

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Wednesday, February 15th, 2023 commencing at 9:30 a.m.

1. Call to Order
2. Agenda: a) February 15th, 2023 Regular Council Meeting Agenda
3. Minutes: p1-4 a) January 18th, 2023 Regular Council Meeting
4. Appointments: a) 9:35 a.m. - Colleen Richardson local Director of Emergency Management and Garth Ward local Deputy Director of Emergency Management to discuss with Council the following:
 - Business Continuity Plan
 - Activation/Call Out Process
 - Shelter in Place
 - State of Local Emergency
 - Joint meeting in April, maybe a tabletop with

(approve the Business Continuity Plan and acknowledge review of the Activation/Call Out Process, Shelter in Place and State of Local Emergency documents)

or

Some other direction as given by Council at meeting time)
5. Bylaws: n/a
6. Business: a) Alberta Municipalities – invite to President’s Summit on the Future of Municipal Government. This event is scheduled for March 29 and 30 in Edmonton, followed by the Spring Municipal Leaders Caucus March 30 to 31 in Edmonton. Registration for both events is \$350.00 for in person attendance, President’s Summit only is \$200.00 and Municipal Leaders Caucus is \$200.00. Virtual attendance for Leaders Caucus is \$100.00.

(authorize attendance of _____)

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- p33
- b) Capital Region Assessment Services Commission – Assessment Review Board appointments. Each year Council must appoint the respective Chairman, Clerk and Panelists (please see attached).

(that the Summer Village of South View appoint the following to the Assessment Review Board:

ARB Chairman: Raymond Ralph

Certified ARB Clerk: Gerry Amarin

Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph)

- p34
p35-44
p45-47
- c) Fire Incident Cost Recovery – adding costs to the tax roll. Back in the spring the Summer Village had a significant fire incident which affected 4 properties. As per Council resolution, costs for this fire incident were split equally amongst these 4 properties. 3 of the properties have paid their invoice, 1 has not and Administration is, thereby, requesting a Council motion to apply these outstanding costs to the tax roll which are now past the 60-day payment deadline.

(that the unpaid amount of \$6,604.34 for fire incident recovery invoice 11-2022 issued on November 18th, 2022 be applied to tax roll 1145)

- p48-51
- d) FortisAlberta Community Naturalization and Tree Planting Grant – please see attached information on their \$2,500.00 grant, deadline for applications is May 5.

(accept for information, or submit an application)

- p52-54
- e) Lac Ste. Anne Foundation – please refer to their December 5th, 2022 letter on completing a regional needs assessment for all our communities. The benefits as noted in the letter are: that by taking a regional approach each member municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and

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regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

(that the Summer Village of South View support the Lac Ste. Anne Foundation completing a regional needs assessment)

- p 55-59
- f) TAXervice – please refer to the January 12th, 2023 Engagement Letter providing an update on services and outline of the process. The current engagement is for a 3-year period ending on December 31st, 2026. This is the company that the Summer Village has hired to manage our tax recovery processes and files.

(that the January 12th, 2023 Engagement Letter with TAXervice be approved and execution authorized)

- p 60-61
- g) Alberta Transportation and Economic Corridors – TRAVIS Routing and Vehicle Information System Multijurisdiction Memorandum of Agreement – please refer to the attached January 18th, 2023 letter outlining the agreement which was for a 5-year term and is expiring on May 4th, 2023. The Province is requesting the renewal of the agreement for an additional 5 years.

(that the Summer Village of South View approve extending the current TRAVIS Routing and Vehicle Information Systems Multijurisdiction Memorandum of Agreement for an additional 5 years (from May 4th, 2023 to May 3rd, 2028).

- p 62
p 63-84
p 85-109
- h) Family and Community Support Services (FCSS) funding – attached is a report showing where your money was spent last year and requesting Council consideration of where money could be spent in 2023, your total annual allocation is \$3,727.25. Also attached is the information on the Accountability Framework and Program Advice.

(accept the FCSS Accountability Framework and Program Advice for information, and distribute funding as discussed)

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- j) Draft 2023 Operating and Capital Budget – further to discussion at direction at our last Council meeting, an updated budget is attached for review. You will note in our information items that your insurance has gone up \$756.00, and the Consumer Price Index (COL) based on the Alberta Annual Average for 2022 is 6.5%. This will affect some contracts which automatically receive the COL increase, this will be discussed in further detail with the review of the draft budget. When discussing capital projects, let's keep in mind potential applications to the Community Facility Enhancement Program should we have a project that qualifies and can find a community group/registered society to apply on our behalf.

(that the budget discussion be accepted for information and Administration make changes to the draft budget as directed by Council and that an updated draft budget be brought back to the next Council meeting)

k)

l)

m)

- 7. Financial
 - a) Income and Expense Statement – as at January 31st, 2023

- 8. Council Reports
 - a) Mayor Benford (Dec and Jan reports attached)
 - b) Deputy Mayor Johnson (Jan report attached)
 - c) Councillor Woslyng

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9. Chief Administrator's Report

- a) Councillor eligibility verbal update
- b) Development Officer report (report attached)
- p 110-116 c) The Queen's Platinum Jubilee
- d)

10. Information and Correspondence

- p117-118 a) Alberta Health Service – February 2nd, 2023 email from Interim AHS President and CEO Mauro Chies on EMS/811 Shared Response
- p 119 b) Town of Bon Accord – January 12th, 2023 letter to Health Minister Copping on the strain on our fire service providers covering for medical first responses
- p120-121 c) Ste. Anne Natural Gas – save the date for their 9th Annual Kids with Cancer Charity Golf Tournament – July 20th, 2023 at Trestle Creek Golf Resort
- p122 d) Alberta Municipalities – January 19th, 2023 letter on 2023 Annual Membership
- p123-127 e) Alberta Seniors, Community and Social Services – January 18th, 2023 letter on the Family and Community Support Services (FCSS) program
- p128-140 f) Alberta Municipalities – February 8th, 2023 letter on 2023 Annual Insurance Renewal
- p141 g) Town of Mayerthorpe – Community Peace Officer report for January
- h)

11. Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes

12. Closed Meeting Session: n/a

13. Next meeting:

14. Adjournment

Upcoming Meetings:

- SVLSACE Meeting – February 25th, 2023 (Silver Sands host)
- Regular Council Meeting – March 15th, 2023
- Regular Council Meeting – April 19th, 2023

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 18, 2023
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

PRESENT: Council: Mayor Sandi Benford
Deputy Mayor Brian Johnson
Councillor James Woslyng

Administration: Wendy Wildman, Chief Administrative Officer (CAO)
Heather Luhtala, Assistant CAO – VIA ZOOM

Attendees: n/a

Appointments: n/a

Public at Large: 2 – VIA ZOOM

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:30 a.m.
2.	AGENDA 1-23	MOVED by Mayor Benford that the January 18, 2023 Agenda be approved as presented. CARRIED
3.	MINUTES 2-23	MOVED by Deputy Mayor Johnson that the December 21, 2022 Regular Council Meeting Minutes be approved as presented. CARRIED
4.	APPOINTMENTS	n/a
5.	BYLAWS 3-23	Bylaw 237-2023 – A Bylaw for the purpose of Municipal Credit Card Borrowing MOVED by Deputy Mayor Johnson that Bylaw 237-2023, being a Bylaw to authorize a municipal credit card borrowing with a limit in the amount of \$5,000.00 and a maximum single transaction limit of \$1,000.00 for the purpose of financing operating expenditures of the Summer Village of South View, be given first reading. CARRIED



