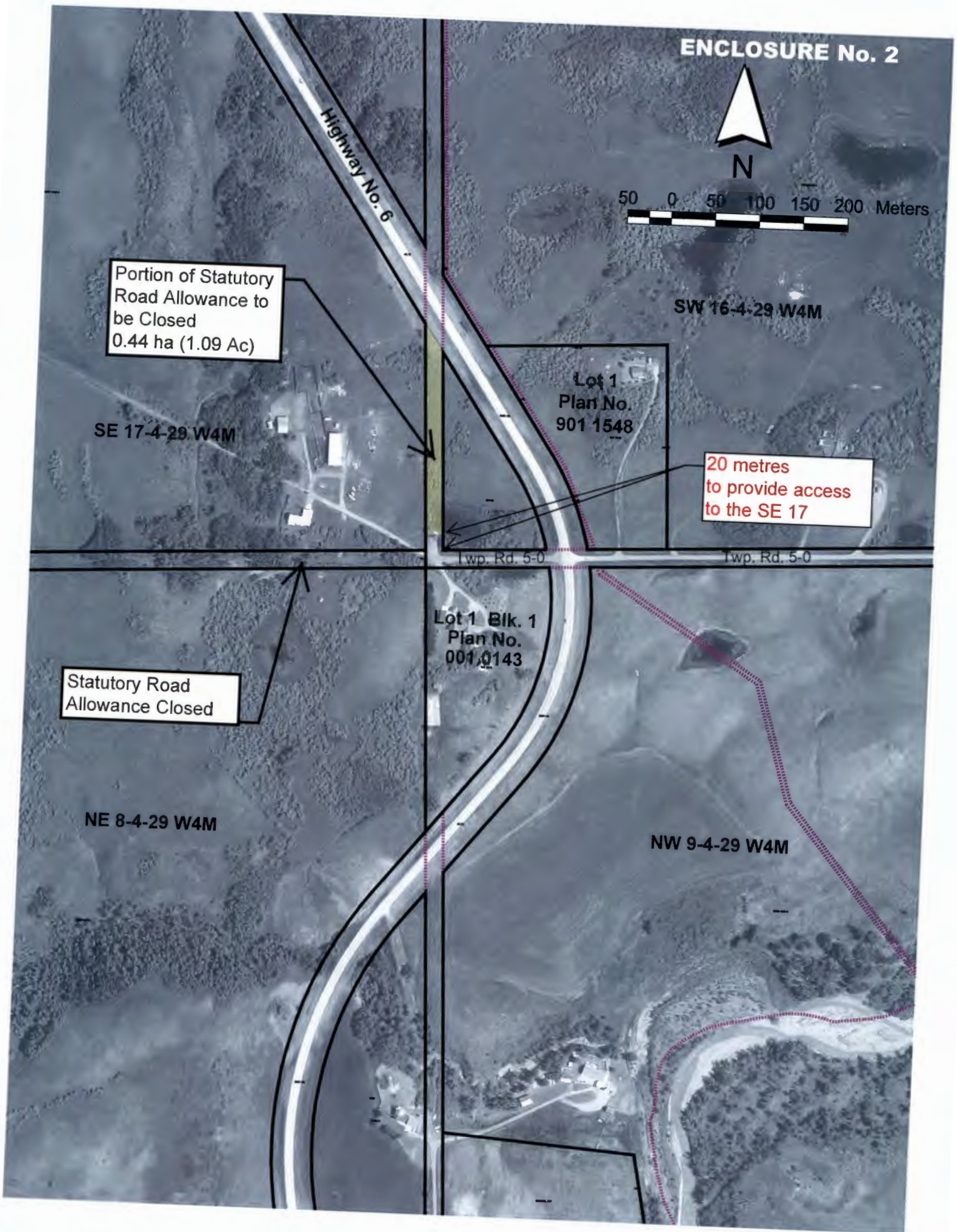
Twp. Rd. 5-0

Statutory Road Allowance Closed

Lot 1 Blk. 1
Plan No.
001 0143

NE 8-4-29 W4M

NW 9-4-29 W4M



Memorandum

To: Roland Milligan, Development Officer

From: Doug Jensen, Property Assessor

Date: June 21, 2018

Subject: Opinion of value on a portion of Road Allowance.

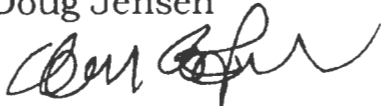
Legal Description: A strip of land South West of HWY #6 (unused road allowance) that is located between the SW 16 and SE 17, 4-29-4 containing 1.19 of an acre.

This valuation is based on the value per acre of a quarter section sales in the area.

The average value per acre in the area is: \$2,500.00 per acre.

$1.19 \times \$2,500.00 = \$2,975.00$

Doug Jensen



M.D. Of Pincher Creek No.9 Assessor

MD OF PINCHER CREEK

July 5, 2018

TO: Sheldon Steinke, Interim CAO
FROM: Roland Milligan, Director of Development and Community Services
SUBJECT: **Public Participation Policy**

1. Origin

- The following information is from a Municipal Affairs Fact Sheet issued as a result of 2017 changes to the *MGA* and the requirement for municipalities to adopt a public participation policy.

Previous MGA requirement:

The MGA did not require municipal public participation policies.

What's changed?

Municipalities are required to adopt a public participation policy. Section 216.1(1).

What do municipalities need to know?

The new requirements clarify how each municipality approaches public engagement, and will provide citizens and stakeholders with an understanding of when and how they will be engaged.

Ensure that any existing or newly created public participation policy meets the new requirements:

- the policy must identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders;
- make the policy available for public inspection, which may include posting it on the municipality's website; and
- review the policy at least once every four (4) years.

When does this change take place?

These sections came into force October 26, 2017.

Municipalities must establish a public participation policy by **July 23, 2018** (270 days (9 months) from the date it came into force.

2. Background/Comment

- Municipal Affairs has made available a guide for municipalities (the Guide) prepared by Rural Municipalities Association (RMA, it was AAMDC at that time) and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.
- Public Participation and Public Notification, *A Guide for Municipalities (Enclosure No. 1)*.

- Alberta Regulation 193/2017, Municipal Government Act, PUBLIC PARTICIPATION POLICY REGULATION outlines the Public Participation Policy requirements (*Enclosure No. 2*).
- Part 2 of the Regulation states that the policy must identify a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.
- Municipal Affairs also issued Information Bulletin 09/17 regarding Public Participation Policy (*Enclosure No. 3*).
- Some research into various municipal policies shows that the policy can be quite involved or quite short, as long as it meets the requirements of the Regulation.
- Enclosed are some sample Policies from various municipalities within Alberta (*Enclosure No. 4*).
- Two version of a Draft Policy No. C-CO-003 have been prepared for Council's review.
- Version 1 (*Enclosure No. 5*) is directly based on the policy template provided within the Guide.
- Version 2 (*Enclosure No. 6*) is based on the shorter and more concise policy from the MD of Provost.
- These are suggested Policies that Council can amend to make it their own or do something entirely different that meets the Regulation requirements.

Recommendation No. 1

- That Council review the information provided and adopt a Public Participation Policy.

Respectfully Submitted,

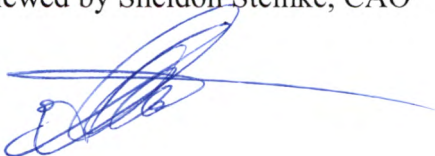


Roland Milligan

Enclosure(s): 1) Public Participation and Public Notification, *A Guide for Municipalities*
 2) Alberta Regulation 193/2017
 3) Information Bulletin 09/17 regarding Public Participation Policy
 4) Sample Policies
 5) Draft Policy Based on Guide Version
 6) Draft Policy Based on MD Provost Policy

Reviewed by Sheldon Steinke, CAO

July 5, 2108



Public Participation Policies and Public Notification

A Guide for Municipalities



Public Participation Policies and Public Notification: A Guide for Municipalities

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Part 3: Public Notification and Municipalities.....	9
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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC) and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Public Participation Policy and Public Notification Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.

Part 1: Municipal Public Participation Policies

As the level of government closest to Albertans, municipalities work with residents, business, and other stakeholders to provide the services and infrastructure that is key to developing vibrant, resilient, and sustainable communities. To meet the ever-evolving needs of their residents and business communities, municipalities must work in partnership with these key stakeholders and ensure their voice is reflected in decision making.

Public participation and engagement is key to informing decisions made by municipalities and as of October 2017, municipalities are required to develop a Public Participation Policy.

Public Participation Policies, as outlined in Section 216.1 of the *Municipal Government Act*, must be publicly available and must identify how municipalities will approach public participation and engagement. The policy must also identify the types or categories of approaches the municipality will use to engage municipal stakeholders, and the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Though the legislative requirements are relatively broad, they have been developed with the recognition that Alberta's municipalities are diverse and have differing needs. As a result, municipalities have the flexibility to develop a public participation policy that best meets the needs of their residents and stakeholders. The attached Public Participation Policy Template has been developed to assist municipalities in this process but municipalities are encouraged to work with their residents and stakeholders to understand how they want to be engaged and involved in municipal decision making.

Public Participation Policy – Key Dates

- Section 216.1 of the *Municipal Government Act* came into force on October 26, 2017.
- Municipalities must establish a Public Participation Policy by July 23, 2018 (270 days [9 months] from the date it came into force).

Additional Resources on Public Participation

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 2: Public Participation Policy Template

The following is a sample template Public Participation Policy. It is drafted in accordance with the *Municipal Government Act* and is intended to assist municipalities in drafting their public participation policies. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective policy review processes to ensure consistency and accuracy.

COUNCIL POLICY REGARDING PUBLIC PARTICIPATION

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

- 1) “[insert appropriate title]” means the chief administrative officer of the Municipality or their delegate.
- 2) “**Municipal Stakeholders**” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) “**Municipality**” means the [insert municipality name].
- 4) “**Public Participation**” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) “**Public Participation Plan**” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) “**Public Participation Tools**” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

- (a) Council shall:
 - i. review and approve Public Participation Plans developed by the [insert CAO title] in accordance with this Policy or as directed by Council;
 - ii. consider input obtained through Public Participation; and
 - iii. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

- iv. [OPTIONAL] ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- v. [OPTIONAL] promote and support Public Participation;
- vi. [OPTIONAL] request and review information from the [insert CAO title] on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2) Administration Responsibilities

(a) [insert CAO title] shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. [OPTIONAL] consider timing, resources and engagement when developing and modifying Public Participation Plans;
- v. [OPTIONAL] evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- vi. [OPTIONAL] communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- vii. [OPTIONAL] develop the necessary procedures to implement this Policy;
- viii. [OPTIONAL] assess this Policy and make recommendations to Council about the Public Participation and resourcing;

V. PUBLIC PARTICIPATION OPPORTUNITIES

- (a) [insert CAO title] shall develop and implement a Public Participation Plan in the following circumstances: [POLICY MUST IDENTIFY CIRCUMSTANCES WHEN COUNCIL WILL SEEK PUBLIC PARTICIPATION – A LIST OF POSSIBLE OPTIONS IS PROVIDED BELOW]
- i. [OPTIONAL] when new programs or services are being established;
 - ii. [OPTIONAL] when existing programs and services are being reviewed;

Public Participation Policies and Public Notification: A Guide for Municipalities

- iii. [OPTIONAL] when identifying Council priorities;
- iv. [OPTIONAL] when gathering input or formulating recommendations with respect to budget;
- v. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- vi. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- vii.
- viii. [OPTIONAL] as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards [OPTIONAL]

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.

- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS [OPTIONAL]

- a. When so directed by this Policy or Council, the [insert CAO title] shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

VIII. REPORTING AND EVALUATION [OPTIONAL]

- a. Information obtained in Public Participation will be reviewed by [insert CAO title] and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;

ENCLOSURE No. 2

Public Participation Policies and Public Notification: A Guide for Municipalities

- iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

Part 3: Public Notification and Municipalities

As part of the changes to the *Municipal Government Act* amended through the *Municipal Government Amendment Act* in 2015, municipalities have been provided with enabling powers that broaden the suite of tools available to advertise and provide notice to the public about proposed bylaws, public hearings, resolutions and meetings, among other things. Specifically, these methods can now include electronic advertising such as advertising on a municipal website or the use of social media platforms (e.g. Facebook, Twitter, etc.).

Previously, a municipality was required to provide notice through newspaper advertising, mail or delivery to every residence in the area to which the bylaw or other matter related. The new legislative changes provide additional flexibility to allow municipalities to develop notification tools that will best meet the needs of their communities.

If the municipality wishes to use alternate advertising methods, such as a municipal website or social media, an authorizing bylaw must be passed. This bylaw must have the confidence of council that the method provided for in the bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area, and a public hearing must be held prior to second reading of the bylaw. As well, the notice of the bylaw must be advertised in a manner consistent with the notification methods outlined in the *Municipal Government Act*. Lastly, the bylaw must be made available for public inspection.

The following sample Public Notification Bylaw Template has been designed to provide municipalities with a guide to how they develop their own public notification bylaw.

Public Notification – Key Dates

- The Public Notification Bylaw and Public Notification Methods portions of the *Municipal Government Act* came into force October 26, 2017.

Additional Resources on Public Notification

- Alberta Municipal Affairs Regional Training Session – click [here](#).
- Public Input Toolkit – click [here](#).
- Citizen Engagement Toolkit and Social Media Resource – click [here](#).
- Elected Official Training Program (EOEP) – click [here](#).
- *Municipal Government Amendment Act* (Bill 20) – click [here](#).

Part 4: Public Notification Bylaw Template

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

A BYLAW TO ESTABLISH [**insert as applicable: AN ALTERNATE METHOD [or] ALTERNATE METHODS**] FOR ADVERTISING STATUTORY NOTICES

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

NOW THEREFORE the Council of the [**insert name of municipality**], in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the [insert e.g.: “Advertising Bylaw” **[or]** “Public Notification Bylaw.

Advertising Method

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, [**insert the following as applicable or an alternate method:**]

electronically by posting the notice prominently on the [**insert name of municipality**] official website.

[and/or]

electronically by posting the notice prominently on any of the [**insert name of municipality**]'s official social media sites.

ENCLOSURE No. 2

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[and/or]

by posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities: **[insert as applicable:** Administrative Office, Recreation Centre, Community Hall, etc.]

[or]

by posting the notice prominently on roadside signage located at the following locations: **[insert as applicable** e.g. each entrance to the Municipality, specific address(es), community league facility(ies), etc.]

READ a First time this ___ day of _____ 2018.

PUBLIC HEARING held on this _____ day of _____, 2018

READ a Second time this ___ day of _____ 2018.

READ a Third time this ___ day of _____ 2018.

SIGNED AND PASSED this ___ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE OFFICER/OTHER]

(no amdt)

ALBERTA REGULATION 193/2017

Municipal Government Act

PUBLIC PARTICIPATION POLICY REGULATION

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Definition

- 1 In this Regulation, "Act" means the *Municipal Government Act*.

Public participation policy requirements

- 2 A municipality's public participation policy must identify
 - (a) the types or categories of approaches the municipality will use to engage municipal stakeholders, and
 - (b) the types or categories of circumstances in which the municipality will engage municipal stakeholders.

Participation policy must be made public

- 3 A municipality must make its public participation policy available for public inspection, and may post it on the municipality's website.

Review of public participation policy

- 4 A municipality must review its public participation policy at least once every 4 years.

Transitional

- 5 A municipality must establish its public participation policy within 270 days after section 216.1 of the Act comes into force.

Coming into force

6 This Regulation comes into force on the coming into force of section 24 of the *Municipal Government Amendment Act, 2015*.

Municipal Affairs

Information Bulletin

Number: 09/17

Date: October 2017

Public Participation Policy

216.1(1) Every council of a municipality must establish a public participation policy for the municipality.

(2) A council may amend its public participation policy from time to time.

(3) The Minister may make regulations

- (a) respecting the contents of public participation policies;
- (b) respecting the considerations to be taken into account by a council in establishing its public participation policy;
- (c) setting a date by which every municipality must have its first public participation policy in place;
- (d) respecting requirements for a council to review its public participation policy periodically and consider whether any amendments should be made;
- (e) respecting requirements to make publicly available a public participation policy and any amendments made to it.

(4) Nothing in a public participation policy established under this section affects any right or obligation that a municipal authority or any person has under any other provision of this Act.

(5) No resolution or bylaw of a council may be challenged on the ground that it was made without complying with a public participation policy established by a resolution of the council.

The *Municipal Government Act (MGA)* supports public awareness through council meeting attendance and public notice requirements, and sets out specific requirements for public participation in specific circumstances. This section requires municipalities to promote public awareness and enable the public to provide input in the local government decision-making process.

Alberta Regulation requires the policy to:

- identify how the municipality will engage their citizens
- identify the circumstances when they will be engaged
- the policy must be accessible and available to the public
- council must evaluate the policy at least once every 4 years.
- the policy must be in place by July 23, 2018.

It should be noted that this policy doesn't have to be a large comprehensive plan. A municipality may wish to include the process for residents to be heard at council meetings or establish an annual schedule of open house events that receive and convey information on possible items of interest like the annual assessment, the audit report or the budget.



An effective participation policy is essential for any municipality to get important information out and provide a forum for resident feedback. This policy will look different in every municipality. The way people get their information varies from traditional forms of media, to word of mouth, to social media and other online sources.

Some things to consider in developing your policy:

- Engage citizens early
- Communicate openly, honestly and proactively
- Provide clear, relevant information
- Keep citizens informed and provide notice of change
- Be responsive and ensure follow up
- Celebrate successes but be honest about failures

Inform through:

- Newsletters
- Websites
- Open houses with opportunities for dialogue
- Surveys
- Public meetings

What does the public need to know:

- Municipality's role and responsibilities
- Local government processes
- Budget process
- Upcoming events
- New programs
- Sustainability initiatives
- Important updates
- Successes
- changes in leadership

A growing number of residents use the municipal website to find information. Because of this, a municipality should make sure the website addresses the needs of the community and is easy to navigate and stays current.

Ask your residents how they prefer to send and receive information. Find out what works for them – social media, print advertisements, news stories, website, direct mail, newsletters, utility bills, etc.

For information on public input, view the [Public Input Toolkit](#) or [Citizen Engagement Toolkit](#) or [Social Media Resource Guide](#).

CITY POLICY



POLICY NUMBER: C593

REFERENCE:
Policy C513 City Council
January 17, 2006

ADOPTED BY:
City Council April 11/12/2017

SUPERSEDES:
Policy C513 - Public Involvement

PREPARED BY: Communications and Engagement

DATE: April 4, 2017

TITLE: Public Engagement Policy

Policy Statement: The City of Edmonton values public engagement processes and activities that contribute to policy, program, service and project decisions by providing City Council and Administration with the best possible information to support decision making.

The purpose of this policy is to ensure that the City of Edmonton:

- Achieves a consistent, coordinated and outcomes-driven approach to public engagement;
- Facilitates public input to decision making through effective and efficient consultation, involvement, collaboration and empowerment processes, and
- Adheres to the public engagement requirements within the *Municipal Government Act* and other applicable legislation.

The policy does this by describing:

- When the policy applies,
- The role of decision makers in public engagement,
- The importance of respectful and safe discussion and debate,
- A clear definition of public engagement,
- A vision and guiding principles for public engagement,
- A public engagement spectrum, and
- Key supporting elements for public engagement.

The policy is supplemented by the City's:

- Public Engagement Procedure, which guides the implementation of the policy and outlines the key administrative components of public engagement.

This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation or Union Agreement.

- Public Engagement Framework, which includes the Public Engagement Planning and Reporting Framework, the Public Engagement Learning and Training Framework, and the Public Engagement Evaluation Framework.

Application

The policy applies to all of the City's policies, programs, projects and services that have an impact on the public. There are many reasons why public engagement may be undertaken, but they should all ultimately support a decision making process for the purposes of:

- Designing or implementing a new policy, program, project or service,
- Evaluating, changing or ending an existing policy, program, project or service,
- Fulfilling a legislated or regulated requirement, or
- Responding to a community-initiated request.

This Policy applies to public engagement regarding all of the City's policies, programs, projects and services whether it is planned and delivered by City staff, contractors or community volunteers.

Role of Decision Makers

The role of decision makers - City Council or Administration - in public engagement is to strive for the best understanding of the public's views and perspectives on topics and issues, consider public input in decision making, and communicate to the public how their input was used and why decisions were made.

Public engagement is one factor in the decision making process and will have more or less influence relative to other factors for every specific decision.

Public engagement offers the opportunity for City Council to:

- Deepen its role as community representatives through enhanced understanding of the interests, values and perspectives of the public.
- Work with Administration to identify areas where public engagement can and will make a meaningful difference to Council decisions,
- Promote and direct the public to public engagement activities,
- Carefully and thoughtfully consider public input as part of the decision making process,
- Ensure public expectations for public engagement opportunities and influence are balanced with awareness of resource capacity, fiscal realities and other important context and considerations, and
- Clearly explain the rationale for decisions and how public input was used in decision making.