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	4-23	MOVED by Councillor Woslyng that Bylaw 237-2023 be given second reading. CARRIED
	5-23	MOVED by Deputy Mayor Johnson that Bylaw 237-2023 be considered for third reading. CARRIED UNANIMOUSLY
	6-23	MOVED by Councillor Woslyng that Bylaw 237-2023 be given third and final reading. CARRIED
6.	BUSINESS 7-23	MOVED by Deputy Mayor Johnson that Council accept for information the discussion with respect to the draft 2023 Operating and Capital Budget and that a revised draft budget be brought back to the next Council meeting. CARRIED
7.	FINANCIAL 8-23	MOVED by Deputy Mayor Johnson that Council accept for information the Income and Expense Statements as of December 31, 2022 as presented. CARRIED
8.	COUNCIL REPORTS 9-23	MOVED by Deputy Mayor Johnson that Council accept for information the verbal Council reports as presented. CARRIED
9.	CAO REPORT 10-23	MOVED by Councillor Woslyng that Council accept for information the verbal Chief Administrative Officer report as presented. CARRIED

2

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REGULAR COUNCIL MEETING MINUTES
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10.	INFORMATION AND CORRESPONDENCE 11-23	<p>MOVED by Deputy Mayor Johnson that the following information and correspondence be accepted:</p> <ul style="list-style-type: none"> a) Village of Alberta Beach – Happy Holidays card from Council and Staff b) Lac Ste. Anne Foundation – November 29th, 2022 letter on our 2023 requisition amount of \$4,287.27 (up from \$4,205.48 in 2022) c) Alberta Public Safety and Emergency Services – undated letter AR53295 on victim services within Alberta communities d) Summer Village of Yellowstone – Christmas card greetings from Council and Admin e) Community Peace Officer report for November and December 2022 f) Town of Ponoka – November 23rd, 2022 letter on stress on volunteer fire departments as a result of ambulance response times g) Darwell Library – thank-you letter for the Summer Village's 2022 contribution of \$1,000.00, and noting the programs the library is running h) Summer Village Regional Emergency Management Partnership – November 19th, 2022 email from Regional Director of Emergency Management Janice Christenson and attached minutes to share with Council i) Christmas Cards from: Minister of Municipal Affairs, Alberta RCMP, National Police Federation, SV of Yellowstone j) Highway 43 East Waste Commission – December 13, 2022 letter on increase in tippage fee to \$60.00/tonne (up from \$57.50) k) Safety Code Permits issued for 2022 by graph l) Association of Summer Villages of Alberta News Release – resignation of Executive Director Sherry Poole <p style="text-align: right;">CARRIED</p>
11.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min)	There was no discussion with those attending via Zoom.

3

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12.	CLOSED MEETING	n/a
13.	NEXT MEETING	The next regular Council meeting is scheduled for Wednesday, February 15, 2023 at 9:30 a.m.
14.	ADJOURNMENT	The meeting adjourned at 10:49 a.m.

Mayor, Sandi Benford

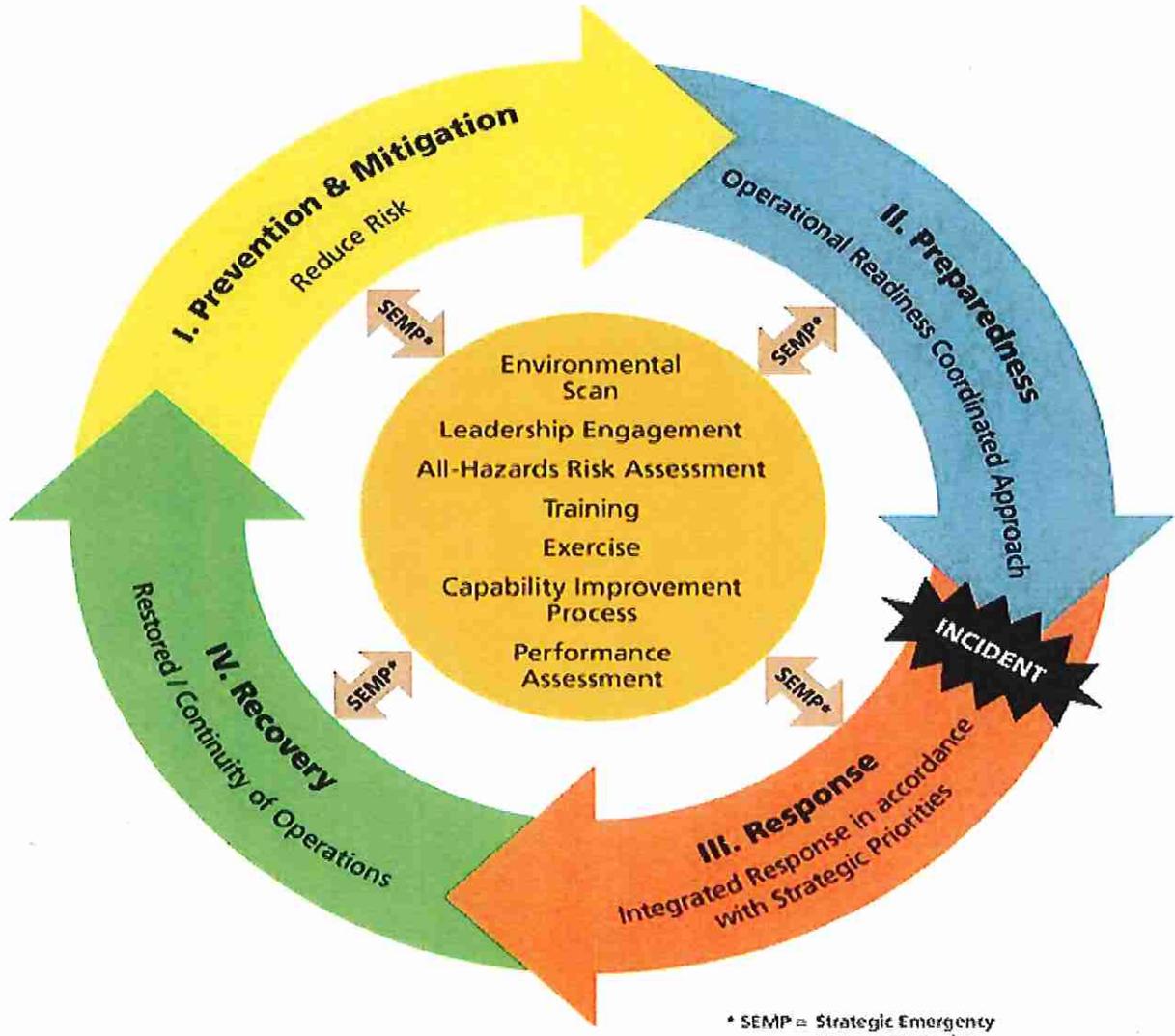
Chief Administrative Officer, Wendy Wildman

④



2022 Municipal Continuity Plan

Emergency Management Continuum

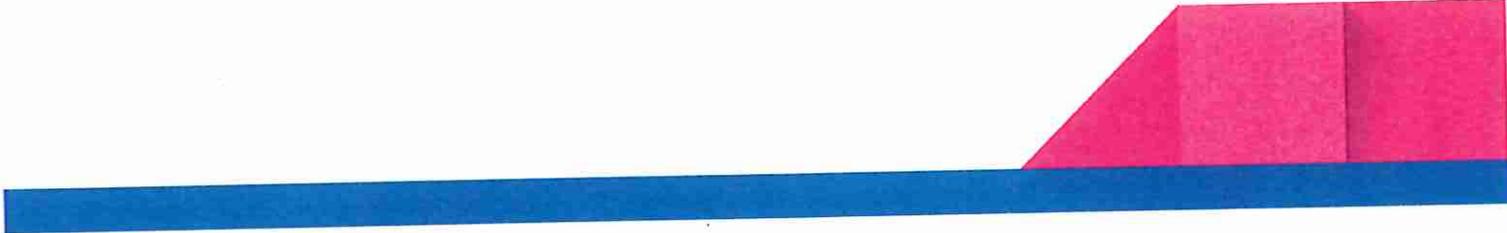


5

Summer Village of Val Quentin Municipal Continuity Plan

Table of Contents

1. Purpose of the Plan.	2
2. Objectives of the Plan.	4
3. Scope.	4
4. Background on Pandemic Influenza.	5
5. Assumptions.	6
6. Plan Activation	6
7. Succession Plan.	7
8. Minimizing Illness Among Staff	8
9. Support to Council Members, Contractors, Administration and their Families	8
10. Recovery Process.	8
11. Maintaining Our Municipal Continuity for Pandemic Plan.	8
12. Identification of Essential Services	9
12.1. Identification of Essential Services – Council.	9
12.2. Identification of Essential Services – Chief Administrative Officer.	9
12.3. Identification of Essential Services - Finance	9
12.4. Identification of Essential Services – Policing.	9
12.5. Identification of Essential Services – Fire Department	9
12.6. Identification of Essential Services – Disaster Services.	9
12.7. Identification of Essential Services – Emergency Medical Services.	9
12.8. Identification of Essential Services – Municipal Enforcement.	9
12.9. Identification of Essential Services – Public Works.	9
12.10. Identification of Essential Services – F.C.S.S..	9
12.11. Identification of Essential Services – Planning & Development.	9
12.12. Identification of Essential Services – Parks & Recreation.	9
13. Determination of Staff Shortfalls - Critical Services.	9
13.a Municipal Summary	9
14. Staff Allocation for Critical Services	9
15. Determine What is Required for Critical/Vital Services	9
Appendix C – Supplier Enquiry	9



7

This Municipal Continuity Plan has been created through the combined efforts of Val Quentin Council, and our Director of Emergency Management (DEM)

Mayor, Deputy Mayor, Councillor
Chief Administrative Officer
Director of Emergency Management:

Municipal Enforcement including CPO Services - Enhanced Services
Tri Village Sewer System
Contracted Services including Fire, Police, Ambulance, Snow Removal
Ste. Anne Summer Villages Regional Emergency Partnership

1. Purpose of the Plan.

The purpose of the Municipal Continuity Plan is to provide for the continuation of critical municipal functions and recovery of services that have been interrupted and/or suspended. Many potential contingencies and disasters can be averted, or the damage they cause can be reduced, if appropriate steps are taken to manage the event.

This Municipal Continuity Plan outlines the course of action to be taken in the event of an emergency and the process to follow for recovery to normal operation. It is intended to:

- Provide an orderly and efficient transition from normal to emergency conditions.
- Provide specific guidelines appropriate for complex and unpredictable occurrences.
- Provide consistency in action.
- Prevent activity inconsistent with the philosophy of the municipality.
- Establish a threshold at which an emergency response is triggered and determine who may authorize the response.
- Establish the guideline for engaging the assistance and resources through the Ste. Anne Summer Villages Regional Emergency Partnership.

(8)

2. Objectives of the Plan.

This Municipal Continuity Plan is intended to:

- Define critical operations that must be continued, those operations that can be postponed for a period of time and those operations that can be postponed indefinitely.
- Provide a planned transition for normal operations to emergency operations maintaining only those functions defined as critical or vital operations.
- Provide a level of security and safety for residents.
- Provide standards for testing the Municipal Continuity Plan.
- Ensure continuation of services to residents and protection of taxpayers' interests.
- Mitigate loss of confidence in Municipal government through pro-active planning.
- Meet regulatory requirements imposed by the Province of Alberta or other regulatory agencies.
- Manage successfully through a pandemic or emergency event, while minimizing the disruption to services.
- Receive positive media coverage as a result of advanced planning.
- Ensure adequate leadership and resources are available through proactive planning and training.

3. Scope.

This plan considers the effect of an emergent event on the operation of the Summer Village of Val Quentin and outlines the manner in which those services deemed critical and vital will continue to be delivered throughout the event. Once critical and vital services are established, necessary services will be established and then desired services as resources become available.

Critical are services that must be provided immediately without which loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue may result. These services normally require resumption within 24 hours, but for the purposes of pandemic planning they are the core services of the municipality.

Vital are services that must be provided within 72 hours without which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs. For the purposes of pandemic planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week Municipal cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

Necessary are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For purposes of pandemic planning these are services that will resume last or on a priority basis.

Desired are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For pandemic planning purposes, these are services that will be deemed as non-essential until such time as services are back to normal and/or priority necessitates.

Factors that may be considered in prioritizing services may include, but are not limited to:

- Immediate external obligations
- Immediate internal obligations
- Dependencies on other service providers or agencies
- Other agencies dependent on our services
- Contractual obligations and liabilities
- Regulatory requirements
- First response obligations
- Access to essential information
- Minimum resources available to provide services

Safety must also be considered. The safety of residents can be measured in terms of impact on individuals and groups as follows:

- **Low** – event occurrence unlikely to kill or injure
- **Medium** – event occurrence likely to cause injury or death
- **High** – event occurrence likely to cause many injuries

In addition, the threat to resources other than residents must be considered. The potential for property loss or damage can be assessed as follows:

- **Low** – no damage
- **Medium** – moderate damage to most private/public infrastructure
- **High** – all or most resources seriously damaged or destroyed to private/public infrastructure

During a pandemic or other serious interruption of the Municipality's Municipal, Council members and administrative staff may become ill and unable to make decisions or may lose their life. This plan will also be the basis for a policy that outlines the criteria, including scope of responsibility for activation and implementation of this plan.

4. Background on Pandemic.

A pandemic (a global epidemic) occurs when a virus strain emerges with an ability to efficiently spread in human populations and cause significant morbidity (illness) and mortality (death).

Today we face a new threat – COVID-19. It can vary in severity from mild to severe with the most severe cases occurring mainly in people with other risk factors including chronic illness or weak immune systems.

How Large Could the Pandemic Effect Be In the Summer Village of Val Quentin?

The number of people infected may be so large that severe disease caused by the pandemic may place a heavy burden on the health care system as well as schools, Municipales and local governments. Proactive Messaging must be shared to remind all residents that [AHS protocols](#) must be followed.

Absenteeism will also present challenges for municipalities, which could impact services and local Municipalities.

Considerations:

- The pandemic virus may spread rapidly leaving little or no time to prepare due to the high level of global traffic

- The pandemic may be widespread with simultaneous outbreaks. Municipalities may not be able to rely on neighboring jurisdictions to assist.
- There may be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism.
- There may be severe disruptions in essential services.
- There may be shortages of equipment and supplies.
- There may be intense and unrelenting scrutiny from the media and the public.

5. Assumptions.

In preparing this plan, it is assumed that a percentage of Residents, Council and Administrative Staff will either be impacted by stay at home orders, or because they are infected by the virus or needed to care for family members. Working from home, and virtual meetings will often replace in person interactions.

A pandemic or other emergency may occur at any time during the year, not necessarily during "flu" season so all services offered by the Summer Village of Val Quentin and surrounding municipalities must be considered in the Municipal Continuity Plans.

6. Plan Activation.

Once the virus is given Pandemic status in our region, the Summer Village of Val Quentin, and/or the Ste Anne Summer Villages Regional Emergency Management Partnership will take steps to ensure the Municipal Continuity Plan is on standby and activated when appropriate. Significant consideration must be committed to the decision to activate the plan. The risks inherent with the delay of implementing the plan must be considered and conversely the premature activation of the plan. The Summer Village of Val Quentin will regularly update and inform key municipal stakeholders of ongoing preparations during the pre-planning and activation stages.

The Summer Village of Val Quentin in collaboration with the SVREAC may wish to declare a state of local emergency to provide additional powers in order to prohibit public gatherings or any other powers provided under such a proclamation.

The Summer Village of Val Quentin shall have the authority to suspend the delivery of municipal services as required based on the resources available to deliver those services. Those services defined as **desired** will be the first to be suspended, followed by those defined as **necessary**. If

the public need for any of the services identified as **critical** or **vital** were to decrease, their continued operation will be reviewed and may be suspended.