Respectful and Safe Discussion and Debate

The policy also recognizes that the discussion and debate that underlies public engagement activities will be conducted in a respectful and safe manner by all participants - City staff, contractors, stakeholders and the general public.

Definition of Public Engagement

Public Engagement creates opportunities for people to contribute to decision making by City Council and Administration about the City's policies, programs, projects, and services, and communicates how public input is collected and used.

Public Engagement Spectrum

The Public Engagement Spectrum is a tool that explains the four roles the public can play when they participate in City of Edmonton public engagement activities. As you move within the spectrum, there is an increasing level of public influence and commitment from the City and the public.

Advise - The public is consulted by the City to share feedback and perspectives that are considered for policies, programs, projects, or services.

Refine - The public is involved by the City to adapt and adjust approaches to policies, programs, projects, or services.

Create - The public collaborates with the City to develop and build solutions regarding policies, programs, projects, or services. This can include community initiated engagement.

Decide - The public is empowered to make decisions directly or on behalf of the City about policies, programs, projects, or services.

Vision for Public Engagement

A City where we are connected, invested, and proud to participate in shaping our community.

Guiding Principles for Public Engagement

A shared responsibility - Engagement of people in an authentic way contributes to robust solutions to challenging issues and encourages participation that supports democratic decision making.

Relationship-building and perspective seeking - Meaningful engagement values various and local perspectives and community experiences; it recognizes that respect and equitable processes foster trust and stronger relationships.

Proactive, timely, and transparent - People have enough time and notice to engage early in the process which enables considered input and impact on decision making, and clearly communicates how input will be assessed and used during engagement and reported on afterwards.

Inclusive and accessible - Engagement planning and delivery is inclusive and accessible to best serve our City by encouraging two-way conversations and strategies that reach diverse communities and ensure people feel heard and know their input is valued.

Innovative and continuously improving - As Edmonton grows and evolves, we aspire to co-create and embrace new and better engagement processes, tools and tactics based on a sound approach to evaluating success.

Supporting Activities for Public Engagement

The following are activities that support effective public engagement, but only doing these activities is not considered public engagement. Public engagement and its activities are described above in the definition of public engagement and the public engagement spectrum.

ENCLOSURE No. 4

Communications - The City and the public are informed about, listen and learn about City policies, programs, projects and services through clear and transparent communications focused on plain language, active listening and responsiveness. This is a key activity underlying all four levels of the public engagement spectrum.

Project management - Carrying out engagement within an effective and aligned project management process.

Decision making - Clearly identifying decisions, decision makers and decision making processes for every public engagement process.

Relationships - Developing and enhancing relationships through meaningful dialogue that is based on respect and trust.

Capacity Building - Providing the knowledge and tools to engage by building capacity internally and within communities.

Leadership Development - Building community and staff leadership by facilitating leadership development opportunities.

Review

This policy will be reviewed, at minimum, every three (3) years.



POLICY MANUAL

Legal References: <ul style="list-style-type: none"> Municipal Government Act, Public Participation Policy Regulation, Governance, s.216.1 	Policy department: CAO or Communications
Cross References:	Policy Number: S3
Adoption Date: <ul style="list-style-type: none"> Date of Motion and Motion # 	Policy Title: Public Participation Policy, Strategy and Toolkit
Revision Date: <ul style="list-style-type: none"> Date of Motion and Motion # 	Review Date: June 11, 2021

POLICY PURPOSE:

In accordance with Section 216.1(1) of the Municipal Government Act, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in County decisions that directly impact the public. This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the Municipal Government Act.

The Public Participation policy establishes clear processes and guidelines to guide future interaction with a wide range of stakeholders in County decision-making and on delivery of policies, programs, projects and services, where public participation is beneficial. The Public Participation Policy is accompanied by a detailed strategy that guides staff and council through a consistent process for the design and implementation of customized participation plans (see schedule "A"), a toolkit with methods and formats to ensure effective participation (see schedule "B"), and a process for implementation and evaluation of the public participation strategy (see schedule "C").

DEFINITIONS:

- 1) "CAO" means the chief administrative officer, appointed by Council, of the Municipality or their delegate under the Municipal Government Act for the County of Grande Prairie No. 1.



- 2) **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **“Municipality”** means the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and the application legislation.
- 4) **“Public Participation”** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **“Public Participation Strategy”** means the detailed guide prepared for the County that staff will use to design and deliver effective “public participation plans”.
- 6) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 7) **“Public Participation Tools”** means the tools (contained in a document called a “Toolkit”) that may be used, alone or in combination, to create Public Participation opportunities.

PRINCIPLES:

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councilors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

Key elements of effective public participation include ensuring that:

- information provided is timely, complete, and accessible;
- a reasonable timeline for participation (i.e. early involvement to avoid the notion that a decision is already made) is provided;
- the appropriate level of engagement is undertaken for the issue or project;
- those who are affected by the issue or initiative are able to participate;
- the process is adaptive to the needs of Municipal Stakeholders; and



- results are transparent and are communicated in a timely manner.

The purpose of the definitions is to help the person reading the policy understand what they are reading. It refers only to those words used in the policy.

POLICY STATEMENT AND GUIDELINES:

The County will consistently use the Public Participation Strategy and Toolkit to design, execute and report back from custom-designed public participation projects whose outreach and participation activities are properly matched to issues that arise, to questions or choices that council and staff require input on, and/or to program/service revisions.

The policy applies when engaging Municipal Stakeholders on County-led projects, policies or initiatives to ensure there is a consistent and effective approach to public engagement.

All County staff will follow the seven-step design process described in the Public Participation Strategy (schedule A) to ensure the appropriate selection of both the level of participation and associated tools.

Care will be paid by all departments to early and inclusive identification of audiences who need to be informed and offered opportunities to participate in worthwhile initiatives where public input is needed; formats and tools spanning in-person and online communication and participation activities will be selected based on audience need.

The County commits as a whole to reporting out broadly and to participants specifically on the input received and on how it was used. Note that no single input, comment or activity determines the outcome of a given process, and that council (as elected decision-makers) ultimately reserves the right to decide as they see fit as outlined by the Municipal Government Act and amendments thereto.

ROLES AND RESPONSIBILITIES:

Council is responsible for:

- Being familiar with the County Public Participation Strategy and promoting its proper use, including clarity of roles between staff, council and residents;
- Reviewing and approving Public Participation Plans developed by the CAO in accordance with this policy or as directed by Council;
- Ensuring that sufficient staff and financial resources are dedicated to solicit public participation in accordance with this policy;
- Promoting awareness of and participation in the County's Public Participation activities;



- Considering input obtained through Public Participation; and
- Reviewing this policy to ensure the policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

Chief Administrative Officer is responsible for:

- Ensuring that this policy, Public Participation Strategy and Public Participation Toolkit is used by all staff when they develop and implement projects that require public participation and having Public Participation project plans reviewed by council when necessary;
- Ensuring that there is an effective internal approval and coordination process for Public Participation initiatives by and through various departments, such that County capacity for such initiatives is not exceeded and so activities and events do not overlap or cause confusion;
- Ensuring that staff and financial resources are available to support the planning and execution of projects and processes that are approved under this policy;
- Implement approved Public Participation Plans;
- Report on the activities, the findings, and the quality and effectiveness of Participation efforts to Council; and
- Evaluate the effectiveness of the County in using this policy, Public Participation Strategy and Public Participation Toolkit over time, and keeping the roles of staff, council and public clear and distinct.

Communications department is responsible for:

- Maintaining County communication channels with up-to-date information and opportunities for Public Participation, in conjunction with communication champions in each department and their directors;
- Use the internal process to coordinate Public Participation activities to prevent overlap and confusion, in conjunction with department directors/staff;
- Maintaining the Public Participation Toolkit of participation activities/formats;
- Supporting departments undertaking Public Participation with social media, media, advertising and other promotion efforts; and
- Helping departments develop and resource their Public Participation projects and activities.

Department Directors and Managers are responsible for:

- Ensuring the proper use of the Public Participation Strategy and Public Participation Toolkit by their departments, consistently using the 7-step process to develop plans, and seeking approval and resourcing for those plans internally;
- Coordinating between departments to ensure that Public Participation projects are properly resourced, have a clear purpose and audiences, do not unnecessarily overlap or confuse the public, and respects County capacity as an organization;



- Assessing the capacity of their staff teams to develop and carry out effective Public Participation projects, and supporting with training and tool development as necessary;
- Maintaining contact lists to support outreach, promotion and reporting back;
- Coordinating with Communications to ensure all projects follow County policies for communications, social media, media, FOIP, etc.; and
- Ensuring ongoing reporting to participants about project activities and decisions, including communicating on the use of input gathered.

Staff members are responsible for:

- Being aware of the purpose and activities of current and upcoming Public Participation initiatives by the County so they can answer questions and direct the public to correct information and opportunities;
- Participating in the development and execution of Public Participation projects and events, sharing information, gathering input and helping report back on what has been learned and how the input gathered has affected decisions, policies, programs or services;
- Developing meeting design, group facilitation, and data analysis and reporting skills to support Public Participation; and
- Maintaining contact lists of stakeholder groups, community networks and the general public with interests in their area of service or responsibility, to support effective communications and recruitment for Public Participation activities.

POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies and bylaws and any of the applicable legislation.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.



- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Chief Administrative Officer, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner.

PUBLIC PARTICIPATION OPPORTUNITIES

- (a) The Chief Administrative Office may develop and implement a Public Participation Plan in the following circumstances:
 - i. when new programs or services are being established;
 - ii. when gathering input or formulating recommendations with respect to budget;
 - iii. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
 - iv. when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
 - v. as otherwise directed by Council.

ETHICS AND CODE OF CONDUCT:

If you may need to reference existing documents such as that outlined in the Human Resource Policy Manual, contact Manager, Legislative Services for additional information.

CONFIDENTIALITY:

The use and interpretation of all County Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

NON COMPLIANCE:



Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the County of Grande Prairie No. 1, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.

POLICY AUTHORITY:

The Chief Administrative Officer has the authority to amend the related Schedules of Policy S3 from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

ATTACHMENTS:

Schedule "A" – Public Participation Strategy

Schedule "B" – Public Participation Toolkit

Schedule "C" – Process for Implementation and Evaluation of P2 Strategy

Participation Policy for the Public

Your County, Your Conversation:
How & Why You Should Get Involved
in the Decision Making Process

APRIL 2018

LACOMBE
COUNTY

Purpose

Lacombe County believes that its success lies with the people and businesses that it serves. Community needs change and to ensure your municipal leaders and Council keep aware of these changing needs the County believes that meaningful public engagement on a variety of levels is crucial to communications and the success of the County as a whole.

Public Participation Principles

The **County's Strategic Plan** identifies communications as a key objective:

"To maintain & enhance an open and effective system of communicating with our citizens, our staff and our stakeholders".


Key Principles

1. Open and easy access to information, municipal representatives and Council.
2. Transparent and accountable decision making for all plans, policies, projects, bylaws and other initiatives proposed by Lacombe County.
3. Responsive decision making that takes into account the viewpoint of various stakeholders, and changing needs of the community.
4. Consistent and continuous dialogue with the public.
5. Provide multiple opportunities and levels of public engagement.



Levels and Types of Engagement

All engagement initiatives will follow the Levels of Engagement table (below). Not all projects require the same extensive stakeholder consultation, but the appropriate approach should be selected on a project-to-project or issue-to-issue basis.

Increasing citizen engagement and influence in the decision-making process 				
Type of Decision				
Directive	Consultative	Deliberative	Participatory	Citizen-Led
Level of Engagement				
Inform	Consult	Involve	Collaborate	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Commitment to Stakeholders				
We will keep you informed.	We will keep you informed, listen and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.	We will work together, seek your advice and innovation in formulating solutions and we will incorporate your advice and recommendations into the decision to the maximum extent possible.	We will implement what you decide.
Engagement Tools				
<ul style="list-style-type: none"> • Fact sheets • Web sites • Open Houses • Media • Face-to-face meetings • Reports • Social Media 	<ul style="list-style-type: none"> • Focus groups • Surveys • Feedback forms • Online and personal comments • Public meetings • Social Media 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making • Workshops 	<ul style="list-style-type: none"> • Ballots • Plebiscites • Delegated decisions

 Decreasing municipal ownership of the decision-making process and end decision

Adopted from Alberta Municipal Affairs, 2011; International Association of Public Participation © 2006; and the Praxis Group, 2012.

Communication

Lacombe County will promote and communicate opportunities for public engagement in a manner they feel most appropriate to the type and level of engagement. This can include a combination of the following:

- County News
- Website
- Social Media (Facebook / Twitter)
- Radio
- Direct Mail / flyers
- Local newspaper advertising
- Surveys

Roles and Responsibilities

Lacombe County:

- Will inform, consult, and engage the public about decisions that affect them, and will provide public engagement opportunities that are open and transparent.
- Will give consideration to the public's input gathered in public engagement processes.
- Is committed to working together with the public to continuously improve its public engagement processes.
- Staff will endeavor to build their skills and knowledge to engage the public in a meaningful way.
- Supports the belief that involving the public and other stakeholders in public engagement leads to better, more informed decisions.

Public and other stakeholders:

- Meaningfully engage with the County so your voice strengthens decisions and recognize your involvement helps to build a strong community.
- You have the right to be heard, but also to listen and be open to different ideas and opposing views.
- Strive to increase your understanding and knowledge about local issues, as well as your role in Lacombe County's decision-making process so that you can participate in a meaningful way.
- Hold municipal administration and Council accountable for a participatory, fair and transparent decision making process.

Legislation and Review

The Public Participation Policy was developed in accordance with the requirements of Section 216.1 of the *Municipal Government Act*. The County will review and update its Public Participation Policy every two (2) years. Council may however amend the policy from time to time if it considers necessary.



Definitions

County Manager means the chief administrative officer of the Municipality or their delegate.

Stakeholders means the residents of the municipality, as well as other individual, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

The Public means anyone (including groups and individuals) who may have an interest in a specific topic or issue under discussion. The public may, or may not, be directly impacted by a decision on the issue.

Municipality means Lacombe County.

Lacombe County refers to all staff, representatives and consultants working for or hired by the municipality.

Public Participation includes a variety of non-statutory opportunities where stakeholders receive information and/or provide input to the Municipality.

External Public Engagement means a formal or informal interactive process between the County, the public and other stakeholders, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.



Municipal District of Acadia No. 34

Policy Number: 2102
Title: Public Participation Policy
Subject Area: Municipal Governance
Council Resolution:

Approval Date: September 12th, 2017 **Revision Date(s):**

Policy Statement:

The MD of Acadia #34 recognizes that public participation is fundamental to a strong municipal government and commits to engaging its citizens and encouraging their participation through a variety of mediums and formats.

Policy Vision:

Residents of the MD of Acadia, of all ages, are meaningfully engaged in civic life where their voices strengthen decisions and their involvement helps build the community where they live, work, and play.

Policy Introduction:

The following policy outlines the manner in which the MD of Acadia interacts with its residents and ratepayers for the purposes of public participation in the governance process. It is important to note that interaction with citizens occurs on an ongoing basis through office visitations, email and postal communications, and a variety of day-to-day activities; all of which has some level of participation in municipal operations and governance. However, the purpose of this policy is to outline those extra efforts that the MD of Acadia shall make to engage its citizens and stakeholders to elicit input on governance decisions and to participate in the overall direction of the MD of Acadia. These efforts include social media campaigns, a bi-monthly newsletter, and our bi-annual roundtable discussions with citizens.

1. Principles:

- a. *Involving the public leads to better decisions*
 - i. Decisions that impact the future of the community are better when those who are affected have been involved.

b. Public engagement processes are equitable

- i. They allow all members of the public a reasonable opportunity to contribute, developing a balanced perspective.

c. The public understands its role in the process

- i. The public's role and level of involvement will be defined and clearly communicated.

d. The public is informed

- i. Information necessary to understand all relevant aspects of the issue is provided to the public throughout the process. The impact of any public engagement is reported and explained.
- ii. That meetings of council are advertised as required by the MGA and any changes to regular meetings or special meetings are advertised via the municipal webpage and social media pages with at least 24 hours' notice.

e. Communication with the public is effective

- i. It is clear, concise, objective, understandable and accessible by all.

f. Public communication is transparent and accountable

- i. The process is clear and open and provides a public record of the range of views and ideas expressed.

2. Consultation Requirements:

The following are the standard situations when a special consultative process would be initiated:

a. Legislative or Regulatory:

- i. The MD of Acadia shall follow all necessary consultation procedures when required by the Municipal Government Act (MGA) or any other piece of Provincial or Federal legislation.

b. Internal Directive:

- i. Required on the basis of internally authorized decisions, including MD policies.

c. Administration or Council Request:

- i. When council or administration request a public consultation to occur for any reason.

d. Public Request:

- i. If there is a significant demand from the public at any time for further consultation or input on a particular subject, the Council or administration will call for a public engagement session to occur.
- ii. The need for such engagement will be determined solely by the Council
- iii. The time, location and format of such engagement will be determined by the Council and/or administration.

e. Impact on Public

- i. The decision or outcome will have a significant impact on the public's social, economic, and/or environmental situation.

3. Engagement Approaches:

a. In-Person:

- i. These engagements shall be done at a time and location determined by the Council and/or the CAO.
- ii. In-person consultations will usually be done for most legislative circumstances as well as for the bi-annual public roundtable meetings that occur in Acadia Valley.
- iii. The public is also encouraged to attend monthly Council meetings, held on the second Tuesday of each month.

Commitment: To hold at least 2 round table discussions each year to hear citizen feedback on proposed ideas and to let citizens have a direct voice to Council and administration.

b. Print Media:

- i. The MD of Acadia conducts most of its communication with its residents via print, including:
 - Mailing of utility and tax bills
 - Notice of development decisions
 - Miscellaneous communications
- ii. The 'AV Update' is a bi-monthly newsletter that is mailed to all MD residents and contains various announcements, notices and information regarding the MD and area.

Commitment: To continue with the AV Update newsletter on a bi-monthly basis as a means of communicating with those citizens who do not use the internet or choose not to attend in-person gatherings.

c. Online:

- i. The MD of Acadia hosts a wide variety of content on its municipal website (www.mdacadia.ab.ca) and also uses it to communicate information to the general public. There is a feedback option built into the website that allows visitors to ask questions and submit comments.
- ii. The MD of Acadia hosts a Facebook page where general announcements are made and information conveyed. People also use this platform to send messages and questions to administration.

Commitment: To meaningfully engage with citizens via online platforms by keeping content up to date, responding to inquiries in a timely fashion, and continually posting relevant content.

4. **Definitions**

- a. **Citizen:** a person who currently resides in the MD of Acadia or any other stakeholder that has an interest in, or is affected by, a MD outcome or decision.

- b. **Public Participation:** the process that engages MD of Acadia citizens to provide input into local issues and decisions. I can involve them to clarify issues, identify solutions or alternatives, and partner in decision making.
- c. **Engagement:** the tools used to elicit feedback and to communicate with citizens for the purposes of the public participation process.

5. Roles and Responsibilities:

- a. The council shall review this policy every three years to ensure accuracy and accountability.
- b. The CAO shall be the primary organizer of public engagement efforts, including:
 - i. Scheduling public meetings and events
 - ii. Coordinating mailings
 - iii. Conducting online communication via Facebook and the MD Website
- c. Staff with the approval of the CAO may be responsible for other duties as assigned or responsible for the above CAO's duties should delegation be deemed necessary by the CAO or the Council.

Approved by Council: September 12th, 2017

Chief Administrative Officer

Public Participation Policy

Whereas public participation and feedback are considered integral components in effective governance, and whereas stakeholder consultation is considered a vital means of assuring that said governance is representative of public position and stewardship of public funds, the Council of the M.D. of Provost No. 52 does hereby adopt the following policy governing same:

1. Information – Public Dissemination

- a) All approved minutes of regular, organizational and special Council and ASB meetings shall be posted on the M.D.'s website in a timely manner and made available to ratepayers upon request.
- b) The most current audited financial statement of the M.D. shall be posted on the M.D.'s website in a conspicuous place and copies shall be made available to ratepayers on request.
- c) Subject to the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act*, information relative to the M.D.'s tax and assessment rolls shall be made available to ratepayers upon request.
- d) All bylaws of the M.D. shall be made available to ratepayers upon request, and those considered of interest or import by Council and/or Administration shall be posted conspicuously on the M.D.'s website.
- e) Agendas of all regular, organizational and special Council and ASB meetings shall be made available to attendees of same.
- f) Dates of all regular, organizational and special Council and ASB meetings shall be advertised in a manner compliant with statute and Council's direction, so as to encourage and facilitate public attendance at same.
- g) Summaries of the minutes of public meetings shall be provided to local newspapers, which shall be made available to ratepayers as per M.D. policy as extant or amended from time to time.

2. Meetings – Public Participation

- a) Ratepayers shall be encouraged to attend all regular, special and organizational meetings of Council and the ASB.
- b) Members of the public in attendance at public meetings, as noted above, shall be allowed to participate in same in accordance with the tenets of the M.D.'s procedural bylaw.
- c) Pursuant to (b), above, members of the public shall not be unreasonably denied the opportunity to address Council.
- d) Written communications from ratepayers or other correspondents shall be included in a dedicated section of the next regular meeting agenda package following its receipt, and shall thenceforth become a matter of public record.
- e) Council shall endeavour to regard, consider and apply feedback garnered as per this section as it deems reasonable and appropriate.

3. Stakeholder Consultation

- a) The M.D. shall, in all instances, consult, advertise and otherwise propagate to and receive from the public at large any information necessary to meet or facilitate compliance with its statutory requirements in the conduct of its business.
- b) Council shall, in matters deemed of general interest and/or import to the municipality and its residents, including but not necessarily consisting of or limited to large scale developments, area structure plans, public infrastructure projects, fundamental changes to taxation structures or fee schedules and/or changes to program delivery, take extraordinary measures transcending its statutory obligations as noted in (a), above, for the purpose of soliciting public input concerning same.
- c) The process pursuant to (b), above, may consist of advertised public meetings, open houses and/or town hall meetings in various locations, as dictated by circumstance, situations and other factors Council deems relevant and/or expedient.
- d) Council shall endeavour to hold an annual general meeting once per year, in the month of July, for the purpose of providing generalized financial and operational information to ratepayers.

4. Communications

- a) The M.D. shall have and maintain a website, where it will endeavour to post information as required by statute, policy and Council direction and in keeping with a general commitment to open, transparent and effective governance.
- b) The M.D. shall have and maintain a publically accessible web-based mapping system, which shall display at no charge all registered titular instruments overlaid on aerial photography and all allowable information pertaining to individual parcels and instruments.
- c) The M.D. shall endeavour to communicate, by public advertisement, matters which are deemed by Council and/or Administration of interest either generally or specifically.
- d) The M.D. and its representatives shall endeavour to respond to all reasonable inquiries for information from the public in a timely and professional manner.

MUNICIPAL DISTRICT OF PINCHER CREEK

POLICY

No.C-CO-003

TITLE: PUBLIC PARTICIPATION

Approved by Council:

Date: _____, 2018

Revised by Council:

Date:

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

III. DEFINITIONS

- 1) **“CAO”** means the chief administrative officer of the Municipality or their delegate.
- 2) **“Municipal Stakeholders”** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **“Municipality”** means the Municipal District of Pincher Creek No. 9.
- 4) **“Public Participation”** includes a variety of non-statutory opportunities where Municipal

Stakeholders receive information and/or provide input to the Municipality.

- 5) **“Public Participation Plan”** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **“Public Participation Tools”** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
 - (a) in-person participation which may include at-the-counter interactions, door- knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
 - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
 - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
 - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPONSIBILITIES

1) Council Responsibilities

(a) Council shall:

- i review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
- ii consider input obtained through Public Participation; and
- iii review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- iv. [OPTIONAL] ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- v. [OPTIONAL] promote and support Public Participation;
- vi [OPTIONAL] request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

2) Administration Responsibilities

(a) The CAO shall:

- i in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii implement approved Public Participation Plans; and

- iii. report the findings of the Public Participation to Council.
- iv. [OPTIONAL] consider timing, resources and engagement when developing and modifying Public Participation Plans;
- v. [OPTIONAL] evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- vi. [OPTIONAL] communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- vii. [OPTIONAL] develop the necessary procedures to implement this Policy;
- viii. [OPTIONAL] assess this Policy and make recommendations to Council about the Public Participation and resourcing;

V. PUBLIC PARTICIPATION OPPORTUNITIES

(a) The CAO shall develop and implement a Public Participation Plan in the following circumstances: [POLICY MUST IDENTIFY CIRCUMSTANCES WHEN COUNCIL WILL SEEK PUBLIC PARTICIPATION – A LIST OF POSSIBLE OPTIONS IS PROVIDED BELOW]

- i. [OPTIONAL] when new programs or services are being established;
- ii. [OPTIONAL] when existing programs and services are being reviewed;
- iii. [OPTIONAL] when identifying Council priorities;
- iv. [OPTIONAL] when gathering input or formulating recommendations with respect to budget;
- v. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- vi. [OPTIONAL] when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- vii. [OPTIONAL] as otherwise directed by Council.

VI. POLICY EXPECTATIONS

1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.

(d) This Policy will be reviewed at least once every four years.

2) Public Participation Standards [OPTIONAL]

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS [OPTIONAL]

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
 - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used;
 - v. the location of information required, if any, to inform the specific Public Participation.

VIII. REPORTING AND EVALUATION [OPTIONAL]

- a. Information obtained in Public Participation will be reviewed by [insert CAO title] and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
 - i. an overview of the Public Participation Plan and how it was developed;
 - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
 - iii. a summary of the input obtained; and
 - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

MUNICIPAL DISTRICT OF PINCHER CREEK

POLICY

No.C-CO-003

TITLE: PUBLIC PARTICIPATION

Approved by Council:

Date: _____, 2018

Revised by Council:

Date:

I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

II. INFORMATION – PUBLIC DISSEMINATION

- a) All approved minutes of regular, organizational and special Council and ASB meetings shall be posted on the M.D.'s website in a timely manner and made available to ratepayers upon request.
- b) The most current audited financial statement of the M.D. shall be posted on the M.D.'s website in a conspicuous place and copies shall be made available to ratepayers on request.
- c) Subject to the Freedom of Information and Protection of Privacy Act and the Personal Information Protection Act, information relative to the M.D.'s tax and assessment rolls shall be made available to ratepayers upon request.
- d) All bylaws of the M.D. shall be made available to ratepayers upon request, and those considered of interest or import by Council and/or Administration shall be posted conspicuously on the M.D.'s website.
- e) Agendas of all regular, organizational and special Council and ASB meetings shall be made available to attendees of same.
- f) Dates of all regular, organizational and special Council and ASB meetings shall be advertised in a manner compliant with statute and Council's direction, so as to encourage and facilitate public attendance at same.
- g) Summaries of the minutes of public meetings shall be provided to local newspapers, which shall be made available to ratepayers as per M.D. policy as extant or amended from time to time. Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

III. MEETINGS – PUBLIC PARTICIPATION

- a) Ratepayers shall be encouraged to attend all regular, special and organizational meetings of Council and the ASB.
- b) Members of the public in attendance at public meetings, as noted above, shall be allowed to participate in same in accordance with the tenets of the M.D.’s procedural bylaw.
- c) Pursuant to (b), above, members of the public shall not be unreasonably denied the opportunity to address Council.
- d) Written communications from ratepayers or other correspondents shall be included in a dedicated section of the next regular meeting agenda package following its receipt, and shall thenceforth become a matter of public record.
- e) Council shall endeavour to regard, consider and apply feedback garnered as per this section as it deems reasonable and appropriate. “CAO” means the chief administrative officer of the Municipality or their delegate.

IV. STAKEHOLDER CONSULTATION

- a) The M.D. shall, in all instances, consult, advertise and otherwise propagate to and receive from the public at large any information necessary to meet or facilitate compliance with its statutory requirements in the conduct of its business.
- b) Council shall, in matters deemed of general interest and/or import to the municipality and its residents, including but not necessarily consisting of or limited to large scale developments, area structure plans, public infrastructure projects, fundamental changes to taxation structures or fee schedules and/or changes to program delivery, take extraordinary measures transcending its statutory obligations as noted in (a), above, for the purpose of soliciting public input concerning same.
- c) The process pursuant to (b), above, may consist of advertised public meetings, open houses and/or town hall meetings in various locations, as dictated by circumstance, situations and other factors Council deems relevant and/or expedient.
- d) Council shall endeavour to hold Coffee with Council sessions twice per year. These sessions are to be held in a community hall or other facility within each Division of the MD. The location is rotated throughout the five electoral Divisions. The purpose of these sessions is to engage ratepayers by providing an informal format for asking questions and receiving information from their elected representatives.

V. COMMUNICATIONS

- a) The M.D. shall have and maintain a website, where it will endeavour to post information as required by statute, policy and Council direction and in keeping with a general commitment to open, transparent and effective governance.
- b) The M.D. shall endeavour to communicate, by public advertisement, matters which are deemed by Council and/or Administration of interest either generally or specifically.
- c) The M.D. and its representatives shall endeavour to respond to all reasonable inquiries for information from the public in a timely and professional manner.

July 3, 2017

TO: Sheldon Steinke, Interim CAO

FROM: Janene Felker, Director of Finance

SUBJECT: Initial Direction for 2019 Budget

1. Origin

Administration would like direction from Council regarding the 2019 Budget.

2. Background

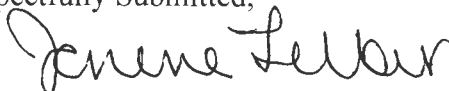
It is time for Administration to start compiling and populating the 2019 operating and capital budgets. Administration requires direction on two topics in order to start the budgeting process. The intention is for Administration to work on the budget throughout the summer and early fall and then bringing the draft budgets and decision points back to Council in November and December. The adoption of the budget will likely be contingent on the CUPE negotiations but has to be passed by December 31st.

3. Recommendation

There are two requests for direction:

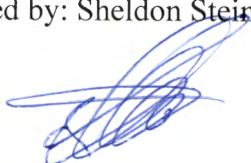
- What percentage increase in taxation revenue does Council want?
 - o The inflation rate in Alberta for April 2018 was 2.3%
 - o The cost of living rate in Canada for February 2018 was 2.2%
- Are there any projects, contributions, initiatives, or change in service levels that Council wishes Administration to research and bring forward during the budget meetings? (Outside of items addressed on the council road tour)

Respectfully Submitted,



Janene Felker, Director of Finance

Reviewed by: Sheldon Steinke, Interim CAO



Date:



July 3, 2017

TO: Sheldon Steinke, Interim CAO

FROM: Janene Felker, Director of Finance

SUBJECT: Funding for New Contracts

1. Origin

There are three 2018 contracts that require additional funding as they were not included in the 2018 budget.

2. Background

The cost for Interim CAO contract was not included in the 2018 budget and there is no additional funds available in the salaries budget for this position. The 2019 costs associated with this contract will be included in the 2019 budget. Though the costs are yet to be determined, as the request for quotations have not yet gone out, there is no remaining budget available for subcontractors for Administration. There was a line item included in the 2018 budget for miscellaneous contractors but those funds were spent when Mr. Cuff was contracted. If these contracts are not completed until 2019 they can be included in that budget, but this is unlikely.

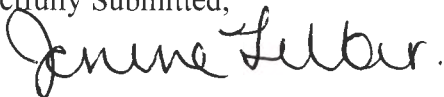
The current projected balance of the Mill Rate Stabilization Reserve is approximately \$1.2 million.

3. Recommendation

That the report from the Director of Finance, dated July 3, 2018, regarding the Funding for New Contracts be received;

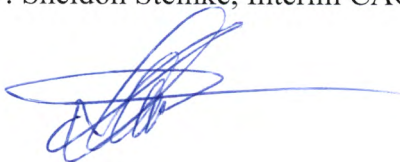
And that Council authorize that the 2018 costs associated with the contracts for the Interim CAO, CAO Recruitment, and the Strategic Plan be funded by the Mill Rate Stabilization Reserve.

Respectfully Submitted,



Janene Felker, Director of Finance

Reviewed by: Sheldon Steinke, Interim CAO



Date:

05 July '18

Reserve Status Sheet

6-12-0-735-6735

General Reserve - Mill Rate Stabilization

July 3, 2018

Balance Start of Year	Opening Balance	1,302,503.02
Requested Amount	Interim CAO - 2018 Costs	(121,120.00)
	CAO Recruitment - Cost to be determined	
	Strategic Plan - Cost to be determined	
Previous Approved Amounts	Projected Transfer to Balance 2018 Budget	(79,150.00)
	Grant Writer (February 13, 2018)	<u>(20,000.00)</u>
Projected Balance as of July 3, 2018		1,082,233.02

M.D. of Pincher Creek No. 9 Statement of Cash Position

F3c

Month Ending June 2018

BANK STATEMENT C.I.B.C.	June	May
General Accounts		
Bank Statement Balance	1,104,067.67	997,689.97
Deposits After Month End	500,405.91	100,715.58
Cash On Hand	600.00	600.00
Outstanding Cheques	(313,785.29)	(18,079.15)
Month End Cash Available	1,291,288.29	1,080,926.40

M.D.'S GENERAL LEDGER	June	May
Balance Forward from Previous Month	1,080,926.40	(276,013.70)
Revenue for the Month:		
Receipts for the Month	8,203,515.72	2,149,465.29
Interest for the Month	384.72	51.92
Transfer from Short Term Investments	256,400.00	64,064.05
Disbursements for the Month:		
Cheques Written	(2,280,094.44)	(541,953.49)
Payroll Direct Deposits and Withdrawals	(312,921.67)	(277,616.75)
Electronic Withdrawals - Utilities and VISA	(35,888.93)	(36,413.95)
Banking Transaction Fees	(515.34)	(656.97)
Transfer to Short Term Investments	(4,505,263.32)	0.00
Requisition & Debenture Payments	(1,115,254.85)	0.00
M.D.'s General Ledger Balance at Month End	1,291,288.29	1,080,926.40

SHORT TERM INVESTMENTS - C.I.B.C.	June	May
General Account Operating Funds	4,500,000.29	0.00
MSI Capital Grant Advances	4,546,791.69	4,803,191.69
Public Reserve Trust Funds	100,002.10	97,729.60
Tax Forfeiture Land Sales	13,725.88	13,706.67
Recycling Committee	34,304.00	31,313.18
Water Intake Advance	433,100.92	432,479.95
Water For Life Advance	1,372,982.70	1,371,009.98
11,000,907.58	11,000,907.58	6,749,431.07

LONG TERM INVESTMENTS	June	May	Annual Rate	Original	Original
Financial Institution	Market Value	Market Value	of Return	Investment	Investment
			2017	Date	Amount
C.I.B.C. Wood Gundy - Bonds	8,688,310.00	8,652,275.00	1.14%	Nov-88	1,255,915.75

COMMENTS

July Items of Note	Amount
Revenue In - Tax Revenue	1,500,000.00

This Statement Submitted to Council this 12th Day of June 2018.


Accounting Clerk 3


Director of Finance

MD OF PINCHER CREEK

July 4, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: SAFETY COORDINATOR POSITION WITHIN THE ORGANIZATION

1. Origin

The Position was included in the organization, some time ago, based on the need to meet the legislated requirements for the Municipality to provide a Safety Program for the Council, Staff and Citizens of the Municipality.

2. Background

Starting in 2013 with the then amendments to the Safety Codes and Fines, all Municipalities in the Province developed internal systems to meet Provincial Legislation.

On or about mid-summer 2017 the Safety Coordinator position became vacant because of a resignation.

In February 2018, during Budget discussion for the entire Municipality, Council directed Administration to not refill the position (Resolution No. 18/121).

At the current time the Director of Operations has been tasked with the duties of Safety Coordinator. The Director of Operation is the Senior Manager of his department whereas, the Safety Coordinator is responsible to all the departments of the Municipality and is not a Management position. By having the Director of Operations assume the Safety Coordinator duties, his position becomes vastly over tasked with regulatory duties outside of his prime department responsibilities.

The Director of Operations is performing many duties at the current time that are more politically significant and sensitive to the Municipality, such as the Beaver Mines Water Waste water project plus all the normal duties for the Operations of the Municipality and the distraction of focus for the municipal Safety Program is just that, a distraction.

The Safety Program Coordinator for the Municipality is a key position that over sees the documentation of the activities of all the staff to insure the Municipality is meeting the intent of the Safety Legislation and supports the managers in identifying deficiencies and incidents that the manager can direct time and resources to influence changes to the program. If proper documentation and oversight of the Safety Program is found wanting at a time of an incident the consequences to the Municipality are significant.

The *Municipal Government Act* clearly identifies Council and the management of the Municipality as the policy makers of the Municipality. Whom amongst us, wants to be the one that has to write that letter to the loved ones or bereaved family that has a loved one injured on the job during their watch?

Again, the consequences are significant and we all want to be able, at the end of the day, to say to the loved ones of a fellow worker we did our best. By making the Safety Coordinator duties the 13th thing on someone's job duties list just does not cut it in light of the legislation.

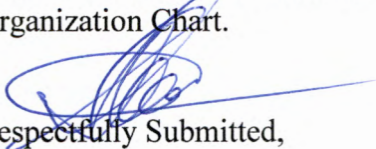
In discussions with the Director of Finance the funds for the Position were held in the Budget and due to the time of year costs for the position would only use a portion of the funds in the 2018 Budget plan. We recognize that there is a history of funding the position over the past number of years.

Based on legislation it is the Municipal's responsibility to ensure proper organizational safety processes are in place and with the attached schedule of Fines and Offences, it is my concern that the municipality is not meeting the intent of the Legislation to protect and promote a Safe Work environment on a systematic supportable level for the organization.

3. **Recommendation**

THAT the report from the CAO, dated July 10, 2018 regarding the Safety Coordinator Position, be received;

AND THAT Council direct administration to re-fill the Safety Coordinator position in the Organization Chart.



Respectfully Submitted,
Sheldon Steinke

Attachments:
OHS Ticketable Provisions, dated September 9, 2013
Safety Coordinator Job Description

OHS Ticketable Provisions
 September 9, 2013

*Fines unchanged in
 New Legislation R*

Theme	OHS Statute	Section	Summary of Offence (brief description on ticket)	Category	Fine Amount
Documentation and Administrative Requirements	<i>Part 4 Chemical Hazards: Codes of practice</i>				
	Code	26(1)	Emplr fail to have req'd code of practice	Employer	\$300
	<i>Part 5 Confined Spaces: Entry permit system</i>				
	Code	47(1)	Person fail to have valid entry permit when enter confined space	Worker (Person)	\$100
	<i>Part 29 WHMIS: Availability of material safety data sheet</i>				
	Code	407	Emplr fail to ensure req'd MSDS readily avail. at work site	Employer	\$500
	<i>Part 37 Oil & Gas Wells: Log book</i>				
	Code	755(2)	Emplr fail to ensure a derrick/mast log book avail. at work site	Employer	\$300
Personal Protective Equipment (PPE)	<i>Part 41: Work Requiring Rope Access: Rope access safe work plan</i>				
	Code	810	Emplr fail to ensure rope access safe work plan avail. before work begins	Employer	\$300
	<i>Part 41: Work Requiring Rope Access: Worker's personal logbook</i>				
	Code	827(4)	Wrkr fail to ensure rope access logbook current and avail. at work site	Worker	\$100
	<i>Equipment</i>				
	Regulation	12(2)	Emplr fail to ensure wrkr use/wear req'd equip	Employer	\$500
	<i>Part 12 General Safety: Vehicle traffic control</i>				
	Code	194(2)	Emplr fail to ensure wrkr exposed to traffic wear req'd visible clothing	Employer	\$500
Code	194(3)	Wrkr fail to wear req'd visible clothing when exposed to traffic	Worker	\$200	
<i>Part 18: Personal Protective Equipment: Compliance with standards</i>					
Code	229(1)	Emplr fail to ensure wrkr wears approved eye protection	Employer	\$300	
<i>Part 18: Personal Protective Equipment: Foot protection</i>					
Code	233(1)	Emplr fail to ensure wrkr uses req'd protective footwear	Employer	\$300	

*Colour coding represents groups of provisions by theme.