Once the plan has been activated, communications with the SVREAC and all regional partners must strive to address or assist with a wide variety of concerns, from questions regarding service delivery to assistance in providing information on health care and shelter-in-place suggestions.

7. Succession Plan.

It is possible in the event of a pandemic or any other emergency, that senior staff may not be capable of functioning in their normal positions. If the Chief Administrative Officer is not available, his/her position will be assumed by an alternate CAO. If that person is not available the person in the position listed immediately below that position in the chart below will assume that position.

Chief Administrative Officer
Sandra Evans
Consider other Summer Village (Mutual Aid)
Wendy Wildman cao@onoway.ca 780 819 3681 cell

In the event the Director of Emergency Management is not capable of filling that position a Deputy Director of Emergency Management will assume that position. In the event a Deputy Director of Emergency Management is not available the Chief Administrative Officer (CAO) will assume the responsibilities of the Director of Emergency Management.

8. Minimizing Illness.

Alberta Emergency Management is the lead Agency for emergency events, including fire, flooding, etc. All directions for a pandemic are led by Alberta Health Services.

9. Support to Council Members, Contractors, Administration and their Families.

Council members, Contractors and Administration are expected to plan and prepare for themselves and their family's wellness and safety. Lack of planning could result in litigation and resignations and could damage the municipalities' reputation.

Travel restrictions. To contain the spread of a virus and to protect those employees who are well, travel restrictions may be instituted. Council members, Contractors and Administration are required to follow the restrictions.

10. Recovery Process.

Lessons learned from previous pandemics indicate that there will be subsequent waves of the pandemic. The subsequent waves may be of a lesser severity and may have reduced effect if a vaccine is available. The municipality will have to regroup quickly to determine its status in terms of availability of supplies or services from external suppliers and what role the municipality needs to play in the recovery of its residents and the public and non-profit sectors.

As part of the recovery process, the municipality must develop plans for the replacement of council members and contractors unable to return to work. This will largely be driven by the reintroduction of the desired and necessary services.

11. Maintaining Our Municipal Continuity for Pandemic Plan.

Plan review is essential to this Municipal Continuity Plan. This plan shall be reviewed in detail annually in the month of September, to determine if environmental changes or plan and policy changes affect this plan. Other benefits of regular testing include:

- Ensuring adequacy to this plan.
- Determining additional training that may be required, particularly as a result of Council changes.
- Identifying any deficiencies in this plan.
- Demonstrating that our municipality has the ability to provide services during an emergency.

A record of the date and time of the test of this plan shall be maintained by the CAO. Testing, training and exercising of this plan should include social distancing techniques including work from home capabilities and impacts on essential functions and services.

12. Identification of Essential Services

[Contact Information](#)

[Identification of Essential Services Worksheets](#)

15

STE ANNE SUMMER VILLAGES PARTNERSHIP
ACTIVATION/CALL OUT PROCESS

**SUMMER VILLAGES REGIONAL
ADVISORY COMMITTEE**
Ren Griesbriecht 780-967-
0271

**REGIONAL DIRECTOR OF
EMERGENCY MANAGEMENT**
Janice Christiansen 780-924-
3195/780-719-9473

**REGIONAL DEPUTY
DIRECTOR OF EMERGENCY
MANAGEMENT**
Marlene Walsh 780 668-3182

INCIDENT COMMANDER
as assigned

SAFETY OFFICER Milos
Tajek 780-777-0063

LIAISON OFFICER Rudolf
Llebenberg 780-718-1894

INFORMATION OFFICER
Marlene Walsh 780-668-3182
Colleen Richardson 780-993-0067

OPERATIONS SECTION CHIEF
Jason Madge 780-
868-4467

PLANNING SECTION CHIEF
Matthew Ferris 780-
665-5866

LOGISTICS SECTION CHIEF
Dennis Woolsey 780-975-8489
Diane Wannamaker 780-910-8185

**FINANCE/ADMINISTRATION
SECTION CHIEF**
Dwight Moskalyk 780-298-8584

**DEPUTY OPERATIONS SECTION
CHIEF**
Brian Brady 780-915-6539

MASTER SCRIBE
Marlene Walsh 780-668-3182
Jason Madge 780-868-4467
Janice Christiansen 780-924-3195

**EMERGENCY SOCIAL SERVICES
BRANCH DIRECTOR**
Wendy Henderson 780-
445-9023

RECEPTION CENTRE MANAGER
Tony Sonnlleitner 780-999-6654
Jim Deeks 780-919-9099

DEM'S - Deputy DEM's not holding role
Renee Jackson
Peter Jackson Noel
Tomm
Greg King
Rick Wagner
Garth Ward
Wendy Wildman

16

INDIVIDUAL/LOCAL SUMMER VILLAGE level 4-5 only
STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS
LOCAL LEVEL ACTIVATION PROCESS Needs to be by phone call

- | | | |
|---|------------------------------------|--|
| 1 | LOCAL DEM | <p>Notification received (first responders/Mayor/Social Media) of Incident
 Assess level of emergency (working with site incident commander/first responder)</p> <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >AEMA Field Officers >Regional Director of Emergency Management (you are the DEM until passed off to R-DEM) >Committee Chairperson >Mayor of affected Municipality >Site Incident Commander |
| 2 | LOCAL DEPUTYDEM | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Liaison Officer >Safety Officer |
| 3 | LIAISON OFFICER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Operation Chief >Planning Section Chief >Logistics Section Chief >Finance/Administration Chief >Local DEM's and D-DEM's >Update Mutual Aid Partners - possible standby |
| 4 | INFORMATION OFFICER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Alberta Emergency Alert (as discussed with R-DEM) >All-Net communications >Monitor/post on Social Media (Facebook) |
| 5 | COMMITTEE CHAIRPERSON | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Committee Chair members |
| 6 | OPERATION SECTION CHIEF | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Deputy Operations Section Chief >Reception Centre Manager >Emergency Social Services Director |
| 7 | RECEPTION CENTRE MANAGER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >additional staff/vendors/suppliers (if required or notice to be on standby) |
| 8 | EMERGENCY SOCIAL SERVICES DIRECTOR | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >additional staff/vendors/suppliers (if required or notice to be on standby) |



9	PLANNING SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Scribe
10	LOGISTICS SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
11	FINANCE ADMINISTRATION	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
12	MAYOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Municipal Affairs

REGIONAL/MULTIPLE SUMMER VILLAGES INCIDENT *level 3-2-1 incident*
STE ANNE SUMMER VILLAGES PARTNERSHIP - ACTIVATION/CALL OUT PROCESS

Regional Level Activation Process Needs to be by phone call

- | | | |
|---|------------------------------------|---|
| 1 | REGIONAL DEM | <p>Notification received (first responders/Mayor/Social Media) of Incident
 Assess level of emergency (working with site incident commander/first responder)</p> <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >AEMA Field Officers >Regional Deputy Director of Emergency Management >Committee Chairperson >Mayor of affected Municipality >Site Incident Commander |
| 2 | REGIONAL DEPUTY DEM: | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Information Officer >Liaison Officer >Safety Officer |
| 3 | LIAISON OFFICER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Operation Chief >Planning Section Chief >Logistics Section Chief >Finance/Administration Chief >Local DEM's and D-DEM's >Update Mutual Aid Partners - possible standby |
| 4 | INFORMATION OFFICER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Alberta Emergency Alert (as discussed with R-DEM) >All-Net communications >Monitor/post on Social Media (Facebook) |
| 5 | COMMITTEE CHAIRPERSON | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Committee Chair members |
| 6 | OPERATION SECTION CHIEF | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >Deputy Operations Section Chief >Reception Centre Manager >Emergency Social Services Director |
| 7 | RECEPTION CENTRE MANAGER | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >additional staff/vendors/suppliers (if required or notice to be on standby) |
| 8 | EMERGENCY SOCIAL SERVICES DIRECTOR | <p>Contact the following advising of activation and what services will be required (EG: Evacuation Centre)</p> <ul style="list-style-type: none"> >additional staff/vendors/suppliers (if required or notice to be on standby) |

19

9	PLANNING SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Scribe
10	LOGISTICS SECTION CHIEF	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
11	FINANCE ADMINISTRATION	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >additional staff/vendors/suppliers (if required or notice to be on standby)
12	MAYOR	Contact the following advising of activation and what services will be required (EG: Evacuation Centre) >Municipal Affairs

00

SHELTER IN PLACE

OVERVIEW:

A Shelter in Place is declared by the Director of Emergency Management (DEM) or the Regional Director of Emergency Management (R-DEM) when the safety of residents is in imminent danger and it is **not** safe or deemed necessary to evacuate residents. Examples are: Chemical leaks or an active shooter in the area.