OHS Ticketable Provisions

	<i>Part 18: Personal Protective Equipment: Bicycle and skate helmets</i>			
	Code	235(1)	Emplr fail to ensure wrkr wears safety helmet (bikes/skates)	Employer \$300
	<i>Part 18: Personal Protective Equipment: ATV, snow vehicle and motorcycle helmets</i>			
	Code	236(1)	Emplr fail to ensure wrkr wears safety helmet (ATV/snow veh./mcycl)	Employer \$300
	<i>Part 18: Personal Protective Equipment: Respiratory protective equipment – Abrasive blasting</i>			
	Code	255	Emplr fail to ensure wrkr wear req'd hood while abrasive blasting	Employer \$500
	<i>Part 9 Fall Protection: General</i>			
Fall Protection	Code	139(8)	Wrkr fail to use/wear fall protection system req'd by emplr	Worker \$200
	<i>Part 9 Fall Protection: Full body harness</i>			
	Code	142(2)	Wrkr fail to use/wear req'd full body harness	Worker \$200
	<i>Part 9 Fall Protection: Fall protection on vehicles and loads</i>			
	Code	155(3)	Wrkr climbs onto load that is not secured	Worker \$200
	<i>Part 9 Fall Protection: Control zones</i>			
	Code	161(1)	Emplr fail to use control zone as specified	Employer \$500
	<i>Part 22 Safeguards: Building shafts</i>			
	Code	313(2)	Emplr fail to ensure bldg shaft w/o work platform enclosed as req'd	Employer \$500
	<i>Part 22 Safeguards: Covering openings</i>			
Code	314(2)	Emplr fail to ensure temp. cover placed on prev. protected hole	Employer \$500	
<i>Part 39: Tree Care Operations: Fall protection and work positioning</i>				
Code	794(2)	Wrkr fail to use/wear work positioning/fall protection system req. by emplr	Worker \$200	
Fire and Explosion Prevention	<i>Part 10 Fire & Explosion: Prohibition</i>			
	Code	162(3)	Person fail to not smoke where flammable substance present	Worker (Person) \$200
	<i>Part 10 Fire & Explosion: Spray operations</i>			
	Code	170.1(5)	Emplr fail to provide nozzle guard for airless spray machinery	Employer \$300
	Code	170.1(6)	Wrkr fail to ensure nozzle guard of airless spray machinery in place	Worker \$100
<i>Part 19 Powered Mobile Equipment: Refuelling</i>				
Code	279(1)	Emplr fail to ensure igntn. source not present while vehicle refueling	Employer \$500	

OHS Ticketable Provisions

Page 3

	Code	279(2)	Person fail to ensure igntn. source not present while vehicle refueling	Worker (Person)	\$200
	<i>Part 33 Explosives: Burning material (no smoking or open flames)</i>				
	Code	466(2)	Person fail to not smoke/burn material w/i 15 m of explosive	Worker (Person)	\$200
	<i>Part 36 Mining: Restriction on open flames</i>				
	Code	621	Wrkr smokes/has open flame w/i 8 m of veh. w/explosives	Worker	\$500
	<i>Part 36 Mining: Ignition precautions</i>				
	Code	648(3)	Wrkr smokes/allows sources of igntn. w/i 8 m of blast area	Worker	\$200
<i>Part 36 Mining: Means of ignition</i>					
Code	693(2)	Wrkr has smoking materials/means of igntn. in mine.	Worker	\$200	
Code	693(3)	Wrkr uses smoking materials/means of igntn. in mine	Worker	\$200	
Equipment Safety	<i>Part 4 Chemical Hazards: Emergency baths, showers, eye wash equipment</i>				
	Code	24	Emplr fail to ensure wrkr has immed access to emerg. wash equip.	Employer	\$500
	<i>Part 23 Scaffolds & Temporary Work Platforms: Design</i>				
	Code	324(4)	Emplr fail to ensure hoarded masonry scaffold anchored as req'd	Employer	\$500
	<i>Part 25 Tools, Equip & Machinery: Actuated fastening tools</i>				
	Code	374	Wrkr permits trigger of actuated fastening tool be mech. held "ON"	Worker	\$100
<i>Part 25 Tools, Equip & Machinery: Grinders</i>					
Code	375(2)	Emplr fail to ensure guard of hand-held grinder covers req'd area	Employer	\$500	
Cranes, Hoists and Rigging	<i>Part 6 Cranes & Lifting Devices: Rated load capacity</i>				
	Code	62(1)	Emplr fail to ensure lift device has req'd load cap plate/label	Employer	\$300
	Code	62(2)	Emplr fail ensure non-comm. mfg'd lift device has req'd load cap plate/label	Employer	\$300
	<i>Part 6 Cranes & Lifting Devices: Rider restriction</i>				
	Code	82(1)	Person rides on material hoist	Worker (Person)	\$100
	Code	82(2)	Emplr fail to ensure wrkr does not ride on material hoist	Employer	\$300
	<i>Part 6 Cranes & Lifting Devices: Counterweights and outriggers</i>				
Code	90	Emplr fail to ensure mobile crane/boom truck outrigs extended and supported	Employer	\$500	

OHS Ticketable Provisions

Page 4

Stairways and Ladders	<i>Part 6 Cranes & Lifting Devices: Safe use and design of roofers hoists</i>				
	Code	97(2)	Person uses roofing materials as counterweight	Worker (Person)	\$200
	<i>Part 21 Rigging: Synthetic fibre slings</i>				
	Code	305(1)	Emplr fail to remove damaged/worn synthetic fibre web sling from service	Employer	\$500
	Code	305(2)	Emplr fail to remove damaged/worn synthetic fibre web sling from service	Employer	\$500
	<i>Part 21 Rigging: Wire rope</i>				
	Code	306(2)	Emplr fail to remove damaged/worn running wire rope from service	Employer	\$500
	Code	306(3)	Emplr fail to remove damaged/worn stationary wire rope from service	Employer	\$500
	<i>Part 21 Rigging: Metal mesh slings</i>				
	Code	307	Emplr fail to remove damaged/worn metal mesh sling from service	Employer	\$500
	<i>Part 8 Entrances, Walkways, Stairways and Ladders: Stairways</i>				
	Code	122(2)	Emplr fail to ensure stairway /w five or more risers has handrail	Employer	\$500
	Code	122(3)	Emplr fail to ensure temporary stairs are at least 600 mm wide	Employer	\$300
	<i>Part 8 Entrances, Walkways, Stairways and Ladders: Portable ladders – prohibition</i>				
Code	133(1)	Wrkr works from top two rungs/steps/cleats of portable ladder	Worker	\$200	
<i>Part 8 Entrances, Walkways, Stairways and Ladders: Securing and positioning of portable ladders</i>					
Code	136	Wrkr fail to secure/position ladder as req'd	Worker	\$200	
<i>Part 23 Scaffolds & Temporary Work Platforms: Vertical ladder on scaffold</i>					
Code	327(1)	Emplr fail to ensure wrkr only use vert ladder on scaffold as permitted	Employer	\$500	
Code	327(2)	Wrkr fail to use vert ladder on scaffold as req'd	Worker	\$200	
<i>Part 23 Scaffolds & Temporary Work Platforms: Working from a ladder</i>					
Code	328(1)	Emplr fail to ensure no wrkr work from access ladder of scaffold	Employer	\$500	
Code	328(2)	Wrkr works from access ladder of scaffold	Worker	\$200	

OHS Ticketable Provisions

Unsafe Behaviours	<i>Part 19 Power Mobile Equip: Operator responsibilities</i>			
	Code	256(3)	Operator of powered mobile equip fail to use seat belts/other safety equip	Worker (Operator) \$200
	<i>Part 19 Powered Mobile Equipment: Riding on loads</i>			
	Code	276	Person rides on top of load that is moving	Worker (Person) \$200
	<i>Part 23 Scaffolds & Temporary Work Platforms: Free standing or rolling scaffolds</i>			
	Code	334(2)	Wrkr remains on moving rolling scaffold when not permitted	Worker \$200
	Code	334(3)	Wrkr fail to lock/block rolling scaffold against movement that wrkr is on	Worker \$200
	<i>Part 23 Scaffolds & Temporary Work Platforms: Fork-mounted work platforms</i>			
	Code	349(3)	Emplr fail ensure operator at controls while wrkr on fork-mntd. platform	Employer \$500
	Code	349(4)	Persons on fork-mntd. platform while platform moving horiz.	Worker (Person) \$100
<i>Part 25 Tools, Equipment & Machinery: Operator responsibilities</i>				
Code	367(2)	Operator fail to operate machine w/o endangering operator/other wrkrs	Worker (Operator) \$200	
Biological Hazards	<i>Part 35 Healthcare & Industries with Biological Hazards: Sharps containers</i>			
	Code	526(1)	Emplr fail to provide sharps container	Employer \$300
	Code	526(2)	Wrkr fail to use provided sharps container	Worker \$100
Housekeeping	<i>Part 12 General Safety: Housekeeping</i>			
	Code	185	Emplr fail to keep work site clean/free of slip/trip hazards	Employer \$500
	<i>Part 12 General Safety: Placement of roofing materials</i>			
Code	187.1(1)	Emplr fail ensure roofing materials not < 2 m from residential bldg roof edge	Employer \$300	
Falling Objects	<i>Part 22 Safeguards: Protection from falling objects</i>			
	Code	318(1)	Emplr fail to ensure wrkrs protected from falling objects	Employer \$500
	<i>Part 34 Forestry: Partially cut trees</i>			
Code	523	Emplr fail to ensure partially cut tree not left standing	Employer \$500	

- [MP 1998 Transport Ltd.](#) +
- [Top to Bottom Construction](#) +
- [Relic Roofing and Repairs Inc.](#) +
- [1568455 Alberta Ltd.](#) +
- [Workman Roofing Inc.](#) +
- Town of Drayton Valley** -
- | | |
|----------------------|--|
| Penalized is: | Town of Drayton Valley |
| Industry Sector: | 95101 TOWNS |
| Location: | Drayton Valley |
| Date penalty laid: | May 25, 2017 |
| Amount of penalty: | \$53,900 |
| Nature of violation: | Section 20(a) of the Occupational Health and Safety Code |
- [1811848 Alberta Ltd. \(CMD Roofing\)](#) +
- [Sohal Contracting Ltd.](#) +
- [Friendly Stucco Ltd.](#) +

On this page:

- [Overview](#)
- [Penalty amounts](#)
- [Who can receive penalties](#)
- [How penalties are determined](#)
- [How penalties are issued](#)
- [Administrative penalties under the OHS Act](#)
- [Contact](#)
- [Related](#)

**MUNICIPAL DISTRICT OF PINCHER CREEK NO. 9
POSITION DESCRIPTION**

Title: Safety Coordinator

Reports To: Director of Operations

Department: All Departments

Approved by: _____

Chief Administrative Officer

_____ Date

Summary

The Safety Coordinator's primary role is the ongoing planning, coordination, implementation, and administration of the M.D.'s health and safety management system. The Safety Coordinator is responsible to the Director of Operations, who acts in the capacity as the Safety Officer for the M.D.

They must be detail-orientated, have excellent communication and interpersonal skills, and a willingness to keep up with current developments pertaining to health and safety in the workplace.

Job Duties

- Organize and maintain all safety records and ensure all Occupational Health & Safety and WCB legislation requirements are met.
- Develop communication strategies to promote safe work practices, safety standards, and OH&S.
- Provide recommendations for workplace safety policies.
- Develop injury and fatality prevention activities.
- Organize safety meetings and facilitate employee safety committees.
- Conduct safety orientation sessions.
- Support management to ensure workplace inspections, hazard assessments, incident reports and investigation, and on the job safety training are competently completed.
- Provide recommendations to reduce risks and facilitate the installation of safety features or the introduction of safer procedures.
- Routinely visit worksites, inspect work practices, and ensure all relevant documentation and permits are in place.
- Coordinate regular scheduled emergency response drills.
- Prepare and present technical safety reports (Such as: trend analysis or investigation results) as required.
- Support the implementation of the Emergency Operations Plan in the capacity as assigned by the CAO.

Requirements

- Successful completion of Grade 12 and 2 years of post-secondary education is required.
- Minimum of three years of progressively responsible experience including experience conducting investigations and audits, providing training sessions and completion of short-term training courses or programs specific to health and safety.
- Willing to obtain or hold certification with the Board of Canadian Registered Safety Professionals.
- Valid Alberta Class 5 driver's licence.
- First Aid ticket preferred.

Work Environment

- Work is performed equally in an office environment and at outdoor work locations.
- While performing the desk duties of this job the employee is regularly required to sit; handle or feel objects, tools, or technology, and talk to hear. The employee is occasionally required to stand, walk, reach, stoop or kneel.
- While performing the outdoor duties of this position; the employee may be exposed to hazards associated with the environment and industry. This may include: extremes in temperature, working near machinery, chemicals, high noise levels, and traffic.
- Protective clothing and use of Personal Protective Equipment will be required (i.e. hard-hat, safety boots, ear and eye protection etc.).
- Required to lift and move up to 50 pounds.

Work Conditions

- Must be able to work safely without presenting a hazard to oneself or others.
- May be required to work overtime.
- May be required to respond to emergency situations.
- Employee may be required to work alone.
- May be required to remain standing or sitting for extended periods of time.
- Working conditions contain moderate risks which require planned safety precautions.
- May be exposed to hazards associated with the construction, agriculture, and water/wastewater treatment industry.

MD OF PINCHER CREEK

July 4, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: Pincher Creek Emergency Services Commission

1. Origin

The Pincher Creek Emergency Services Commission Establishment and Membership Agreement originally came into force August 27, 2013.

2. Background

At the September 27, 2016 MD Council Meeting, the attached letter from the Town of Pincher Creek was received as information, and no further action was taken at that time. Council did not pass a similar resolution.

Recently, discussions have occurred at an Emergency Services Commission meeting, regarding the lack of a MD Council resolution.

In March 2017, an amending Agreement to the Membership Agreement establishing the Pincher Creek Emergency Services Commission, came into force, with the Town of Pincher Creek, the MD of Pincher Creek and the Pincher Creek Emergency Services Commission as members.

It may be a mote point, at this time, for the MD to pass a similar resolution. Should it be Council's desire to make a similar resolution, it could be worded similarly for consistency.

3. Recommendation

That the report from the Interim Chief Administrative Officer, dated July 4, 2018, regarding the Pincher Creek Emergency Services Commission, be received;

And that Council determine if a similar resolution, transferring authority from Emergency Services, to the Pincher Creek Emergency Commission, is warranted.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachment: Letter from the Town of Pincher Creek, dated September 15, 2016

Council
Corresp - For Info

TOWN OF PINCHER CREEK

962 St. John Ave. (BOX 159), PINCHER CREEK, AB. T0K 1W0

PHONE: 403-627-3156 FAX: 403-627-4784

e-mail: reception@pinchercreek.ca

web page: www.pinchercreek.ca

F2a



Pincher Creek Emergency Services
655 Charlotte Street
Pincher Creek, AB
T0K 1W0

Our File 3.5.22

RECEIVED

SEP 16 2016

M.D. OF PINCHER CREEK

September 15, 2016

Dave Cox,

Please be advised that Council for The Town of Pincher Creek passed the following resolutions at the September 12, 2016 regular Council Meeting;

That Council for the Town of Pincher Creek agree to transfer to the Pincher Creek Emergency Services Commission all the authorities concerning the provision of Emergency Services that were previously delegated to the Pincher Creek Emergency Services Committee, including fire and rescue services, emergency medical services, which includes inter-hospital transfers.

AND

That Council for the Town of Pincher Creek agree to amend the Pincher Creek Emergency Services Commission Membership Agreement to permit the Commission to become party to this Agreement.

Trusting this information to be satisfactory.

Yours truly,

Laurie Wilgosh
Chief Administrative Officer, LGA
Town of Pincher Creek

lg

cc Municipal District of Pincher Creek No. 9

MD OF PINCHER CREEK

July 4, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: Request for Decision and Direction Templates - Recommendation and Guidance Fillable Forms For Council Direction

1. Origin

The Council in discussion about the format for Recommendation Template document. The Cuff Report also referenced a Decision Recommendation Fillable Form for future use.

2. Background

For the purpose of providing Council with the assurance that recommendations will be presented to Council in an agreed to format and with an assurance of consistency by the person questioning the recommendation as it is being drafted for presentation to Council.

Another issue that is being addressed is the Request for Guidance Fillable Form for use by Staff when research or events will cause this type of document to be provided to Council so a more focused Recommendation to Council will be presented to assist Council with their decision making.

Based on the Cuff Recommendation, and the need for improvements for decision making, the Senior Management Team is presenting the attached forms for consideration.

3. Recommendation

THAT the report from the Senior Management Team , dated July 4, 2018 regarding the Request for Decision and Direction Templates - Recommendation and Guidance Fillable Forms For Council Direction be received;

And that the Administration Guidance Request Form and the Recommendation to Council Form be adopted by Council.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachment: Administration Guidance Request Form
Recommendation to Council Form

Recommendation to Council

TITLE:			<i>MD Logo</i>	
PREPARED BY:		DATE:		
DEPARTMENT:				
			ATTACHMENTS: <i>List them</i>	
Department Supervisor		Date		
APPROVALS:				
		_____ S. Steinke _____		
Department Director		Date	Interim CAO	Date

RECOMMENDATION:
Wording should reflect a DRAFT Resolution for Council to debate!!

BACKGROUND:

- What is the essence of what is being proposed?*
- Why is this important for the senior management team (SMT) to review; for the CAO to agree; for the Council to approve?*
- What would justify this being beyond the authority of the CAO and is a Council responsibility?*
- What are the policy consequences or impacts of this decision?*
- What current policy is being set aside if we go in this direction? If any...?*
- What are the key preceding events?*
- Has Council seen the issue previously?*
- What gives rise to this being placed before Council?*
- What are the key options in terms of action? The MD can stay with the status quo (option a) which is...? The MD can proceed with option b, c, d...which are and which result in...*
- The advantages and disadvantages from the perspective of senior management are???*

FINANCIAL IMPLICATIONS:

- What is the impact?*
- Is the recommendation in the Budget? In excess of Budget?*
- Use of Reserves? Impact on Reserve Account?*
- Use of Grant funds?*
- Use of funds from a community group/landowner?*

Administration Guidance Request

TITLE:		<i>MD Logo</i>	
PREPARED BY:		DATE:	
DEPARTMENT:			
		ATTACHMENTS: <i>List them</i>	
Department Supervisor	Date		
APPROVALS:			
		S. Steinke	
Department Director	Date	Interim CAO	Date

REQUEST:
Wording should reflect a Singular purpose for clarification of one issue!!

BACKGROUND:

*What is the essence of what Council wants the administration to focus on??
 What current policy is being set aside if we go in this direction? If any...?
 What are the key preceding events? ...If any??*

FINANCIAL IMPLICATIONS:

What is the potential impact?

INTERIM CHIEF ADMINISTRATIVE OFFICER'S REPORT

June 21, 2018 to July06, 2018

DISCUSSION:

- June 21, 2018 Respond to Calgary Globe and Mail re Orphan Wells
- June 25, 2018 Ag and Forestry Meeting re Mutual Ad agreements.
AEMA Regulation Changes.
- June 26, 2018 Council Committee meeting.
Council Meeting.
- June 28, 2018 Meeting with Staff on De-brief of th3e Council meeting.
- July 03, 2018 Meeting Alberta Parks.
Council Planning Session.
Municipal Planning Commission.
- July 04, 2018 Operations Safety Meeting.

UPCOMING:

- July 09, 2018 Senior Management Team (SMT).
Special Council Meeting with MPE.
Meeting with President RMA.
- July 10, 2018 Council Committee/Regular Council.
- July 11, 2018 Joint Worksite Health and Safety Committee.

OTHER

Request for Quotations (RFQ) Consultant for the CAO Recruitment Process launched 06 July closing 24 July, 2018.

RECOMMENDATION:

That Council receive for information, the Interim Chief Administrative Officer's report for the period of June 21, 2018 to July 06, 2018.

Prepared by:	Interim CAO, S. Steinke	Date: July 05, 2018
Presented to:	Council	Date: July 10, 2018

Administration Call Log

	Division	Location	Concern / Request	Assigned To	Action Taken	Request Date	Completion Date
76	3	NW 13-05-01-W5	Inquiring regarding permits for outdoor storage.	Roland	In discussions. Letter being sent to property owner. Registered letter was sent to the landowner. Received a letter from the landowner on February 14, 2017 with some enquiries. In the process of responding to the landowner's enquiries. September 7, 2017 Landowner has contacted the office to inform us that he is actively removing debris and will continue to clean the site further. Had a meeting with the landowner regarding the storage issue. Landowner has agreed to start clean-up on the site. A plan to monitor and confirm clean-up is being prepared.	November 17, 2016	
79	2	NW 35-05-30-W5	Industrial use of building. Blowing Materials	Roland	An email was sent to the President of the company that is utilizing the building, enquiring as to the current use.	May 19, 2017	
83							
84							
85							

MUNICIPAL DISTRICT OF PINCHER CREEK

July 5, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: Resource Sharing Agreement Signatory Management

1.0 Origin

Request to become party to the Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA).

2.0 Background

A request has been received from the SAEMRSA Leadership Group to share resources during an emergent event.

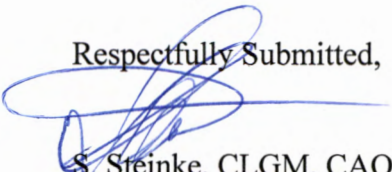
Regional collaboration, especially in the event of an emergency, is beneficial and alleviates pressures placed on a municipality. I have discussed the sharing agreement with the Commission Fire Chief and understand that the agreement has been discussed in past meetings.

3.0 Recommendation

That the report from the Interim Chief Administrative Officer, regarding Resource Sharing Agreement Signatory Management, be received;

And that Municipal Council ratify the agreement by way of resolution and will become a signatory with the Southern Alberta Emergency management Resource Sharing Agreement.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachments:

- Email, dated June 29, 2017
- Letter, dated July 5, 2017
- Southern Alberta Emergency Management Resource Sharing Agreement

Tara Cryderman

Subject: FW: Resource Sharing Agreement Signatories
Attachments: SAEMRSA June 29 2017 LATEST VERSION.PDF; SAEMRSA Cover Letter_City of Lethbridge sent to Garth July 5, 2017.pdf

From: Luke Palmer [<mailto:Luke.Palmer@lethbridge.ca>]
Sent: June 29, 2018 2:12 PM
To: Sheldon Steinke <CAO@mdpincercreek.ab.ca>
Subject: Resource Sharing Agreement Signatories

Ms. Wendy Kay
MD. of Pincher Creek No. 9 -CAO
PO Box 279
Pincher Creek, AB T0K 1W0

RE: Resource Sharing Agreement Signatory Management

Dear Ms. Kay,

July 5 of this year will mark the one year point of regional community leaders receiving letters for consideration to become parties to the new Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA). Over the course of this year, we have seen a great deal of support and continual improvements centered on this document.