DECISION TREE:

The Local SV DEM or Regional DEM will assess the situation based on information from first responders, partners that are subject matter experts, or the Site Incident Commander. (Usually event will be a level 3)

The attached decision tree is used to assist in the assessment of requirements for a Shelter in Place to be declared.

If an incident has occurred and assessed as **NOT** requiring a Shelter in Place at this time, it must be monitored by the DEM/R-DEM every fifteen (15) minutes to reassess if the situation has changed/escalated causing potential serious risk to public safety

If it is determined by the Local SV Dem or Regional DEM that there is a serious risk to public safety and a Shelter in Place will provide adequate protection to residents (uncontrolled substance release, natural disaster or extreme weather) a Shelter In Place will be declared.

- The DEM or Information Officer will complete the documentation for a Shelter in Place declaration (DEM or R-DEM declaring signs completed document) and submit messaging to:
 - Alberta Emergency Alert alberta.emergency.alert@gov.ab.ca
 - AEMA Field Officers john.swist@gov.ab.ca
 -
- The DEM or Information Officer will advise residents of declaration and what precautions need to take place depending on the type of emergency.
 - Allnet _____
 - Facebook _____
 - Website _____
 - DEM/R-DEM communicates to Command Staff of event and potential for escalation

21

- The DEM/R-DEM will reassess every 15 minutes to see if situation changes and if the Shelter in Place still is required and if so will it provide adequate protection or has the situation escalated and residents can be safely evacuated. (NOTE: for chemical/substance release it has six (6) hours elapsed since release OR an air quality clearance has been declared). This process to continue until all clear is declared
- If the situation escalates, assess if the residents can be safely evacuated. If yes, for both items declare a State of Local Emergency and begin a supervised evacuation process.
- The Shelter in Place declaration will remain in place until the all clear is given by the DEM or R-DEM based on information received from first responders, partners, Subject Matter Experts.
- DEM or the Information Officer will communicate rescind of order:
 - Alberta Emergency Alert alberta.emergency.alert.@gov.ca
 - AEMA Field Officers john.swist@gov.ab.ca
- The DEM or Information Officer will advise residents of the declaration being rescinded and what actions may need to take place.
 - Allnet _____
 - Facebook _____
 - Website _____
 - DEM/R-DEM communicates to Command Staff of event status.

(22)

A Shelter In Place Order has been issued for the Summer Village of _____ due to _____

For personal safety, anyone within the area should see immediate shelter in place protection.

A Shelter In Place may mean:

- Immediately bring everyone, including pets, inside
- KEEP PHONE ACCESS FREE
- Close all windows, curtains, doors and vents
- Turn off Furnace, air conditioners and exhaust fans
- DO NOT use indoor wood fires, clothes dryers, gas fireplaces or gas stoves.
- Go into an interior room with no windows, if at all possible
- Take your emergency supply kit with you unless you have reason to believe it has been contaminated
- Seal a room with duct tape and plastic sheets
- Prepare for a possible evacuation
- Notify absent household member(s) to stay away from area until notified safe to return
- UNLESS ADVISED BY AUTHORITIES - DO NOT EVACUATE OR TRAVEL
- Access your community's social media website, Allnet, Alberta Emergency Alert Notification, radio or television for updates.

You will be advised when the emergency has ended and it is safe to leave your home.

DECLARED BY _____

DATE: _____

23

STATE OF LOCAL EMERGENCY

A State Of Local Emergency or "SOLE" is a declaration made under the Emergency Management Act (2018) by a local authority that grants special powers to the local authority in order to adequately address the emergency. According to Section 21 of the Emergency Management Act (2018), a local authority can declare a State of Local Emergency at any time when there is or may be an emergency in the community, provided that the local authority believes that a significant emergency exists that poses a serious threat to people or property within the Community.

REASONS TO DECLARE A SOLE: *Note: local authority will provide compensation for any property that is used, takes or demolishes.*

- Does a serious emergency exist that requires unusual powers or resources from the local authority in order to address the emergency that is deemed large enough to constitute a disaster?
- Does the Municipality need to acquire or use personal property?
- Does the Municipality need to control or prohibit travel to/from/within the community?
- Does the Municipality need to evacuate people or livestock?
- Does the Municipality need to enter any buildings or land without a warrant?
- Does the Municipality need to demolish or remove trees, crops or structures?
- Does the Municipality need to ensure fixed pricing?
- Does the Municipality need to conscript people to work/assist?(if they do not do so willingly)

A SOLE IS NOT REQUIRED FOR THE FOLLOWING PURPOSES:

- SOLE is not required to activate your Incident Command Center
- SOLE is not required for a local authority or resident to be eligible for financial assistance through the Disaster Recovery Program (DRP)

24

HOW LONG IS A SOLE EFFECT:

- Until lifted/removed (terminated) by the local authority
- A maximum of seven (7) days
- In the event of a PANDEMIC SOLE, remains in effect for 28 days

WHO HAS THE AUTHORITY TO DECLARE A SOLE:

(As mandated by Bylaw #213-2019 item 11)

LOCAL SUMMER VILLAGE:

Each Summer Village has the power to declare, terminate or renew a State Of Local Emergency under the act for their individual Summer Village by elected Mayor or in their absence by two Council members. If the local Council members are not available in an emergency situation, this power is delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

MULTIPLE SUMMER VILLAGE COMMUNITIES INVOLVED:

In the event of an emergency incident that affects more than one Summer Village a SOLE may be declared by the Ste Anne Summer Villages Regional Emergency Advisory Committee.

The Ste Anne Summer Villages Regional Emergency Advisory Committee (minimum two (2) representatives) may, at any time when it is satisfied that an emergency exists or may exist, by resolution make a declaration of a State of Local Emergency within the geographic boundaries of one or more of the partners. In all declarations, the Local and/or Regional Director of Emergency Management should be involved in the decision process (time permitting).

25

MULTIPLE: Any two (2) members of the Lac Ste Anne Summer Villages Regional Emergency Advisory Committee (upon consulting with Local and Regional DEM's)

In the event that a Summer Villages Local Council members are not available in an emergency situation, this power is delegated to the Ste Anne Summer Villages Regional Emergency Advisory Committee.

HOW TO DECLARE A STATE OF LOCAL AUTHORITY:

Usually recommended by the Local or Regional Director of Emergency Management, Emergency Advisory Committee or other emergency personnel who believe that a serious emergency incident exists. This incident requires unusual power(s) or resources from the community to manage the emergency incident.

DEM/R-DEM completes a Declaration of State of Local Emergency document (NOTE: must ensure that the declaration identifies the nature of the emergency and the area that the emergency exists in) Present form to be reviewed and signed by the authorized parties E-mail completed/signed document to:

Authorized AEMA Field Officers john.swist@gov.ab.ca
FAX: 780-422-1549

Make Alberta Emergency Alert public announcement of the Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:

- >If Alberta Emergency Alert Training is completed, email the Completed forms to: alberta.emergency.alert@gov.ca
- >If **NO** training has been completed - email completed, signed form to AEMA Field Officers

Send out declaration on any social media sites that are available to the Summer Village

Allnet _____
Facebook _____
Website _____

ab

DEM/R-DEM communicates to Command Staff of incident and potential to escalation/activation.

HOW TO RESCIND A STATE OF EMERGENCY MANAGEMENT:

A Termination of Declaration of State of Local Emergency is completed by the Local DEM/R-DEM or Information Officer Present to authorized person(s) to review and sign.

E-mail completed/signed document to:

Authorized AEMA Field Officers john.swist@gov.ab.ca

FAX: 780-422-1549

Make Alberta Emergency Alert public announcement of the Termination of Declaration, completed by the Information Officer and approved by the Local or Regional DEM

Submit Alberta Emergency Alert form as follows:

- If Alberta Emergency Alert Training is completed, email the Completed forms to:

alberta.emergency.alert@gov.ca.ca

- If **NO** training has been completed email completed, signed form to AEMA Field Officers

Send out Declaration of Termination on any social media sites that are available to the Summer Village

Allnet _____

Facebook _____

Website _____

DEM/R-DEM communicates to Command Staff of incident

NOTE: A State of Local Emergency will automatically terminate after 7 days has lapsed (with the exception of a SOLE declared due to a Pandemic event - this will expire automatically after 28 days has elapsed)

27

DECLARATION OF STATE OF LOCAL EMERGENCY

WHEREAS an emergency exists in the Summer Village of:

Due to: _____

Therefore, the Council declares that a state of local emergency exists in the _____

TIME: _____ DATE _____

SIGNATURES:

Signature

Signature

Name Printed

Name Printed

Title

Title

FAX TO: Alberta Emergency Management Agency 780-422-1549

TERMINATION OF DECLARATION OF STATE OF LOCAL EMERGENCY

WHEREAS an emergency existed in the Summer Village of:

26

Due to _____

The Local Authority, satisfied that an emergency no longer exists, does hereby terminate the Declaration of a State of Local Emergency effective immediately.

TIME: _____ DATE _____

SIGNATURES:

_____ Signature	_____ Signature
_____ Name Printed	_____ Name Printed
_____ Title	_____ Title

FAX TO: Alberta Emergency Management Agency 780-422-1549

(29)

Fwd: SVREMP ADVISORY COMMITTEE MEETING MINUTES - JANUARY 24, 2023

Marlene Walsh <marlenehwalsh@gmail.com>

Fri 1/27/2023 10:41 AM

To: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>; Dwight M <ddm@kronprinzconsulting.ca>; Tony Sonnleitner <pcm1@telusplanet.net>; Sandy Beach <svsandyb@xplornet.ca>; Yellowstone Office <office@svyellowstone.ca>; Matt Ferris <office@sunsetpoint.ca>; Janice Christiansen <jan.al.christiansen@gmail.com>; Gwen Jones <gwen.jones@sunsetpoint.ca>; Ren Giesbrecht <renjgiesbrecht@gmail.com>

Good Morning

At the SVREMP Advisory Committee Meeting held on January 24, 2023, there was a discussion regarding a Joint Meeting with all SVREMP Partners, including Agency, Advisory and Council members.

The following motion was made - and you are welcome to share it at your upcoming Council Meetings:

Following discussion, Liz Turnbull made the motion for an April 2023 Joint Meeting for SVREMP Agency, Advisory, and Council members to proceed, and then consider a larger meeting in the fall. CARRIED UNANIMOUSLY

The April Joint Meeting Agenda may include Table Top training and Mock Exercise

Gwen Jones recommended Meeting details be shared with CAO's to bring forward at their respective Council Meetings.

This is just a "heads up", and the specific meeting details, including date, time, location, and Agenda Items will be provided once they have been confirmed.

Marlene

30

PRESIDENT'S SUMMIT ON THE FUTURE OF MUNICIPAL GOVERNMENT

[Home](#) / [Events](#) / President's Summit on the Future of Municipal Government

[← Events](#)

Mar 29
- 30

In-person
Advocacy

Event Summary

OVERVIEW AGENDA

**Please note, agenda is subject to change at any time*

As the main finding of the Future of Municipal Government project to date is that intermunicipal collaboration is key to building thriving communities, the Summit will focus on factors identified as key to enhancing the effectiveness of collaboration. The Summit will also be designed to reflect another key finding "that one size does not fit all". What collaboration looks like will vary by size, geography and capacity of the municipalities involved.

The Summit will provide participants practical ideas and examples you can adapt to enhance collaboration efforts in your own community. It will also provide you the opportunity to shape Alberta Municipalities advocacy for policy, program and legislative changes needed to support more effective intermunicipal collaboration.

This year, the President's Summit on the Future of Municipal Government is being held in conjunction with the *Spring Municipal Leaders' Caucus which will run from March 30 at noon to March 31*. The Municipal Leaders' Caucus will focus on key, top-of-mind issue affecting communities, and give you a chance to hear from government officials prior to this year's election. More details on the MLC and President's Summit will be available soon, including hotel booking information. Registration for both events will open in February.

Cost

While the President's Summit and Municipal Leaders' Caucus are separate events, members are encouraged to attend both, but are not required to. Please note, due to the interactive nature of the President's Summit, it will NOT be available virtually.

In-person events include food and beverage. President's Summit registration includes an evening event on March 29 which will include dinner and entertainment.

Full Registration (Both events, In-person) - \$350

President's Summit Only In-Person (March 29 to March 30 at noon) - \$200

Municipal Leaders' Caucus Only In-Person (March 30 at noon - March 31) - \$200

Municipal Leaders' Caucus Virtual - \$100

Accommodations

A hotel room block has been set-up at The Westin for attendees. Rates start at \$195+tax per night.

[Click here to book your room](#)

Event Category

Advocacy

Location

Westin Edmonton
10135 100 Street
Edmonton AB T5J 0N7

Ticket pricing

Full Registration (Both events, in-person) - \$350

31

President's Summit Only In-person (March 29 to March 30 at noon) - \$200
Municipal Leaders' Caucus Only In-person (March 30 at noon - March 31) - \$200
Municipal Leaders' Caucus Virtual - \$100

How to register and submit questions
[Click here](#) to register.

Cancellation/Refund Policy
Any cancellation made prior to 4:30 pm on Friday, March 17 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 17 at 4:30 pm and March 24 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 24 will not be eligible for a refund. Registrations are transferrable. Please send all cancellation requests or changes to registration@abmunls.ca.

REGISTER OR

FIND MORE

More Upcoming Events

FEB 23, 3:00 PM · VIRTUAL

FOMG: Local Governance In Alberta

MAR 30, 12:00 PM · HYBRID

2023 Spring Municipal Leaders' Caucus

SEP 27, 8:00 AM · IN-PERSON

2023 Convention & Trade Show

SEP 25, 1:00 AM · IN-PERSON

2024 Convention & Trade Show

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Alberta Municipalities respectfully acknowledges that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Nations of the Métis Nation of Alberta.



32

Hello All,

Please be advised that the annual requirement for all participating municipalities to appoint the ARB officials for 2023 is now due.
(As per MGA section 454)

All municipalities are required to appoint by resolutions the following as your ARB officials for 2023.

ARB Chairman - Raymond Ralph
Certified ARB Clerk - Gerryl Amarin
Certified Panelists - Darlene Chartrand
Tina Groszko
Stewart Hennig
Richard Knowles
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.
(I apologize if you have already received this information)

Gerryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



Wendy, here is the sample motion:

...that as per the agreement with Capital Region Assessment Services Commission (CRASC) for the provision of Assessment Review Board (ARB) services the following be appointed for the 2023 year: ARB Chairman Raymond Ralph, Certified ARB Clerk Gerryl Amarin, Certified Panelists: Darlene Chartrand, Tina Groszko, Stewart Hennig, Richard Knowles, Raymond Ralph.