With the positives, there have also been negatives. The process for receiving signatories has been flawed. Despite a change in early January providing the opportunity to email council resolutions to improve the process, some letters implying sign-on remain unaccounted for. I and the SAEMRSA Leadership Group apologize for this and can certainly understand the frustration associated with this error.

The resource sharing agreement represents a vital component towards regional collaboration when we as a region, or as individual communities are faced with an event. It is our hope that we are able to maintain the importance of committing your partnership towards this effort and ensure preparedness within the region.

Today we have a total of fifteen signatories accounted for, which are noted as an enclosure. In receiving this letter, we ask that you resubmit your letter of support as you are unfortunately one of the unaccounted for communities. If you represent a community who has yet to formalize a letter of support, we would also urge you to consider doing so, as an event can impact us at any time.

To improve our processes we are now suggesting direct submission to mitigate any potential errors. Please submit any letters of support to myself at luke.palmer@lethbridge.ca. Should you have any further questions or concerns please submit those via email as well, or by phone at 403-320-4129.

Thank you for your continued patience with this process. We hope to work with all of you in building a strong and resilient partnership.

On behalf of the SAEMRSA Leadership Group,



Luke Palmer
Emergency Preparedness Manager
City of Lethbridge
Luke.palmer@lethbridge.ca; 403-320-4129 – 403-330-4485

Enclosure

Current List of Signatories:

- City of Lethbridge
- City of Medicine Hat
- County of Forty Mile No. 8
- Lethbridge County
- M.D of Ranchlands No. 66
- Town of Cardston
- Town of Claresholm
- Town of Coaldale
- Town of Coalhurst
- Town of Milk River
- Town of Nanton
- Town of Pincher Creek
- Town of Stavely
- Town of Taber
- Village of Longview

*Signatories as of June 28, 2018**

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

Garth Sherwin,
City Manager, City of Lethbridge
910 – 4 Avenue South
Lethbridge, Alberta
T1J 0P6

July 05, 2017

RE: UPDATED VERSION OF THE 2007 AGREEMENT ON AREA RESOURCE SHARING

Dear Mr. Sherwin,

Please find attached a copy of the Southern Alberta Emergency Management Resource Sharing Agreement (SAEMRSA) for your consideration. This is a revised version of the 2007 Agreement on Area Resource Sharing which your municipality may be a party to. You may be aware that this revised version was recently presented at the South West and South East Mayors and Reeves meetings in Lethbridge and Medicine Hat. This letter is intended to provide you with the background on how the updates came about, the purpose of the Agreement, to provide you with an opportunity to comment and make suggestions and ultimately have your municipality become a party to by letter or council resolution. The updated version was reviewed by the City of Lethbridge Legal Department following the presentations to the Mayors and Reeves. Some formatting and improved wording of a few definitions are the only amendments.

Background:

In 2007 the City of Lethbridge acted upon the opportunity to develop a single mutual aid agreement that could replace the multitude of individual, municipal to municipal mutual aid agreements that existed between communities in Southern Alberta. This was a successful endeavour that resulted in the implementation of the single Agreement on Area Resource Sharing with thirty five municipal parties as participants.

In 2016 it was recognized that the 2007 Agreement had become somewhat outdated in its terminology and scope and was absent of a few key items, namely; the ability to delegate authority, request resources in a standardized manner and identify what type of incident would trigger the use of the Agreement. At that point a call-out was sent by the Alberta Fire Chiefs Association, Director of the Southern District, to all AFCA Southern Alberta (Region 7) Fire Chiefs seeking municipal representation on a new committee (Leadership Group) that would begin a review of the Agreement on Area Resource Sharing. The call was answered by Fire Chiefs and Emergency Managers alike from the City of Medicine Hat, Pincher Creek, Willow Creek, Town of Taber, Vulcan County, Coalhurst, City of Lethbridge and Lethbridge County. The result is the attached Agreement along with a request that your municipality consider the document as an appropriate, effective and timely evolution to our ability to activate mutual aid in Southern Alberta going forward.

Purpose:

The SAEMRSA was developed using the same principle as the 2007 Agreement on Area Resource Sharing: to facilitate efficient emergency mutual aid in Southern Alberta through one agreement. This updated version is not intended to replace the original 2007 version but as an alternative, it provides for a more comprehensive tool to facilitate mutual aid with a focus specifically on Type 3, 2, or 1 Incidents (Incidents of greater scope and severity.). The foundation of the Agreement is based upon the applied principles of emergency management best practices and a regionalized, integrated management system, which includes a viable and sustainable solution to the overwhelming need for resources during incidents of larger scale through a resource sharing agreement. The agreement is written in a manner to allow resource sharing as part of an Emergency Response and for any of the other three Pillars of Emergency Management; Preparedness, Mitigation and Recovery.

Comments and Suggestions:

Should you have any comments or suggestions regarding the Agreement please direct them to the Lethbridge County Emergency Services Coordinator, #100 – 905 4th Avenue South, Lethbridge Alberta, T1J 4E4 or email to dbeaton@lethcounty.ca. All submissions will be compiled for review by the SAEMRSA Leadership Group. If you would like to submit a comment or suggestion we ask that you do so before September 1, 2017. On an ongoing basis the Leadership Group will be meeting in order to ensure that the Agreement remains current. Municipalities are welcome to add their own representation to the Leadership Group at any time. The City of Lethbridge has agreed to continue administering the master copy of the Agreement. If the Agreement is approved by your municipality, a letter or council resolution along with the resolution number, confirming your approval, will be required in order to add your municipality's name to *Appendix 'D', Parties to this Agreement*. Send your letter of resolution to: City Clerk, City of Lethbridge 910 – 4th Avenue South, Lethbridge Alberta, T1J 0P6.

Southern Alberta Emergency Management Resource Sharing Agreement Leadership Group:

- Richard Hildebrand, Chief of Fire and EMS, City of Lethbridge
- Dale Danylchuk, Emergency Preparedness Manager, City of Lethbridge
- Dana Terry, Deputy Chief Support Services, City of Lethbridge
- Dave Cox, Chief of Emergency Services, Pincher Creek Emergency Services Commission
- Steve Munshaw, Fire Chief, Town of Taber
- Travis Coleman, Emergency Services Manager / Fire Chief, M.D. of Willow Creek
- Stuart Larson, Director of Protective Services, Vulcan County
- Mat Conte, Fire Chief, Town of Coalhurst
- Ron Robinson, Retired Fire Chief and Director of Emergency Management, City of Medicine Hat
- Darryl Beaton, Emergency Services Coordinator / Director of Emergency Management, Lethbridge County

On behalf of the SAEMRSA Leadership Group,



Darryl Beaton



**Southern Alberta
Emergency Management
Resource Sharing
Agreement**

SOUTHERN ALBERTA EMERGENCY MANAGEMENT RESOURCE SHARING AGREEMENT

THIS AGREEMENT made this 1st day of September A.D. 2017

BETWEEN: As per list of parties identified in Appendix D

WHEREAS a major emergency could affect any community, municipality(s), and/or First Nations at any time, regardless of size to such a degree that local resources would be inadequate to stabilize the situation.

AND WHEREAS the parties to this agreement desire to progressively work toward a high level of emergency management preparedness and state of readiness for prompt regional collaboration in support of two or more parties as identified in Appendix D and Appendix E during a Type 3, 2, 1 incident/event as defined by ICS Public Safety Canada.

AND WHEREAS the parties to this Agreement are not limited to Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act RSA 2000, M-26*, as amended;

AND WHEREAS each party to this Agreement is required to provide *Emergency Services* within their respective boundaries;

AND WHEREAS each of the parties acknowledge and agree that it is desirable and to the parties mutual benefit, that from time to time, each be able to provide assistance to any or all of the other parties to this Agreement;

AND WHEREAS each of the parties desire to enter into this Agreement to formalize the systems and procedures which can be utilized in order for the parties to request resources and assistance from another party or parties to this Agreement and to respond where/when possible to such requests;

AND WHEREAS the parties understand that this agreement is intended for the purposes of transitioning toward formal regionalization and effective incident management for Type 3 escalating, Type 2 and/or 1 incidents to best provide public protection;

AND WHEREAS the authority for local authorities to enter into this agreement by bylaw is provided in Sections 7 (a & f) and 54 of the current Municipal Government Act and/or Band Council Resolution (BCR).

NOW THEREFORE in consideration of the mutual covenants contained herein and other good and valuable consideration the receipt of which are hereby acknowledged, each municipality and First Nations Council that is a party to this Agreement agrees as follows:

1. In this Agreement, the following words and terms shall have the following meanings:

a) “*Assistance*” shall mean *Emergency Services* and/or multidisciplinary resources made

available pursuant to this Agreement. *Assistance* may relate to incidents that the *Requesting Party* may or may not attend, and/or incidents that the *Requesting Party* does attend, but believes it would be prudent to require additional resources for augmenting response purposes.

- b) “*Consumables*” shall mean tools; equipment and products once used cannot likely be recovered.
- c) “*Designated Officer*” shall mean person whom in their scope of responsibilities can authorize the employment or deployment of equipment, personnel, consumables and delegation of authority for the provision of *Emergency services*.
- d) “*Emergency Services*” shall be multidisciplinary organizations who evaluate and/or respond to all hazards incidents and/or events for the purposes of providing public safety protection.
- e) “*Equipment*” shall mean vehicles, apparatus and equipment by type and by kind, commensurate with the degree of complexity of the incident.
- f) “*Fee Schedule*” shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta’s Ministry of Infrastructure and Transportation shall be utilized.
- g) “*FOIPPA*” The parties hereby acknowledge and agree that this Agreement and its contents may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act (FOIPPA), Alberta*, and nothing in this Agreement shall require a party to violate any duty or obligation the party has or may have under *FOIPPA*.
- h) “*Governance*” of this agreement shall be accomplished through the Chair of *SAEMRSA* whom shall be chosen by committee members by whatever means deemed appropriate by the committee and will be responsible for a one-year term to coordinate meetings, assign a minute taker who will distribute minutes to all parties.
- i) “*Incident Complexity*” typing shall be defined in concert with ICS Public Safety Canada as per Appendix G
- j) “*Incident Management Team*” as defined as per Appendix F
- k) “*Local Authority*”: is defined in Section 1 (g) of the current *Emergency Management Act, Alberta*.
- l) “*Municipality*” is defined in Section 1 (i) of the current *Emergency Management Act, Alberta*.
- m) “*Municipal Emergency*” is defined as any situation where the resources of the Local Authority and its service providers are involved in efforts to mitigate immediate threat

to life, property, environment and/or economy within the municipality.

- n) “*Personnel*” shall mean those individuals who respond to requests for *Assistance* and who comply with all standards under the *Occupational Health and Safety Act and Regulations, Alberta*.
 - o) “*Requesting Party*” shall mean any party to this Agreement that requests *Assistance* from another party to this Agreement.
 - p) “*Responding Party*” “*Responding Party*” shall mean any party to this Agreement that responds to the request for *Assistance* made by a *Requesting Party*.
 - q) “*SAEMRSA*” shall mean Southern Alberta Emergency Management Resource Sharing Agreement.
2. The “Southern Alberta Emergency Management Resource Sharing Agreement” may be activated when two or more municipalities or First Nations are involved in an incident or event that has, or will likely, overwhelm mutual aid resources.
 3. Subject to the terms and conditions of this Agreement, any *party* to this Agreement may request the *Assistance* of another *party* to this Agreement.
 4. Subject to the terms and conditions of this Agreement, the parties to this Agreement agree that they will endeavor to provide *Assistance* to the *Requesting Party* upon request. At all times, whether or not assistance will be provided, and the nature of the *Assistance* to be provided, if any, will be in the unfettered discretion of the *Responding Party*.
 5. Any *Party* to this Agreement may withdraw from this Agreement by providing the other party with six (6) months written notice of their intention to withdraw.
 6. All requests for *Assistance* pursuant to this Agreement shall be directed to the *Designated Officer* or authorized representative of the *Responding Party*, as soon as reasonably possible. If the *Responding Party’s Designated Officer* or designate cannot be contacted, the next person in the chain of command of the *Responding Party* may, but will not be required to respond.

NOTE: The *Requesting Party* shall complete the request form in “Appendix A” and forward to the manager or designate of the *Responding Party* at the time of request or as soon as reasonably possible.

7. The *Requesting Party’s Designated Officer* may delegate authority to a *Responding Party* to request, employ or command equipment or personnel as defined. When operating under the *delegation of authority* the party doing so, shall present the *delegation of authority* form to the on-site *Requesting Party*.

NOTE: The *Delegation of Authority* form is provided in Appendix C of this Agreement.

8. A *Responding Party* may, after responding to a request for *Assistance*, withdraw their *Assistance* in the event that the *Responding Party*, the *Responding Party’s Designated Officer*, or their designate of either of them, deems it prudent or desirable to withdraw

Assistance. Without restricting the generality of the forgoing, *Assistance* may be withdrawn if the *Responding Party's* Equipment or services are required elsewhere, or it is deemed to be prudent and/or unsafe to provide or continue providing *Assistance*.

9. When providing *Assistance*, the following command and control structure applies:
 - a. The *Requesting Party* shall have incident command authority over all incidents which occur within its geographic boundaries, provided that the *Requesting Party's Emergency Services* is in attendance and does not relinquish incident command to the *Responding Party*;
 - b. The *Requesting party* agrees that in the event that a *Responding Party* is the first response to arrive at the scene of an incident, that *Responding Party* will assume and establish incident command until such time as the *Requesting Party* assumes and/or unifies command or the *Responding party* transfers command.
 - c. Formal requests including a recommendation for a *declaration of a state of local emergency* by the Incident Commander or qualified designate, shall be communicated in accordance with incident command structure protocol.
 - d. "*Declaration of a state of local emergency*" as defined in Section 21 (1) of the *Emergency Management Act, Alberta*.
10. In providing *Assistance*, a *Responding Party* shall not be required to provide Equipment that is not owned by the *Responding Party*, or employees or volunteers who are not employed or usually utilized by the *Responding Party*.
11. It is acknowledged and agreed by the signatories hereto that a *Responding Party* providing *Assistance* pursuant to this Agreement shall be entitled to bill or charge the *Requesting Party* for Equipment and/or services, or support for *Assistance* provided.

NOTE: The fee schedule for the purposes of billing as defined in Appendix B of this agreement.

NOTE: Where the fee schedule is in dispute the current Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized.
12. The *Requesting Party* shall indemnify, defend, pay on behalf of and hold harmless the *Responding Party*, its officers, officials, agents, representatives, employees and volunteers from and against all losses, claims, demands, costs (including solicitor/client costs), damages, actions, suits, or proceedings arising, directly or indirectly, out of or in connection with the provision of *Assistance* by the *Responding Party*, except where the losses, claims, demands, costs, damages, actions, suite or proceedings arose due to the gross negligence of any employee, volunteer or representative of the *Responding Party*. The liability of the *Requesting Party* shall survive the termination of this Agreement.
13. Notwithstanding Article 11 and 12 of this Agreement, the parties to this Agreement covenant and agree that a *Responding Party* will not in any way be liable to a *Requesting Party* for:

- a. Failure to respond to a request for *Assistance*, or failure to provide *Assistance*;
 - b. Failure to respond to a request for *Assistance* within a certain period of time, or in a timely fashion;
 - c. Consequential, indirect, exemplary or punitive damages;
 - d. Economic loss;
 - e. Any Claims that arise as a result of a party's refusal to provide *Assistance*;
 - f. Any Claim that arises or results from the manner in which a *Responding Party* provides or does not provide *Assistance*, save and except Claims directly arising from the gross negligence of the *Responding Party* while providing *Assistance*.
14. The *parties* hereto shall, at their own respective cost and expense, maintain in full force and effect during the life of this Agreement, general liability insurance in an amount not less than \$5,000,000.00 per occurrence for personal injury and/or property damage, together with such other insurance that may be agreed to in writing by the parties hereto as being reasonable and obtainable.
 15. Nothing in this Agreement, nor any of the acts of any party hereto shall be construed, implied or deemed to create a relationship of agency, partnership, joint venture, or employment as between the signatories hereto, or any of them, and none of the parties have the authority to bind any other party to this Agreement to any obligation of any kind.
 16. The party providing *Assistance* will be responsible for submitting to the *Requesting Party* a written invoice for the services provided to the *Requesting Party* within 30 days of the service(s) being provided.
 17. The *Requesting Party* will be responsible for the payment of all costs associated with the provision of the service and or support within 60 days of receipt of a written invoice for services provided. Extensions may be provided upon approval of the *Responding party(s)*
 18. No signatory to this Agreement may assign this Agreement to a non-signatory without the written consent of the other signatories' hereto.
 19. The terms and conditions contained in this Agreement shall extend to and be binding upon the respective successors and permitted assigns of the parties to this Agreement.
 20. In this Agreement, the singular shall mean the plural, and the masculine the feminine, and vice-versa, as the context of this Agreement may require.
 21. This Agreement may be executed in counterparts each of which when so executed shall be deemed to be an original and such counterparts shall constitute one in the same instrument, notwithstanding their date of execution.
 22. In the event that any dispute arises pursuant to the terms of this Agreement, or the interpretation thereof, the parties hereto agree that, in the event that such a dispute cannot be resolved by mutual negotiations, they will submit the dispute to a third party

arbitrator for a determination of the dispute pursuant to the *Arbitration Act of Alberta*. The costs of the arbitrator will be shared equally between the parties to any such dispute.

23. The parties shall notify their respective *Designated Officers* and *Emergency Services* officers of this Agreement so that they may become familiar with this Agreement, and its terms.
24. Appendix 'D' herein will serve as the record of the parties to this Agreement. The parties to this Agreement further acknowledge and agree that they will comply with all laws, rules, regulations, and codes applicable to the provision of *Emergency Services* within the Province of Alberta.

APPENDIX A - Resource Request Form

Name of Incident or Event: _____

Requesting Party: _____

Responding Party: _____

The *Requesting Party* formally requests the following resources from the *Responding Party* for an estimated duration of _____ days.

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

If further resources are required attach an addition sheet.

A- The *Requesting Party* agrees that if personnel are to be deployed for greater than 12 (twelve) hours at a distance of greater 150 Km from home base, lodging will be supplied for a minimum of 8 (eight) hour rest period.

B- The *Requesting Party* agrees to ensure adequate food and lodging are supplied to Responding Party personnel if deployed greater than 24 (twenty four) hours.

C- The *Requesting Party* agrees to pay the *Responding Party* at agreed upon rates as agreed upon in Appendix B.

D- The *Responding Party's Designated Officer* will communicate, by any means available i.e., email, text, cell phone etc., as to what resources can be supplied.

Requesting Party Designated Officer: _____ Contact Information: _____

Signature: _____ Cell Phone: _____

Date: _____ E-Mail: _____

APPENDIX B - Fee Schedule

Fee Schedule shall be on a cost recovery basis as defined by the *Responding Party(s)*. Where the *Fee Schedule* is in dispute, the posted Rate Schedule published by Alberta's Ministry of Infrastructure and Transportation shall be utilized. Potential Resources (not exhaustive) that may be requested:

1. Mileage – Under one-ton to and from event.
2. Mileage – Over one-ton to and from event.
3. Lodging
4. Meals include healthy Breakfast – Lunch – Supper
5. *Consumables*
6. Personnel (Career)
7. Personnel (Volunteer)
8. Personnel (Paid on Call)
9. Damaged Equipment – Insurance or Cost Recovery of repair or replacement.
10. Fire Apparatus (without staffing):
 - a. Type 1 – 2 Engines
 - b. Type 3 – 5 Engines
 - c. Type 6 – 7 Engines
 - d. Ladder
 - e. ATV – UTV
 - f. Rescue (Light, Medium or Heavy)
 - g. Squad/Car
 - h. Sprinkler Trailer
 - i. Specialty Apparatus – i.e.: Hazmat
11. Fire Apparatus: Based on 24 Hour Day (without staffing):
 - a. Command Vehicle
 - b. Command Center
12. Other Vehicles and Construction Equipment – Current Alberta Road Builders Rates
13. One Time Administration Fee
14. Responding Party will provide backup data for cost recovery items.

APPENDIX C - Delegation of Authority

1. Authority has been assigned to _____ to act on behalf of the Municipality of _____, to mitigate, respond/stabilize, and/or aid in the recovery of the _____ incident.

2. You have full authority to (request, employ or command) _____ equipment, personnel required. Your primary responsibility is to organize and direct your assigned or ordered resources for efficient and effective control of the incident.

3. You are accountable to _____ or his/her designated representative listed below.

4. Financial limitations will be consistent with the best approach to the values at risk. Specific direction for this incident covering the management and other concerns are:

A: _____

B: _____

C: _____

D: _____

E: _____

F: _____

_____ will represent me on any occasion that I am not immediately available.

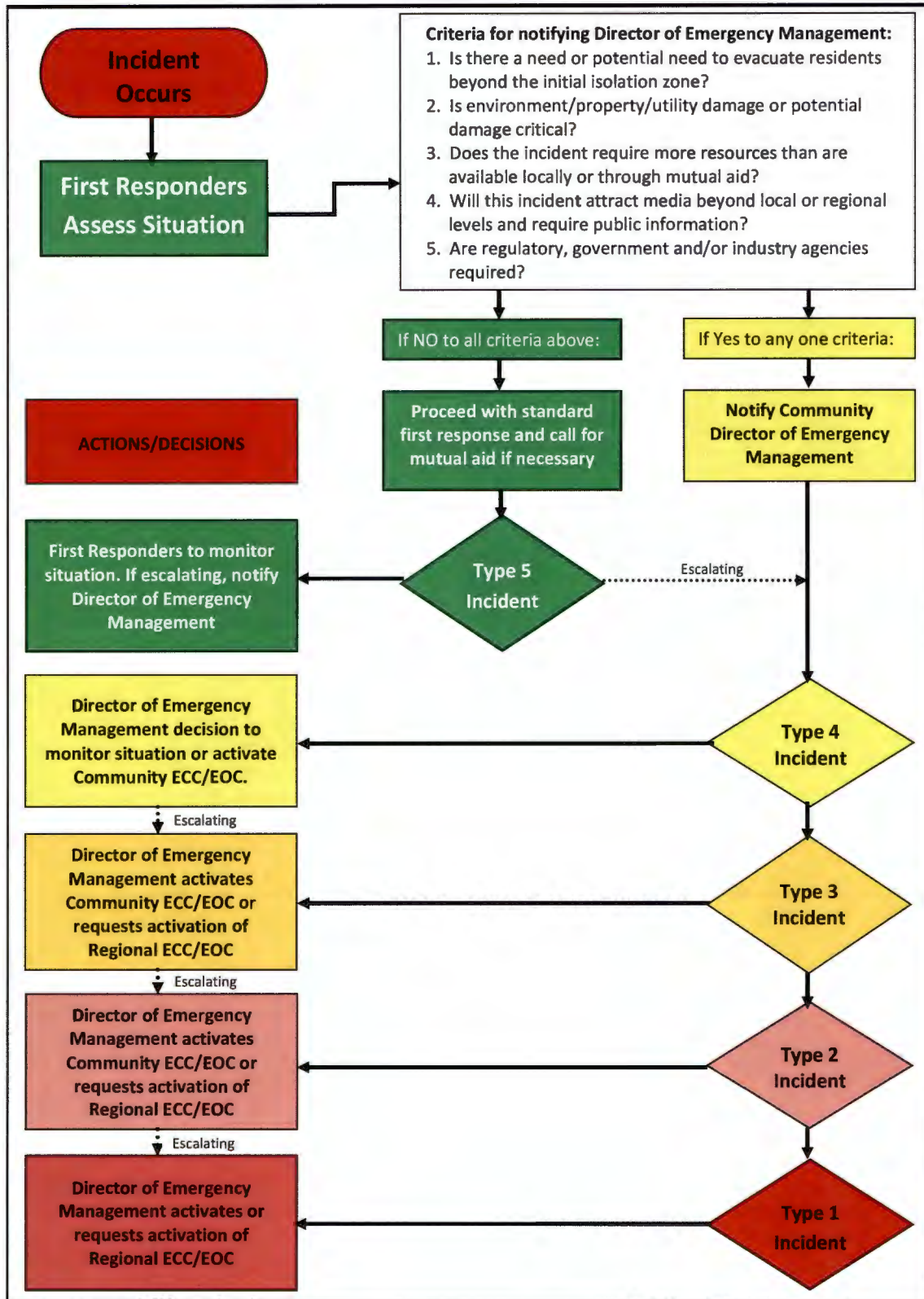
5. This authority is effective: Date: _____ Time: _____.

Requesting Designated Officer

Designated Officer Signature

Date and Time

APPENDIX E - Model Incident Threshold Notification / Activation Chart



APPENDIX F - Incident Management Teams

Incident management starts as the smallest unit and escalates according to the complexity of the emergency. The five types of IMTs are as follows:

Type 1:

Federal and Provincial Level – a federally or provincially certified team; is the most robust IMT with the most training and experience.

Type 2:

Federal and Provincial Level – a federally or provincially-certified team; has less training, staffing and experience than Type 1 IMTs, and is typically used on smaller national or provincial scale incidents.

Type 3:

Provincial or Metropolitan Area Level – a standing team of trained personnel from different departments, organizations, agencies, and jurisdictions within a Province or large Metropolitan area, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the province or large portions of the province, depending upon provincial-specific laws, policies, and regulations.

Type 4:

City, County or Special District Level – a designated team of fire, EMS, and possibly law enforcement officers from a larger and generally more populated area, typically within a single jurisdiction (city or county), activated when necessary to manage a major or complex incident during the first 6–12 hours and possibly transition to a Type 3 IMT.

Type 5:

Local Village and Township Level – a "pool" of primarily Emergency Services officers from two or more neighboring departments trained to serve in Command and General Staff positions during the first 6–12 hours of a major or complex incident.

APPENDIX G - Incident Complexity by Type

Incident and/or event complexity determines emergency and incident response personnel responsibilities. ICS Public Safety Canada training recommendations reflect the following five levels of incident complexity:

Type 1 Incidents or Events:

- This type of incident is the most complex, requiring provincial/national resources for safe and effective management and operation.
- All command and general staff positions are filled by trained personnel.
- Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000.
- Branches need to be established.
- A written incident action plan (IAP) is required for each operational period.
- The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated.
- Use of resource advisors at the incident base or EOC/ECC is recommended.
- There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Type 2 Incidents or Events

- This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing.
- Most or all of the command and general staff positions are filled.
- A written IAP is required for each operational period.
- Many of the functional units are needed and staffed.
- Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only).
- The agency administrator is responsible for the incident complexity analysis, agency administration briefings, and the written delegation of authority.

Type 3 Incidents or Events

- When incident needs exceed capabilities, the appropriate ICS positions should be added to match the complexity of the incident.
- Some or all of the command and general staff positions may be activated, as well as division/group supervisor and/or unit leader level positions.
- A Type 3 IMT or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 IMT.
- The incident may extend into multiple operational periods.
- A written IAP may be required for each operational period.

Type 4 Incidents or Events

- Command staff and general staff functions are activated only if needed.
- Several resources are required to mitigate the incident, including a task force or strike team.
- The incident is usually limited to one operational period in the control phase.
- The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
- No written IAP is required but a documented operational briefing will be completed for all incoming resources.
- The role of the agency administrator includes operational plans including objectives and priorities.

Type 5 Incidents

- The incident can be handled with one or two single resources with up to six personnel.
- Command and general staff positions (other than the incident commander) are not activated.
- No written IAP is required.
- The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene.
- Examples include a vehicle fire, an injured person, or a police traffic stop.

MUNICIPAL DISTRICT OF PINCHER CREEK

July 5, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: Request for Letter of Support – Gateway to Alberta

1.0 Origin

Letter from Town of Cardston, requesting a letter of support to enhance the trade corridor along Highway 2.

2.0 Background

A letter from the Town of Cardston was received on June 28, 2018, requesting a letter of support to pursue the enhancement of the trade corridor along Highway 2.

The Town of Cardston has two specific goals that is felt to increase economic development within the area.

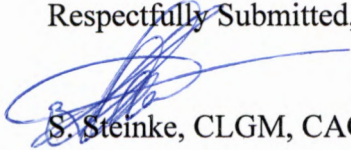
Should Council wish to support this initiative, a draft letter of support is attached for consideration.

3.0 Comment

That the report from the Interim Chief Administrative Officer, regarding the Request for Letter of Support – Gateway to Alberta, be received;

And that Council determine whether support will be provided to the Town of Cardston.

Respectfully Submitted,



S. Steinke, CLGM, CAC

Attachments:

- Letter from Town of Cardston, dated May 11, 2018
- Draft Letter of Support



Town of Cardston

P.O. Box 280 • 67 - 3rd Avenue West
Cardston, Alberta, Canada T0K 0K0

(403) 653 - 3366 • 1 - 888 - 434 - 3366 • Fax (403) 653 - 2499
Website: www.cardston.ca Email: info@cardston.ca

RECEIVED

JUN 28 2018

M.D. OF PINCHER CREEK

May 11, 2018

Re: Request for Letters of Support:
Gateway to Alberta: Expanding the Southern Alberta Trade Corridor

Dear Mayors, Reeves, and Councilors,

The Town of Cardston Council has passed a resolution to pursue the enhancement of the trade corridor along Highway 2. It is the view of Mayor and Council that this would serve as a great economic benefit to the area. There are two specific goals that we hope to achieve. The first is to have the Canadian and United States Border crossings, respectively Carway and Piegan, extend their hours of operations from 16 hours a day (7:00-23:00) to 24 hours a day. The second goal is to expand each border's capacity to fully include the processing of commercial truck traffic.

This plan is currently in its infancy and has a number of steps that will have to be completed before this initiative can be presented to the federal government. Meetings have been held with Mr. Grant Hunter, MLA and Mr. Glen Motz, MP. Both of these individuals have agreed that this is a project worth pursuing, and are both willing to offer their political influence. Currently we are working to rally together the communities that this enhancement will positively affect. Once support is gained from the surrounding communities located in Canada, efforts will be exercised to gather support from our United States counterparts. After gathering support, an economic impact study will be carried out to more fully illustrate the viability of this project.

Based upon the attached supporting information it is clear that the Canada Border Services Agency has underserved the Province of Alberta. On behalf of the Mayor, Council, and the Cardston Economic Development and Tourism Advisory Committee, the Town of Cardston requests a letter of support from your municipality at this stage to support this initiative in principle.

Respectfully,

A handwritten signature in blue ink, appearing to read "Alex Schow".

Alex Schow
Economic Development Officer

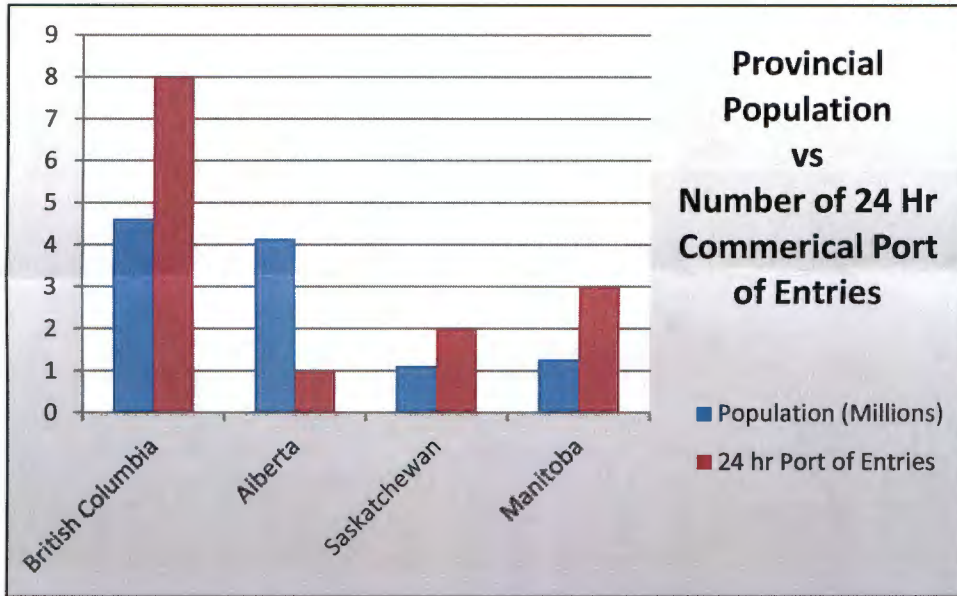


Gateway to Alberta
Enhancing our Trade Corridor



Gateway to Alberta: Enhancing our Trade Corridor

In support of the project that is being pursued by the Town of Cardston regarding the border operations at the Carway, and port of Piegan crossings, the following information has been compiled to establish a preliminary basis of reasoning behind this initiative.



Commercial Truck Processing

Border clearances are structured in Alberta with the majority of all trucks required to enter through the Coutts border crossing. Over the last seven years there has been an average of 138,389 trucks that pass through Coutts with a high of 163,726, this results in a significant number that are required to drive out of their way to clear the border. This is counterproductive as a more direct route to the major urban centres such as Calgary and Edmonton would be available through Carway and Piegan. Common practice has been to go through Coutts and Sweetgrass, however the same clearance through EDI (Electronic Data Interchange) can be made available, and should be better utilized at Carway and Piegan.

Economic Savings

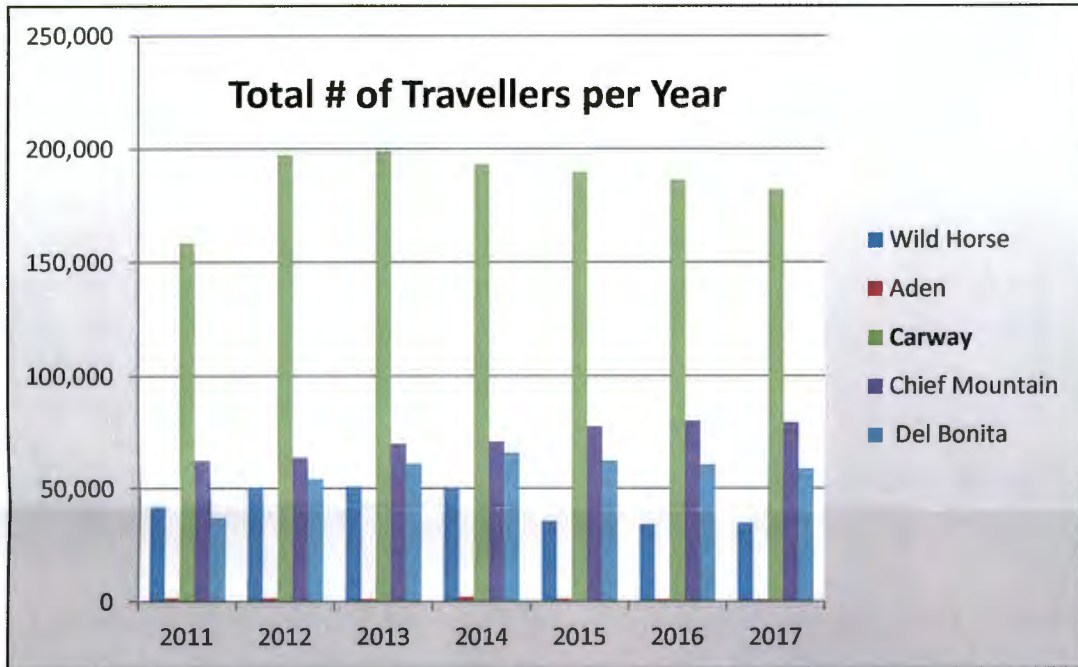
By enhancing the trade corridor this would save time and money for the trucking industry. There would also be a reduction in greenhouse gas emissions for the environment and a decrease in wasted fuel.

Tourism

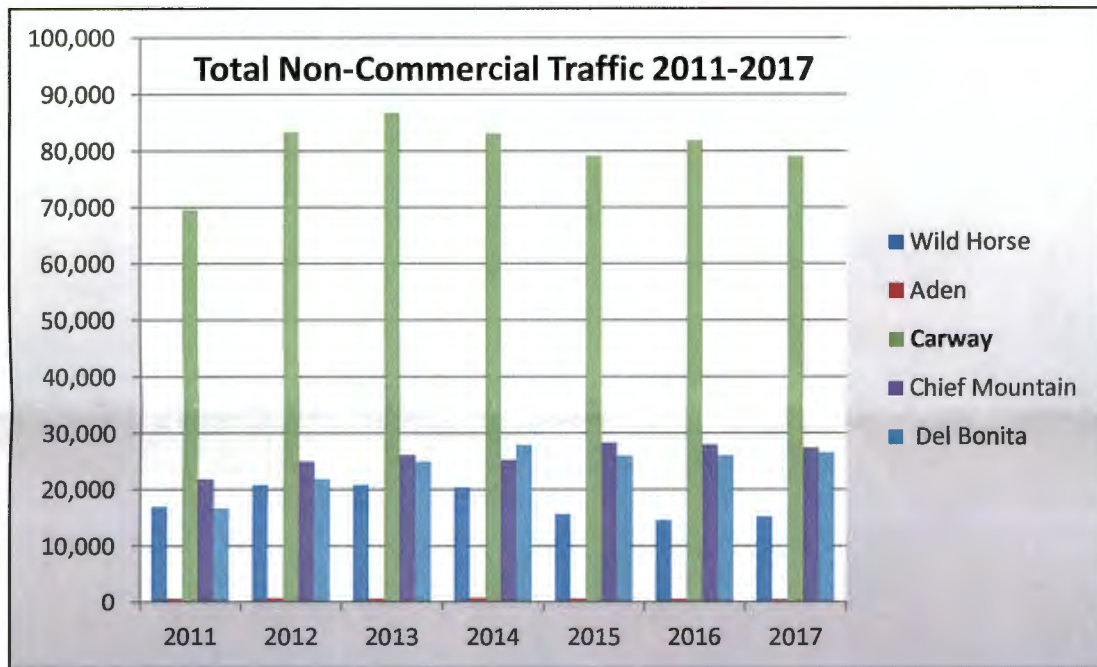
This would strengthen tourism in Alberta as well. With annual visitor counts of Glacier National Park nearing 3.5 million travelers removing a barrier for this traffic would pave the way towards increased economic development in our province.

A Step Towards Reconciliation

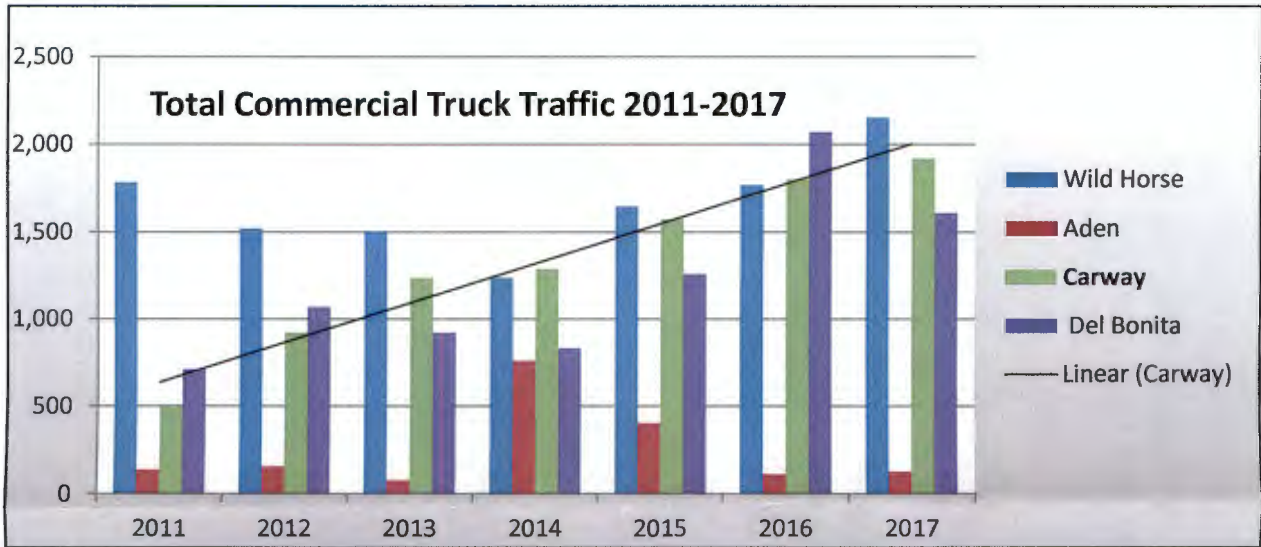
Since the creation of this border crossing in 1925 the federal government has been effectively separating the Blackfoot Confederacy for eight hours on a daily basis for the past 93 years.



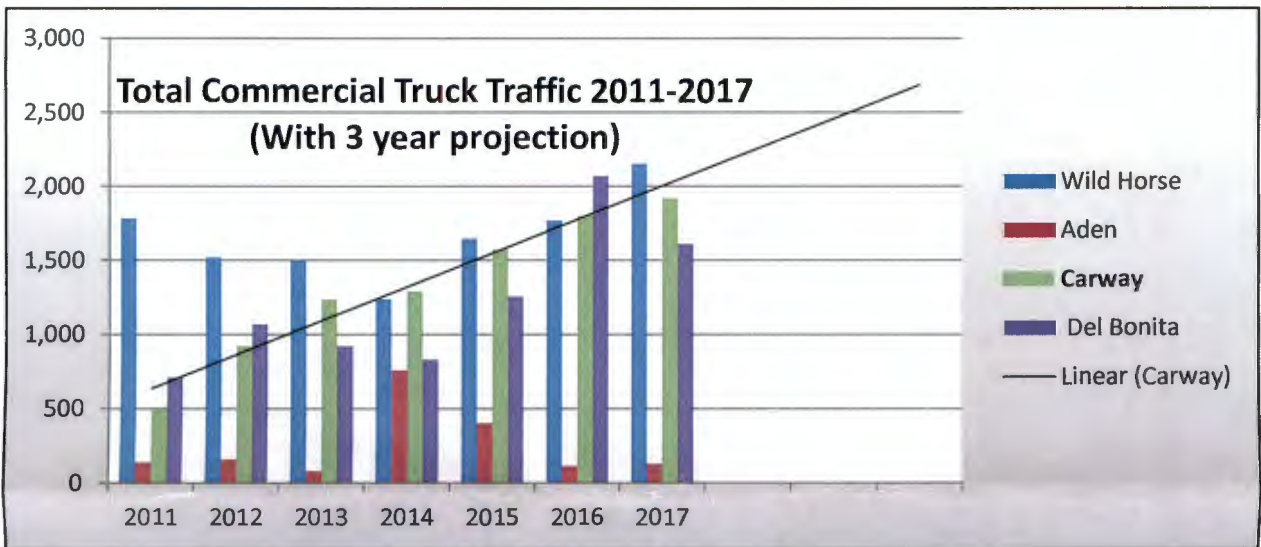
Each of these graphs contains information on the Number of travellers that Cross each of the Border crossings located on the Alberta/Montana Borders.