33

Adding amounts owing to tax roll

553(1) A council may add the following amounts to the tax roll of a parcel of land:

RSA 2000

Section 553 Chapter M-26

MUNICIPAL GOVERNMENT ACT

339

- (a) unpaid costs referred to in section 35(4) or 39(2) relating to service connections of a municipal public utility that are owing by the owner of the parcel;
- (b) unpaid charges referred to in section 42 for a municipal utility service provided to the parcel by a municipal public utility that are owing by the owner of the parcel;
- (c) unpaid expenses and costs referred to in section 549(3), if the parcel's owner contravened the enactment or bylaw and the contravention occurred on all or a part of the parcel;
- (d), (e) repealed 1999 c11 s35;
- (f) costs associated with tax recovery proceedings related to the parcel;
- (g) if the municipality has passed a bylaw making the owner of a parcel liable for expenses and costs related to the municipality extinguishing fires on the parcel, unpaid costs and expenses for extinguishing fires on the parcel;

BYLAW # 189-16

SUMMER VILLAGE OF SOUTH VIEW

BEING A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW IN THE PROVINCE OF ALBERTA TO PROHIBIT AND CONTROL OPEN BURNING WITHIN THE CORPORATE LIMITS OF THE SUMMER VILLAGE OF SOUTH VIEW.

WHEREAS in accordance with Section 7 of the Municipal Government Act, being chapter M-26 of the Statutes of Alberta, 2000 and amendments thereto.

AND WHEREAS the Council of the Summer Village of South View deems it proper and expedient to pass a Bylaw regulating open burning in the Summer Village of South View.

NOW THEREFORE the Council of the Summer Village of South View, duly assembled, hereby enact as follows:

SECTION 1 – SHORT TITLE

1. This Bylaw may be cited as “The Burning Bylaw”.

SECTION 2 – DEFINITIONS

2.
 - (a) “Council” means the Municipal Council of the Summer Village of South View.
 - (b) “Full Fire Ban” means no fire of any kind, whether they require a permit or not, may be ignited within the Summer Village of South View and any existing fires must be extinguished immediately.
 - (c) “Fire Chief” means the member appointed and approved by the Onoway Regional Fire Services as head of the Fire Department, or his designate.
 - (d) “Fire Extinguishing Equipment” means any equipment capable, when used properly, of extinguishing burning materials.
 - (e) “Fire Pit” means an installation which has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non combustible materials acceptable to the Fire Chief or Fire Security Personnel.

35

- (f) “Fire Security Personnel” means a person, organization or group appointed as Fire Security Personnel by the Summer Village of South View Administrator or Mayor and Council under this Bylaw.
- (g) “Member” means any person who is a duly appointed member of the Fire Department.
- (h) “Officer” means a Bylaw Enforcement Officer appointed by the Summer Village of South View pursuant to the Municipal Government Act to enforce Bylaws, a member of the Royal Canadian Mounted Police or a Community Peace Officer.
- (i) “Park” means:
 - i. Every public park, sports field, playground or recreation area title to which is vested in the Summer Village of South View.
 - ii. Any Municipal Reserve or area used as a park, whether on a permanent or temporary basis.
 - iii. Any area designated by resolution of the Summer Village as a park for the purposes of this Bylaw.
 - iv. Any land acquired by the Summer Village of South View through subdivision as a Municipal Reserve.
- (j) “Partial Fire Ban” means all fires must be confined within a non-combustible structure, container or barrel with openings covered with a heavy gauge metal screen having a mesh size not larger than twelve (12) millimeters and which is used for the purpose of cooking or burning refuse.
- (k) “Person” includes an individual, corporation, firm, partnership, association or body corporate, over the age of eighteen (18) years of age.
- (l) “Portable Appliance” means any appliance sold or constructed for the purpose of cooking food out of doors.
- (m) “Prohibited Debris” means material burned in accordance with all applicable statutes and Bylaws including but not limited to materials such as:
 - i. straw and stubble

30

- ii. grass and weeds, except as in section 3(a)(iii)&(iv)
 - iii. leaves and tree prunings, except as in section 3(a)(iii)&(iv)
 - iv. brush and fallen trees on newly cleared land or associated with logging operations
 - v. wooden material from the construction or demolition of building
 - vi. solid waste from post and pole operation that does contain wood preservatives
 - vii. solid waste from tree harvesting operations
 - vii. animal cadavers
 - ix. animal manure
 - x. pathological waste
 - xi. non-wooden material
 - xii. combustible material in automobiles
 - xiii. tires
 - xiv. rubber of plastic, or anything containing or coated with rubber or plastic or similar substances, including rubber or plastic attached to shredded scrap steel;
 - xv. wood or wood products containing substances for the purpose of preserving wood; and
 - xvi. household refuse including furniture.
- (n) “Recreational Fire” means a confined fire for the purpose of cooking, obtaining warmth or viewing for pleasure. A Recreational Fire may only be fueled with untreated/unpainted wood, charcoal, propane or natural gas.
- (o) “Summer Village” means the Municipal Corporation of the Summer Village of South View in the Province of Alberta.
- (p) “Spark Arrestor” means a mesh screen with openings no larger than 1.25cm or approximately ½ inch and constructed of expanded metal (or equivalent non-combustible material) is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks unless fuel is being added to the fire.
- (q) “Violation Tag” means a tag or similar document issued by the Summer Village of South View pursuant to Section 7 of the Municipal Government Act.
- (r) “Violation Ticket” means a ticket issued pursuant to Part II of the Provincial Offences Procedure Act S.A. 1988, c.P-21.5, as amended and regulations thereunder.

SECTION 3 – PROHIBITIONS

3. (a) Except as provided in this Bylaw, no person shall conduct any outdoor burning unless:
- (i) Such burning is performed under the direct supervision of an individual eighteen (18) years or older;
 - (ii) The burning is conducted in a safe manner;
 - (iii) Only pulp products (paper or cardboard) and dry refuse from vegetation are burned; and untreated/unpainted wood;
 - (iv) Fire extinguishing equipment/spark arrestor is readily available at the site
- (b) No person shall burn anything within a distance of 3.0 meters from any structure, and do so using a device as allowed within this Bylaw.
- (c) No person shall conduct or cause to be conducted any burning in a park or on any other property owned or operated by the Summer Village, unless such burning occurs in a container provided by the Summer Village for that purpose or in a portable appliance.
- (d) No person shall conduct any burning or light an outdoor fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times.
- (e) No person shall conduct any burning or light an outdoor fire when weather conditions are conducive to a fire readily escaping out of control.
- (f) Every person lighting, igniting or causing a fire to be lit or ignited shall take reasonable steps to prevent it from spreading onto land other than his own, and;
- (g) No person shall deposit, discard or leave any burning matter or substance in a place where it might ignite other matter and result in fire.
- (h) No person shall conduct any burning or light an outdoor fire unless confined within a pit or enclosure no more than 3 feet 6 inches in diameter and no less than 1 foot in height.

SECTION 4 – FIRE BAN ORDERS

4. Mayor and Council, Summer Village of South View

Administrative Officer or The Minister may issue FULL FIRE BAN ORDERS and when issued, every person shall:

- (a) When a FIRE BAN ORDER is issued, every person shall within the Summer Village of South View municipal boundaries immediately proceed to extinguishing all soil fuel outdoor fires (including recreational, cooking, and heating fires) lit by him or under his authority and every fire located on land occupied or owned by him. During a fire ban, fireworks will not be allowed.
- (b) During a FIRE BAN ORDER, gas and liquid fuel outdoor appliances may be used. This includes propane & natural gas BBQ's, liquid and gas fueled camp stoves, heating appliances, and portable propane fire pits provided that all open flame is contained within the appliance and no sparks are generated.

SECTION 5 – COOKING

- 5. (a) Except as provided for in subsection (2) it shall not be an offence under this Bylaw to cook, prepare or smoke food; providing it is an approved portable appliance as set in the definitions 2(l) excepting when a FIRE BAN is in effect.
- (b) No person shall cook, prepare or smoke food in a park unless it is done in a portable appliance or such device or structure constructed for those purposes in the park, excepting when a FIRE BAN is in effect.