The illustrations above are made up of information obtained by the Access to Information Act Request: A-2018-05007 / AY made by the Town of Cardston to the Canadian Border Services Agency.



Each of these graphics reflect the most recent data for commercial truck traffic. A study would need to be carried out to more accurately judge the impact that increasing operations at each of the border crossings would have on commercial truck traffic patterns.



The three year projection on the graph located above illustrates that there is linear growth even despite Carway/Piegan not being able to fully process commercial truck traffic at this time.

July 10, 2018

Mayor and Council
Town of Cardston
PO Box 280
Cardston, AB T0K 0K0

Dear Mayor and Council:

RE: Letter of Support – Gateway to Alberta: Expanding the Southern Alberta Trade Corridor

Thank you for your letter, dated May 11, 2018, requesting a letter of support for the Gateway to Alberta: Expanding the Southern Alberta Trade Corridor.

Council, at their meeting held on Tuesday, July 10, 2018, discussed your request and passed the following resolution:

“That the report from the Interim Chief Administrative Officer, regarding the Request for Letter of Support – Gateway to Alberta, be received;

And that a letter of support, in principle, be provided to the Town of Cardston for their Gateway to Alberta: Expanding the Southern Alberta Trade Corridor initiative.”

Council recognizes the importance of economic development and opportunities for the area and wishes the Town of Cardston success in pursuing this initiative.

Yours truly,

Q. Stevick, Reeve

MUNICIPAL DISTRICT OF PINCHER CREEK

July 5, 2018

TO: Reeve and Council

FROM: Sheldon Steinke, Interim Chief Administrative Officer

SUBJECT: Invitation to Communities in Bloom Social

1.0 Origin

Communities in Bloom has invited members of Council to a Communities in Bloom Social.

2.0 Background

The MD receive an invitation from the Communities in Bloom, on June 26, 2018 inviting Council Members, and a guest, to a Social event scheduled for July 16, 2018. The event is being held at the Kootanai Brown Museum Grounds.

A RSVP is requested by July 11, 2018.

3.0 Comment

That the report from the Interim Chief Administrative Officer, regarding the invitation to the Communities in Bloom Social, be received;

And that Administration be advised of which Councillors are wishing to attend this event.

Respectfully Submitted,



S. Steinke, CLGM, CAO

Attachments:

- Invitation from Communities in Bloom, received June 26, 2018



*You are invited
to a
Communities in
Bloom Social*



RECEIVED
JUN 26 2018
M.D. OF PINCHER CREEK

*You and a guest are cordially
invited to attend a Communities
in Bloom social. Come meet the
judges! We would like to express
our appreciation for all that you
do to beautify our community*

International Judges

Larry Hall of Buena Vista, SK

*Bernadette Solon of Mullingar,
County Westmeath Ireland*

Monday, July 16th

6:00 p.m.

*Kootenai Brown Museum
Grounds*

*Meat, potato salad, plates and utensils will
be provided. Please bring a salad or a
dessert if you wish.*

**RSVP by July 11, 2018. Contact Recreation
Office 403 627 4322**

Local Authorities Election Act

Discussion Guide

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Local Authorities Election Act

What is the *Local Authorities Election Act*?

The *Local Authorities Election Act (LAEA)* establishes the framework for local authority (cities, towns, villages, specialized municipalities, school boards, for example) elections in the province. Métis Settlements and Irrigation Districts also rely on the *LAEA* to conduct their elections.

Why is Alberta reviewing the *Local Authorities Election Act*?

In 2009, changes to improve accountability and transparency were added to the Act through a private member's bill. This included sections on municipal election finance and contribution disclosure (Part 5.1 - Municipal Election Finance and Contribution Disclosure). Further changes to the Act were made in 2012 that increased the term of council from three to four years, added minimum requirements for voter identification, and required candidates to register with the municipality before accepting campaign contributions.

Since the 2013 elections, citizens, candidates, municipalities and municipal associations have continued to ask for a number of changes to improve fairness in campaign practices and to clarify and improve the consistency of the legislation. In 2016, Alberta Municipal Affairs considered a number of potential changes including campaign finance, accessibility and additional administrative changes to strengthen readability. Due to the proximity of the 2017 election, amendments were not pursued to ensure returning officers and potential candidates had enough time to plan and execute the election.

After the 2017 elections, the ministry continued to receive feedback requesting amendments to the Act. In order to address stakeholder concerns, Alberta Municipal Affairs is conducting a review of the Act before the next general election, which will occur in October 2021.

In addition, there have been recent amendments to the legislation governing provincial elections, the *Election Act* and the *Election Finances and Contributions Disclosure Act*. This provides the opportunity to review the legislation and determine where, if applicable, there is alignment with provincial elections.

What is included in this discussion guide?

On the following pages you will find:

- a brief discussion and description of emerging topics and how the Act could be amended to address them; and
- a listing of proposed general technical amendments.

Emerging issues were identified through the 2016 limited-scope review, during and immediately following the 2017 municipal general election, and in recent amendments to the *Elections Act and Election Finances and Contributions Disclosure Act*.

This discussion paper will be available for Albertans' feedback until July 31, 2018.

WHAT DO YOU THINK? SHARE YOUR INPUT.

Please share your views and perspectives on policy items affecting municipal elections by completing this discussion paper. When you have completed your response, please submit your input to the Government of Alberta at:

ma.lgsmail@gov.ab.ca

Or via regular mail to:

Alberta Municipal Affairs
17th Floor, Commerce Place
10155-102 Street
Edmonton, AB, T5J 4L4
Fax: 780-420-1016

All input is valuable. The Government of Alberta will consider all feedback when developing draft amendments. Thank you for your input.

FOIP Notice

Your personal information is being collected for the purpose of gathering input on provincial legislation governing municipal elections, which will be used to develop recommendations concerning this legislation. The collection of personal information is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be managed in accordance with the privacy provisions in the Act. If you have questions about the collection of your personal information, please contact:

LaRae Ellis, Senior Election Advisor
Alberta Municipal Affairs
780-638-3056
larae.ellis@gov.ab.ca

Please identify the stakeholder group(s) you represent [Select one or more that apply]:

- | | |
|--|--|
| <input type="checkbox"/> Municipality | <input type="checkbox"/> Elected Official |
| <input type="checkbox"/> School Division | <input type="checkbox"/> Returning Officer |
| <input type="checkbox"/> Irrigation District | <input type="checkbox"/> Individual Albertan |
| <input type="checkbox"/> Metis Settlement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Municipal Association | |

If you selected "Individual Albertan" above, please answer the following questions:

Please indicate your gender:

- Male
- Female
- Other
- Prefer not to say

Please select your age category:

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and over
- Prefer not to answer

Which best describes the area of Alberta where you live?

- Calgary and region
- Edmonton and region
- Central Alberta
- Southern Alberta
- Northern Alberta

Which best describes the municipality that you live in?

- City larger than 20,000
- Summer Village, Village, Town, or City with less than 20,000
- County or Municipal District
- Metis Settlement
- Special Area/Improvement District
- School Division
- Irrigation District

Discussion Topic:

Campaign Finance

&

Contribution Disclosure

1. Campaign Contributions and Finance Disclosures

Background:

1.1 Campaign Bank Accounts and Disclosure Statements

The *Local Authorities Election Act* does not require a candidate to open a separate campaign bank account until he/she has collected at least \$5,000 in donations. In addition, the Act does not require candidates who do not receive contributions and spend less than \$10,000 of personal funds to open a bank account at a financial institution separate from their personal funds.

Concerns have been raised about candidates who are not required to open a bank account or file disclosure statements at the conclusion of the campaign. In the absence of a filed report, a municipality, specifically the returning officer and electors, may be guessing whether the candidate is compliant with the disclosure requirements or if they are self-funded.

1.2 Corporate and Union Donations

The *Local Authorities Election Act* allows corporations, trade unions, employee organizations, and any other persons, resident in Alberta, to contribute to municipal election campaigns.

Amendments to the *Election Act* in Bill 1: *An Act to Renew Democracy in Alberta* (June 2015) prohibited contributions from corporations, trade unions, and employee organizations to candidates in provincial elections.

Provinces such as British Columbia and Ontario do not permit corporations and unions to contribute to campaigns. Saskatchewan permits municipal discretion through local bylaws, and Manitoba permits individuals only to make campaign contributions.

Clarification may be required to ensure that the donation portion of ticket sales for fundraising events are also subject to contribution restrictions and limits. The Alberta *Election Finances and Contributions Disclosure Act* defines a fundraising function and establishes the dollar value and percentages of the contribution on ticket purchases for fundraising events:

- If the individual charge is \$50 or less, it is not considered a contribution unless the person who pays the charge specifically requests that it be considered a contribution; if this is the case, half of the amount is allowed for expenses and half is considered to be a contribution.
- If the individual charge is more than \$50 but not more than \$100, \$25 is allowed for expenses and the balance is considered to be a contribution.
- If the individual charge is more than \$100, 25% of the amount is allowed for expenses and the balance is considered to be a contribution.
- Alternatively, the contribution value may be calculated simply by calculating the difference between the price of the ticket and the market value of what the ticket entitles the individual to obtain.

1.3 Contribution Limit

The *Local Authorities Election Act* currently limits the amount an individual can contribute per year to \$5,000 to each candidate. If contributions were made to a candidate in each year, this could equate to \$20,000 per four-

year campaign period for any one candidate.

Since the current limit applies on a per-candidate basis, a contributor could annually donate \$5,000 to numerous candidates in the same election, or to candidates running in other municipal elections.

Campaign contributions are vital to election campaigns, as they provide candidates with the means to inform the public of their intentions in running for office. However, limits are often recommended to support a level playing field among candidates and to reduce the potential influence contributors may have on a candidate. Some stakeholders have expressed support for aligning municipal campaign limits with the limits established for provincial elections, while others have expressed concern that establishing any specific dollar amount is unlikely to work for all sizes of municipalities.

Recent amendments made in 2016 to the *Election Act*, which governs provincial elections, included lowering contribution limits to \$4,000.

Discussion:

Topic	Current Status	For Consideration
Disclosure Statements	The <i>Local Authorities Election Act</i> does not require candidates who fund their own campaigns and spend less than \$10,000 to provide disclosure statements.	Require financial disclosure statements from candidates who fund their own municipal campaigns.
Campaign Bank Account	The <i>Local Authorities Election Act</i> does not require campaign bank accounts to be opened until a threshold of \$5,000 has been collected.	Require all candidates to open a campaign bank account.
Corporate and Union Donations	Permits corporate and union donations, subject to contribution limits, provided they are not a "prohibited organization" under the Act. "Prohibited organization" – municipality, municipally controlled corporation, non-profit organization (received grants, real property or personal property since the last general election from the municipality), a Provincial corporation, Metis Settlement, School Board, a public post-secondary institution, any corporation that does not carry out business in Alberta, any organization designated by the Lieutenant Governor in Council as a prohibited organization.	Ban corporate and union donations to allow only individual residents in Alberta to make campaign contributions in a municipal election. Make the donation portion of fundraising contributions subject to the general contribution restrictions and limits, to align with the <i>Alberta Election Finances and Contributions Disclosure Act</i> .
Contribution Limit	The <i>Local Authorities Election Act</i> sets contribution limits by donors at \$5,000 per year to a candidate and self-funded candidates at \$10,000 per campaign period.	Reduce municipal election contribution limit to \$4,000 per donor, per year. "Per donor, per year" means that an individual may donate a total of \$4,000 per year, regardless of how many candidates an individual donates to.

Topic	Current Status	For Consideration
		Also, apply the \$4,000 annual limit on municipal election campaign contributions to candidates who are self-funding.

Discussion Questions:

1.1. Candidates who fund their own election campaigns should be required to disclose their campaign finances, regardless of amount of money funded.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.2. All municipal election candidates, including self-funded campaigns should be required to open a campaign bank account.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.3. Unions and corporations should not be allowed to donate to municipal election campaigns.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.4. Donations from fundraising functions should be subject to contribution limits.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.5. Fundraising functions should be defined the same as fundraising functions in provincial elections.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.6. The dollar values and percentages for ticket sales, considered to be a contribution, should be the same as in provincial elections

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.7. Annual individual contribution limits should be the same as the individual limits for provincial elections at \$4,000.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.8. The contribution limit for municipal elections should be applied "per donor, per year".

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

1.9. Do you have anything to add regarding campaign accounts, disclosure statements, contribution limits or banning corporate and union donations?

[Click here to enter text.](#)

2. Campaign Expenses

Background:

2.1 Candidate Registration

Candidate registration with the municipality is required to ensure campaign finance rules apply consistently, and to ensure accountability from individuals who collect contributions and incur expenses for the purposes of an election campaign.

Candidates who are not self-funded must register prior to accepting campaign contributions. There is currently no registration requirement for individuals who intend to finance their campaign entirely from their own funds. With the proposed change to require financial disclosures for these campaigns, registration of all candidates would ensure broad accountability for submitting financial disclosures after each election.

2.2. Campaign Spending Limits

The *Local Authorities Election Act* does not impose spending limits in local elections. Spending limits are sometimes used to ensure that the cost of running a campaign does not deter candidates from filing nomination papers, and to ensure that all candidates are on a level playing field.

Discussion:

Topic	Current Status	For Consideration
Candidate Registration	A candidate must register prior to accepting campaign contributions; however, there is no registration requirement for individuals who intend to finance their campaign entirely from their own funds.	Require all candidates, including those who finance their own campaign to register prior to incurring campaign expenses or accepting contributions.
Campaign Spending Limits	The Act does not impose spending limits on candidates running in municipal elections.	Require municipalities to establish limits on campaign spending.

Discussion Questions:

2.1 All prospective candidates should be required to register before they spend campaign funds or accepting campaign contributions.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

2.2 Municipalities should be required to set campaign spending limits.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

2.3 Do you have anything to add regarding candidate registration or campaign spending limits?

[Click here to enter text.](#)

3. Third Party Advertising

Background:

Advertising by parties not directly involved in the election, or “third-party advertising” is not addressed in the *Local Authorities Election Act*. The *Election Finances and Contributions Disclosure Act*, which applies to provincial elections, has rules and procedures regarding third-party advertisers. It also defines third-party advertisers, loans as they relate to third-party advertising, anonymous and unauthorized contributions, allowable expenses, and the identification of third parties on advertising.

In 2016, the government reviewed the limits and requirements for third-party advertising in the *Election Act*. The most recent amendments to the *Election Finances and Contributions Disclosure* further clarify limits on advertising spending, restrict third-party activities, and prohibit collusion between third parties and candidates.

Provincial elections in Alberta are subject to third-party advertising rules and three provinces address third-party advertising in municipal elections (British Columbia, Ontario, and Quebec).

Province	Current Status
<p>Alberta (provincial elections)</p>	<ul style="list-style-type: none"> • Defines a “third party” as any person, corporation or group that is not a registered party, constituency association, candidate, nomination or leadership contestant. • Differentiates between “political advertising” and “election advertising”. • Requires third party registration with Elections Alberta if the third party has, or plans to incur, expenses of at least \$1,000 for election advertising; or the third party has accepted or plans to accept, at least \$1,000 in election advertising contributions. • Requires a chief financial officer for the third party advertiser to incur expenses and/or accept contributions. • Sets out the definition of “election advertising”, “contribution”, “advertising expense” and “expense”. • Enacts a third party spending limit of \$150,000 in the aggregate between December 1 in the year before the election, and the day before the writ is issued. In addition, no third party shall spend over \$3,000 to promote or oppose the election of one or more registered candidates in a single electoral division during the same time period. • Enacts a third party spending limit of \$150,000 in the aggregate between the day the writ is issued and the end of polling day • Requires official contribution receipts be issued to contributors. • Requires regular reports, including financial information and lists of contributors be filed with Elections Alberta.
<p>British Columbia (municipal elections)</p>	<ul style="list-style-type: none"> • Enacted a third-party financing framework in 2014. • Defines third-party advertising as “election advertising other than election advertising conducted by a candidate or an elector organization as part of their election campaign” and individuals and organizations that conduct third-party advertising as “third party sponsors.” • Recognizes two types of third-party advertising: direct and indirect. • Third-party sponsors are required to register, value the advertising, and file disclosure statements to Elections BC.

<p>Ontario (municipal elections)</p>	<ul style="list-style-type: none"> • Enacted a framework for third-party advertising that will come into effect April 1, 2018, to be in place for the 2018 municipal election. • Eligibility of third-party advertisers is defined. • Requires third-party advertisers to register with the clerk of the municipality. • Time and expense limits for advertisers are calculated using a prescribed formula. • Formula can vary based on the number of electors. • The calculations must be completed by the clerk no later than September 25th in the year of the election. • Provisions outline mandatory and prohibited information for broadcasters.
<p>Quebec (municipal elections)</p>	<ul style="list-style-type: none"> • Does not allow third-party advertising during municipal elections.

Discussion:

Topic	Current Status	For Consideration
<p>Third Party Advertising</p>	<p>The <i>Local Authorities Election Act</i> does not address third-party advertising.</p>	<p>Align third-party advertising requirements (including definition of third-party advertiser, registration, spending limits, receipts, and reporting) with the Alberta <i>Election Finances and Contributions Disclosure Act</i>.</p>

Discussion Questions:

3.1 The *Local Authorities Election Act* should include rules on third-party advertising.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

3.2 If the answer to question 3.1 was Agree or Strongly Agree, the rules for third-party advertising should align those used in the *Election Finances and Contributions Disclosure Act* for Alberta provincial elections (including definition of third-party advertiser, registration, spending limits, receipts, and reporting).

[Click here to select level of support.](#)

Please explain or provide your comments

[Click here to enter text.](#)

3.3 If the answer to question 3.1 was Disagree or Strongly Disagree, please explain.

[Click here to enter text.](#)

3.4 Do you have anything to add about third-party advertising?

[Click here to enter text.](#)

3.5 Do you have alternate suggestions to address third-party advertising?

[Click here to enter text.](#)

4. School Board Trustee Elections

Background:

School boards are enabled to establish campaign finance and disclosure rules by bylaw.

The requirements in the *Local Authorities Election Act* pertaining to election finance and disclosure do not currently apply to school board trustee candidates.

Applying the election finance and disclosure requirements to school board trustee elections would ensure all candidates, whether school trustee candidates or municipal candidates, comply with campaign finance rules. It would establish consistency between requirements for municipal and school board elections and provide greater transparency in school board trustee elections.

The addition of campaign finance and disclosure requirements in school board elections would create additional administrative requirements and associated liabilities for candidates running for trustee of a school board.

Discussion:

Topic	Current Status	For Consideration
School Board Trustee Elections	School boards may pass a bylaw requiring campaign disclosure.	Apply the Election Finance and Disclosure rules of the <i>Local Authorities Election Act</i> to school board trustee elections, including: <ul style="list-style-type: none">• Campaign finance disclosure• Union and Corporate donations• Contribution and spending limits

Discussion Questions:

4.1 School board trustee candidates should be subject to the same campaign finance and disclosure rules as municipal candidates.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

4.2 Do you have anything to add about the application of campaign finance and disclosure requirement to school board trustee candidates?

[Click here to enter text.](#)

5. Campaign Finance General Clarifying and Technical Amendments

Discussion:

Current Status	For Consideration	Rationale
<p>Donating Campaign Surplus</p> <p>Confusion exists regarding whether all candidates can donate their campaign surplus or only the candidates that have been elected.</p>	<p>Clarify that all candidates who do not run in the next general election can donate their campaign surplus to the municipality.</p>	<p>The intent is to provide former candidates the option of donating their campaign surplus to the municipality instead of a registered charity. The wording of the current provision implies that only elected candidates can do so.</p>
<p>Campaign Surplus</p> <p>A candidate must turn over surplus funds to the custody of the municipality.</p>	<p>Clarify the process by identifying:</p> <p>How the funds must be kept in trust (one account versus separate accounts);</p> <p>The interest rate or how to determine the interest rate; and</p> <p>When the surplus funds must be released to candidates by the municipality.</p>	<p>Addresses concerns from elected officials and candidates over access to funds during campaign periods.</p> <p>Addresses concerns from municipalities over additional administrative requirements.</p>
<p>Election Expenses</p> <p>The legislation is vague about what is permitted as an election expense.</p>	<p>Align definition of "campaign expense" with the Alberta <i>Election Finances and Contributions Disclosure Act</i> (which includes the following campaign expenses: the production of advertising or promotional material, the distribution, broadcast, or publication of advertising or promotional material in any media or by any other means during a "campaign period" including by the use of a capital asset, the payment of remuneration and expenses to or on behalf of a person for the person's services as a chief financial officer or in any other capacity, securing a meeting place, or the conduct of election surveys or other surveys or research during a campaign period).</p>	<p>It is currently unclear whether an allowable election expense includes hiring of staff.</p> <p>Current legislation can be widely interpreted to include such items as haircuts or clothing.</p> <p>Many questions are received from candidates, electors, and municipal administrators.</p>
<p>Election Expenditure Reports</p> <p>A candidate who received</p>	<p>Require candidates who received campaign contributions <u>or</u> funded their own campaign to file a statement that itemizes campaign contributions, and</p>	<p>Requiring a self-funded candidate to report expenses by category would further increase transparency and</p>

Current Status	For Consideration	Rationale
<p>campaign contributions or funded their own campaign with an amount exceeding \$10,000 must file a statement that itemizes campaign contributions, and identifies the total amount of revenue and expenses.</p> <p>It is not required that the expenses identified be itemized or categorized in the report.</p>	<p>identifies the total amount of revenue and expenses by category.</p>	<p>accountability of candidates.</p>
<p>Candidate Registration Forms</p> <p>Form 3A – Registration of Notice of Intent is not prescribed by the <i>LAEA</i>.</p>	<p>Amend the regulations to prescribe Form 3A – Registration of Notice of Intent in support of the new requirement for candidates to register with the municipality prior to accepting campaign contributions.</p>	<p>Consequential to the proposed amendment that would require all candidates to register.</p>

Discussion Questions:

5.1 Do you have any additional comments/suggestions regarding campaign surpluses specifically, surpluses donated to the municipality?

[Click here to enter text.](#)

5.2 Do you have any additional comments/suggestions regarding campaign surpluses, generally?

[Click here to enter text.](#)

5.3 Do you have any additional comments/suggestions regarding the definition of campaign “expenses”?

[Click here to enter text.](#)

5.4 Do you have any additional comments/suggestions regarding campaign expense reporting?

[Click here to enter text.](#)

5.5 Do you have any additional comments/suggestions regarding candidate registration during municipal elections?

[Click here to enter text.](#)

5.6 Do you have anything to add about campaign finance and disclosure?

[Click here to enter text.](#)

Discussion Topic:

Voter Eligibility

&

Accessibility

6. Advance Votes

Background:

Many local authorities in Alberta provide additional opportunities for electors to cast their vote in an election before general Election Day. The *Local Authorities Election Act* allows for a municipal council or school board to pass a resolution allowing an advance vote.

The legislation does not require a municipality or school board to conduct an advance vote. Electors have contacted Municipal Affairs and local jurisdictions, expressing that they feel disenfranchised when additional opportunities to vote are unavailable.

Discussion:

Topic	Current	For Consideration
Populations over 5,000	Municipalities may, but are not required to, conduct an advance vote.	Require advance votes for municipalities with a population over 5,000. Municipalities less than 5,000 will be enabled to choose to hold an advance vote through a resolution of council allowing for the Returning Officer to establish dates, times and location of the advance vote(s).
Notification of Advance Vote	The <i>Local Authorities Election Act</i> requires notification of an advance vote in accordance with the notification for election day but does not provide that the two can be included together in the same advertisement.	Allow for the notice of advance vote to be included in the notice of Election Day

Discussion Questions:

6.1 Municipalities greater than 5,000 should be required to hold an advance vote(s).

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

6.2 Small municipalities (under 5,000) should have the option to hold an advance vote(s).

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

6.3 Do you have anything to add about the proposed changes to the rules for advance votes?

[Click here to enter text.](#)

7. Residency Requirements

Background:

7.1 Residency Requirement

The *Local Authorities Election Act* sets out that to be eligible to vote in a municipal election, an elector must be a resident of Alberta for the six consecutive months immediately preceding Election Day and must be a resident of the municipality on election day.

Recent amendments to the *Alberta Elections Act* removed the requirement for Alberta residency six months before Election Day. Amending the residency requirements in the *Local Authority Election Act* to align with these recent amendments would alleviate possible confusion by electors.

Discussion:

Topic	Current Status	For Consideration
Residency Requirements	An elector must be a resident of Alberta for six months prior to election day and a resident of the municipality on election day.	Remove six month Alberta residency requirement.

Discussion Questions:

7.1 An elector should not need to reside in Alberta for six months before Election Day to be eligible to vote in elections under the *LAEA*.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

7.2 Do you have anything to add about residency requirements?

[Click here to enter text.](#)

8. Voter Identification

Background:

8.1 Identification Requirements

The *Local Authorities Election Act* requires identification that proves both name and current residence. This has posed challenges for many electors whose identification reflects a post office box rather than the street address of their residence, in addition to residents who may not have a permanent address, or identification as required under the act.

A complete list of acceptable identification can be found here:

<http://www.elections.ab.ca/wp-content/uploads/Authorized-Identification-Poster.pdf>

8.2 Vouching

If the municipality or school board has prepared a list of electors (voters list), an individual without identification may be permitted to vote if another person whose name appears on the list of electors vouches for them. However, very few municipalities or school boards prepare a list of electors, so this option is rarely available.

The matter of identification is pressing as it is a source of confusion for both voters and returning officers. Potential amendments may minimize the instances of disenfranchising electors in the event they do not have an acceptable identification as prescribed.

Discussion:

Topic	Current Status	For Consideration
Identification Requirements	Electors are required to provide one piece of identification with name and address. This can either be government issued identification or one piece of approved identification from the Chief Electoral Officer of Alberta under the <i>Election Act</i> .	Create a list of authorized identification that is independent from the list provided by Elections Alberta. Extend authority of the Minister to expand the list of acceptable identification to meet needs of municipalities.
Vouching	Vouching can only occur if an elector's name appears on a list of electors. If this is the case, the elector may vouch for another person who does not appear on the list of electors.	Expand vouching provisions to include the ability of an elector who has shown appropriate identification to vouch for another elector.

Discussion Questions:

8.1 Are there any additional forms of voter identification that should be accepted on Election Day?

[Click here to enter text.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

8.2 An elector who has shown appropriate identification and signed the required statement should be able to vouch for another elector, regardless of the list of electors.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

8.3 Do you have anything to add about voter identification or the proposed changes to vouching?

[Click here to enter text.](#)

Discussion Topic:

Accountability

&

Transparency

9. Substitute Returning Officers

Background:

The *Local Authorities Election Act* authorizes a council or board of trustees to appoint a returning officer. If a returning officer is appointed, but is unable to fulfill their duties, the Mayor, Reeve, or Board Chair may appoint a substitute returning officer.

Some stakeholders argue that this is an inappropriate power for a chief elected official to have during an election and that, given the entire elected authority appointed the initial returning officer, the entire elected authority should appoint a substitute returning officer.

Discussion:

Topic	Current Status	For Consideration
Substitute Returning Officers	The Mayor/Reeve/Board Chair may appoint a substitute returning officer.	Require the council/board to appoint a substitute returning officer.

Discussion Questions:

9.1 The council/board (e.g., council or board of trustees), rather than the Mayor/Reeve/Board Chair, should appoint a substitute returning officer if the returning officer is unable to fulfill their duties.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

9.2 Do you have anything to add about the proposed changes to substitute returning officer appointments?

[Click here to enter text.](#)

10. Nomination Day and Nomination Papers

Background:

The *Local Authorities Election Act* sets out that if a nomination paper has not been signed by the required number of eligible electors or if it is not accompanied by a deposit (if required by bylaw) the returning officer must refuse to accept the nomination paper.

Provisions do not allow the returning officer to refuse a nomination paper if it has not been sworn/affirmed by a candidate. The candidate's nomination paper includes a statement of candidate's acceptance, which includes a statement regarding the candidate accepting the office if elected, and confirmation that the candidate has read and understands the sections of the *Local Authorities Election Act* as they relate to eligibility and ineligibility.

Instances have arisen in previous elections of individuals not swearing/affirming nomination papers. In such instances, it is difficult to know if the candidate actually intended to run for office, or if the candidate has read and understands the requirements of the Act relating to eligibility. Some stakeholders have suggested that the inability for the returning officer to refuse a nomination paper leads to confusion of the role and responsibilities of the returning officer as it relates to the enforcement of the legislative requirements of the *Local Authorities Election Act*.

Discussion:

Topic	Current Status	For Consideration
Nomination papers	Returning officers can only refuse papers if they have not been signed by the required number of electors or if they are not accompanied by a deposit, if established by bylaw.	Allow returning officers to refuse nomination papers if the paper is not sworn/affirmed.

Discussion Questions:

10.1 Returning officers should be able to refuse nomination papers that are not sworn/affirmed by a potential candidate.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

10.2 Do you have anything to add about nomination day?

[Click here to enter text.](#)

11. Election Campaign Advertising at Voting Stations

Background:

The *Local Authorities Election Act* prohibits campaign activities, such as canvassing or soliciting votes where a voting station is located, but not in the surrounding area, such as a parking lot. The Act also prohibits the display and distribution of campaign material inside the building where a voting station is located, or on the outside of a voting station.

The *Election Act* establishes that no person may display election materials (except those required to be posted by the returning officer) on the inside or on the outside of a building used for a polling station, or distribute within a building used for a polling place, or within the boundaries of the land on which the building is located. If election advertising is present, the returning officer may remove it or instruct a deputy to remove it and neither the returning officer or deputy are liable for trespass or damages resulting from the removal.

Discussion:

Topic	Current	For Consideration
Campaign Advertising Rules	The Act prohibits campaign activities such as canvassing or soliciting votes in a building where a voting station is located, but not in the surrounding area, such as a parking lot.	Establish a distance around the voting station where campaign activities are not permitted.
Enforcement of Election Campaign Advertising at Voting Stations	The Act authorizes the returning officer and/or deputies to remove campaign materials if displayed within a voting station, but does not extend outside of the voting station.	Establish provisions that allow the returning officer to request persons engaged in campaign activities in the voting station or within 100m of the of the voting station to leave;

Discussion Questions:

11.1 Please choose one of the following. Campaign activities should be prohibited:

Choose one of the following.

Please explain or provide your comments:

[Click here to enter text.](#)

11.2 The returning officer should have the authority to enforce campaign advertising at voting stations.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

11.3 Do you have anything to add about campaigning at voting stations?

[Click here to enter text.](#)

12. Candidate List

Background:

The *Local Authorities Election Act* does not require municipalities to make public a list of candidates for an election following nomination day.. Municipalities are required to send names of candidates to the provincial government once the deadline for withdrawal has passed (24 hours after the close of nominations, 48 hours for summer villages). The province posts the names of municipal candidates who have filed nomination papers online for public information. Municipalities are required to release post-vote information.

Discussion:

Topic	Current Status	For Consideration
Public Posting of Candidate List	Municipalities and School Boards are not required to post a list of candidates following the period for withdrawal after nomination day.	Require municipality to release or make public a list of candidates immediately after the time limit for withdrawal of nominations has passed.

Discussion Questions:

12.1 Municipalities should be required to release a list of candidates immediately after the time limit for withdrawal of nominations has passed.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

12.2 Do you have anything to add about posting information during an election?

[Click here to enter text.](#)

13. Special Ballots

Background:

The *Local Authorities Election Act* enables municipalities to allow for special ballots based on the unique needs of each municipality. Municipalities must also advise the Minister of the use of special ballots (mail in ballots).

Applications for special ballots must be made available to the public the day after a council decides to use special ballots. Of the 342 municipalities in Alberta, between 15 and 20 municipalities used special ballots during the 2017 municipal election.

A provision exists in the *Local Authorities Election Act* that requires the minister to appoint special ballot advisors to review questionable special ballots. This is inconsistent with the returning officer's responsibility for all other ballots and is impractical.

Discussion:

Topic	Current Status	For Consideration
Review of Special Ballots	The minister is required to appoint special ballot advisors to review questionable special ballots	Remove the requirement for special ballot advisors, as well as the requirement to notify the Minister of the use of special ballots.
Returning Officer Responsibility	The Minister of Municipal Affairs appoints special ballot advisors who may accept or reject a special ballot in instances where the local returning officer feels unable to make a determination.	Expand authority for the returning officer to accept or reject a special ballot, in accordance with the provisions of the <i>Local Authorities Election Act</i> , rather than requiring the Minister to appoint a special ballot advisor to make a determination.

Discussion Questions:

13.1 The Minister of Municipal Affairs should not appoint special ballot advisors.

[Click here to select level of support.](#)

[Please explain or provide your comments:](#)

[Click here to enter text.](#)

13.2 The Returning Officer should have the authority to accept or reject a special ballot.

[Click here to select level of support.](#)

[Please explain or provide your comments:](#)

[Click here to enter text.](#)

13.3 Municipalities should not have to notify the Minister of the use of special ballots.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

13.3 Do you have anything to add about the proposal or alternate suggestions?

[Click here to enter text.](#)

14. Additional Items for Consideration

Discussion:

Current Status	For Consideration	Rationale
<p>Election Regulations</p> <p>Regulations currently exist that outline specific processes for Calgary, Edmonton and Red Deer. The modified voting procedure allows for ministerial power and bylaws to adjust certain processes in the <i>Local Authorities Election Act</i>.</p>	<p>Repeal the modified voting procedure regulation, ballot box regulation, City of Edmonton Regulation, City of Calgary Regulation, and City of Red Deer Regulation and incorporate provisions into the <i>Local Authorities Election Act</i>.</p>	<p>Reduces regulatory burden on municipalities and reduces complications.</p> <p>Regulated procedures would benefit any large election process and will be of value to other municipalities.</p>
<p>Cell Phone Use</p> <p><i>Local Authorities Election Act</i> does not address the use of cell phones in voting stations.</p>	<p>Allow municipalities to create rules regarding the use of cell phones, such as restricting voice calls, photography or social media, while in the voting station.</p>	<p>Provides flexibility to municipalities to determine their specific needs for regulating the use of cellphones.</p>
<p>Definition of “Candidate” and “Campaign Period”</p> <p><i>Local Authorities Election Act</i> does not clearly define when a person officially becomes a candidate. The definition of “campaign period” does not align with the definition of “candidate.”</p>	<p>Amend the definition of “candidate” to mean an individual who has filed a registration of notice under section 147.21.</p> <p>Amend the definition of “campaign period” to be January 1 in the year of a general election to December 31 in the year of a general election. In the case of a by-election, beginning when the vacancy occurred to 180 days following the date of the by-election.</p>	<p>Ensures consistency with definitions to eliminate confusion and increase clarity.</p>

Discussion Questions:

14.1 Do you have anything to add about the regulations under the *Local Authorities Election Act*?

[Click here to enter text.](#)

14.2 Municipalities should have the authority to create rules regarding the use of cell phones in voting stations.

[Click here to select level of support.](#)

Please explain or provide your comments:

[Click here to enter text.](#)

**RECEIVED**

JUL - 4 2018

M.D. OF PINCHER CREEK

June 28, 2018

Mr. Quentin Stevick, Reeve
Municipal District of Pincher Creek
PO Box 279
Pincher Creek, AB T0K 1W0

Dear Reeve Stevick:

Across the province, thousands of volunteers are stepping up to make a difference, to improve the quality of life for all of us, and to make Alberta an even better place to be. Thanks to the dedication and commitment of volunteers, Albertans have access to the recreational, cultural, and social programs and facilities that are at the heart of strong, vibrant communities.

The Stars of Alberta Volunteer Awards were established by the Government of Alberta to shine the spotlight on volunteers and the value of their efforts. The 2018 awards nominations are now open and you can help recognize the remarkable volunteers in your community. Consider submitting a nomination to honour a worthy volunteer in your community and encourage local organizations and individuals to do the same. Share the stories of how volunteers are making a difference in your life and the life of your community.

Six awards, two in each category of youth, adult, and senior, are presented annually on International Volunteer Day, December 5, at Government House in Edmonton. Albertans whose volunteer efforts have contributed to the well-being of their community are eligible to be nominated.

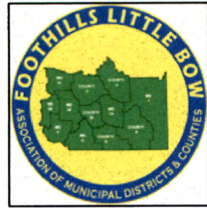
Full information, including a nomination form and a downloadable promotional poster suitable for printing or placement on your community website, can be found on the Stars of Alberta website at www.alberta.ca/stars-awards. The deadline for nominations is September 21, 2018.

Thank you for your support of Alberta volunteers and the Stars of Alberta Volunteer Awards!

Best Regards,

Ricardo Miranda
Minister

cc: Honourable Shaye Anderson
Minister of Municipal Affairs



Foothills Little Bow Municipal Association

c/o Municipal District of Taber
4900B – 50th Street
Taber, Alberta
T1G 1T2

RECEIVED
JUN 29 2018
M.D. OF PINCHER CREEK **G2b**

June 26, 2018

Sheldon Steinke
MD of Pincher Creek
Box 279
Pincher Creek, AB
T0K 1W0

Re: Regular Fall Meeting of the Foothills Little Bow Municipal Association

Date of Meeting: Friday, September 21, 2018

Time: Registration – 9:30 a.m. Roll Call – 10:00 a.m.

Where: 1717 Mayor Magrath Drive - Country Kitchen Catering (lower level of the Keg restaurant), Lethbridge Alberta

Please consider this letter as a Notice of the fall meeting of the Foothills Little Bow Municipal Association.

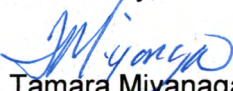
The fall meeting of the Foothills Little Bow Municipal Association will include updates from local Members of the Legislative Assembly, the Rural Municipalities of Alberta (RMA), and Alberta Transportation.

Municipalities are encouraged to bring forward issues on any topic which are currently an issue of concern to your community and in doing so may educate and inform the association membership. Please contact me by August 10, if you wish to make a presentation and the amount of time required.

If presentations are not brought forward the Municipal Association will select local presenters or experts from the Rural Municipal Association.

Thank you in advance, for your anticipated contributions.

Yours truly,


Tamara Miyanaga
Chair

Tara Cryderman

From: Quentin Stevick
Sent: Thursday, June 28, 2018 6:16 PM
To: Bev Everts; Rick Lemire; Brian Hammond; Terry Yagos
Cc: Sheldon Steinke; Tara Cryderman
Subject: FW: Invitation to Cardston Parade
Attachments: Untitled.PDF

Good evening all:
We ran out of time to address this request at our last council meeting.
Tara, would you place it on the July 10 agenda?
I am available if council wishes to approve.
Quentin

From: Tara Cryderman
Sent: June 22, 2018 3:44 PM
To: Quentin Stevick <CouncilDiv1@mdpincercreek.ab.ca>
Subject: Invitation to Cardston Parade

Reeve Stevick,

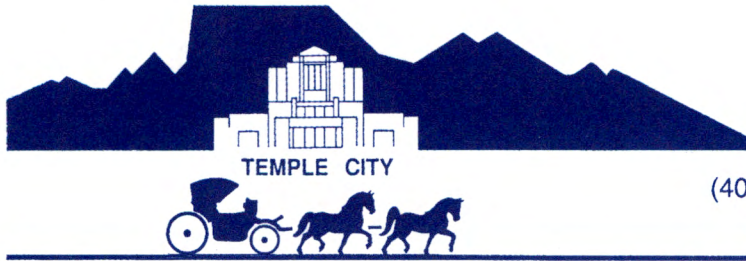
This is an invitation to participate in the Cardston Parade and the Mayor's Luncheon on Saturday, August 11.

The RSVP deadline is July 15.

Please let me know if you are able to attend this event or not.

Thanks,

Tara



Town of Cardston

P.O. Box 280 • 67 - 3rd Avenue West
Cardston, Alberta, Canada T0K 0K0

(403) 653 - 3366 • 1 - 888 - 434 - 3366 • Fax (403) 653 - 2499
Website: www.cardston.ca • Email: info@cardston.ca

June 20, 2018

Reeve Quentin Stevick
M.D. of Pincher Creek no. 9
Box 279
Pincher Creek, AB
T0K 1W0

Dear Reeve Stevick,

The Town of Cardston would like to invite you and a guest to participate in our Heritage Days Parade and Mayor's Luncheon on Saturday, August 11, 2018. The parade will start at 10:00 AM, and dignitaries are asked to arrive at the Remington Carriage Museum parking lot at 623 Main Street by 9:00 AM. Transportation and signs will be provided.

The Mayor's Luncheon will be held at The Silk Purse, located at 355 Main Street Lane, directly west of the Card Home and attached to the Ice Arena. The luncheon will commence after the parade at approximately 11:30 AM. Please let us know by July 15th if you will be attending the parade and luncheon by phoning the Town Office at 403-653-3366 or emailing alex@cardston.ca. This will ensure that we have the proper signage and sufficient transportation prepared. We look forward to seeing you there!

Yours truly,

A handwritten signature in black ink, appearing to read "M. Kronen". The signature is stylized and written in cursive.

Mayor Maggie Kronen
Town of Cardston

/as