SECTION 6 – RECREATIONAL FIRES

- 6. (a) Except as provided for in Section 6 – subsection (b) it shall not be an offence to ignite, construct or otherwise create a recreational fire, excepting when a FIRE BAN is in effect.
- (b) No Person shall ignite, construct or create a recreational fire in a park unless the recreational fire occurs at a location so designated within a park or in a device or structure constructed for that purpose in the park, excepting when a FIRE BAN is in effect.

SECTION 7 – FIRE DEPARTMENT

- 7. It shall not be an offence under this Bylaw for the Fire Department to conduct any burning for the purpose of fire prevention or training excepting when a FIRE BAN is in effect.

SECTION 8 – RECOVERY COSTS

8. (a) Recovery of fire fighting cost:
- (i) Upon written request by Onoway Regional Fire Services, where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call of incident in the Summer Village of South View for the purpose of preserving life or property from injury or destruction by fire or other incident on land within the Summer Village, including any action taken by the Department on a false alarm, the Chief Administrative Officer or his/her designate may in respect of any costs incurred by the Fire Department in taking such action, if the Chief Administrative Officer or his/her designate feels that proper grounds for doing so exist, charge any costs so incurred against the land upon which the fire was extinguished as taxes due and owing in respect of that land.
- (ii) The costs and fees to be charged by the Summer Village of South View for services rendered pursuant to this Bylaw shall be as billed by the Town of Onoway on behalf of Onoway Regional Fire Services.

SECTION 9 – EXEMPTIONS

9. (a) A fire permit is not required under this Bylaw for the following:
- (i) An incinerator fire; or
- (ii) An outdoor fire or recreational fire that is set for the purposes of cooking or obtaining warmth, excepting when a FIRE BAN is in effect
- (iii) **Onoway Regional Fire Services will be notified of any special event fires.**

SECTION 10 - PENALTIES

10. (a) Offences:
- (i) Any person who contravenes a provision of this Bylaw is guilty of an offence and is liable to a penalty as set out in Schedule "A" herein.
- (ii) Under no circumstances shall any person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

- (iii) Nothing in this Bylaw shall be construed as curtailing or abridging the right of the Summer Village of South View to obtain compensation or maintain an action for loss of or damage to property from or against the person or persons responsible.

SECTION 11 – FIRE HAZARDS

- 11. (a) If Council finds within its Municipal boundaries on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Council.
- (b) When Council finds that the order it made pursuant to Section 11(a) has not been carried out, it may enter on the land with any equipment and any person it considers necessary and perform any work required to eliminate or reduce the fire hazard.

SECTION 12 – AUTHORITY

- 12. (a) The Chief Administrative Officer or the Mayor and Council may limit the:
 - (i) Authority and power of the Fire Security Personnel and their designates through a written description of their duties.
 - (ii) Unless the powers are otherwise limited by the Administrator, each Fire Security Personnel and their designates shall have the authority and power to enforce the provisions of this Bylaw within the boundaries of the Summer Village of South View.

SECTION 13 – VIOLATION TAGS

- 13. (a) An Officer is hereby authorized and empowered to issue a Violation Tag to any person who the Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- (b) A Violation Tag may be issued to such person:
 - (i) Either personally; or
 - (ii) By mailing a copy to such person at his/her last known mailing address

- (c) The Violation Tag shall be in a form approved by the Summer Village or the responsible Administrator and shall state:
 - (i) The name of the person;
 - (ii) The offence;
 - (iii) The appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
 - (iv) That the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
 - (v) Any other information that may be required by the Summer Village of South View
- (d) Where contravention of this Bylaw is of a continuing nature, an Officer shall issue one Violation Tag for each 24-hour period that the contravention continues.
- (e) Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued, may in lieu of being prosecuted for the offence, pay to the Administration Officer the penalty specified in the Violation Tag, on or before the specified first appearance.
- (f) Nothing in this Bylaw shall prevent an officer from immediately issuing a Violation tag for the mandatory court appearance of any person who contravenes a provision in this Bylaw.

SECTION 14 – VIOLATION TICKET

- 14. (a) If the penalty specified in a Violation Tag is not paid within the prescribed time period, then an Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the Provincial Offences Procedures Act.
- (b) When a Violation Ticket is issued, a Person who wishes to plead guilty may make a voluntary payment by paying an amount equal to the specified penalty for the offence as provided for in Schedule "A" of this Bylaw.

SECTION 15 – SEVERABILITY

- 15. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

THIS BYLAW SHALL COME INTO FULL FORCE AND EFFECT UPON THE
THIRD AND FINAL READING THEREOF.

READ A FIRST TIME THIS __2nd__ DAY OF __November__, 2016.

READ A SECOND TIME THIS __2nd__ DAY OF __November__, 2016.

READ A THIRD AND FINAL TIME THIS __2nd__ DAY OF __November__, 2016.

SIGNED BY THE MAYOR AND C.A.O. THIS __2nd__ DAY OF __November__,
2016.

Mayor,
Sandi Benford

Chief Administrative Officer,
Wendy Wildman

SCHEDULE "A"

<u>Section</u>	<u>Particulars</u>	<u>Penalty</u>	<u>Second or Subsequent Offence</u>
3(a)(i)	No adult supervision	\$250.00	\$500.00
3(a)(ii)	Unsafe burning	\$250.00	\$500.00
3(a)(iii)	Prohibited material	\$250.00	\$500.00
3(a)(iv)	No fire extinguishing equipment	\$250.00	\$500.00
3(b)	Too close to structure	\$250.00	\$500.00
3(c)	Burning in park	\$250.00	\$500.00
3(d)	Insufficient precautions	\$250.00	\$500.00
3(e)	Unsafe weather	\$250.00	\$500.00
3(f)	Danger of spreading fire	\$250.00	\$500.00
3(g)	Burning unsafe matter	\$250.00	\$500.00
3(h)	Failure to comply with pit enclosure size	\$250.00	\$500.00
5(b)	Cooking in park	\$250.00	\$500.00
6(b)	Recreational fire in park	\$250.00	\$500.00

Failure to follow Fire Ban when in effect:

First Offence:	\$1,000.00
Second Offence:	\$2,000.00
Third and subsequent Offence:	\$5,000.00 per offence



Unpaid

COPY

Box 8, Alberta Beach, Alberta T0E 0A0
Phone: 587-873-5765 Fax: 780-967-0431
Email: administration@wildwillowenterprises.com

60 days is
January 18-2023

November 18, 2022

Dear _____

Re: Multi-Structure Fire Incident Recovery –) Lakeview Avenue (

Please find enclosed an updated invoice in the amount of \$6,604.34 and correspondence related to the multi-structure multi-property fire and recovery of fire department costs for this incident that happened on or about April 25, 2022. **Please disregard invoice 9-2022 dated September 20, 2022 that was mailed to you regarding this matter.**

The Summer Village has now deemed it appropriate to split the fire recovery costs equally amongst the properties involved. In accordance with Section 8 of the Summer Village of South View Fire Bylaw 189-16, please be advised of the following:

SECTION 8 - RECOVERY COSTS

(a) *Recovery of fire fighting cost:*

- (i) *Upon written request by Onoway Regional Fire Services, where the Fire Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call of incident in the Summer Village of South View for the purpose of preserving life or property from injury or destruction by fire or other incident on land within the Summer Village, including any action taken by the Department on a false alarm, the Chief Administrative Officer or his/her designate may in respect of any costs incurred by the Fire Department in taking such action, if the Chief Administrative Officer or his/her designate feels that proper grounds for doing so exist, charge any costs so incurred against*

45

the land upon which the fire was extinguished as taxes due and owing in respect of that land.

- (ii) *The costs and fees to be charged by the Summer Village of South View for services rendered pursuant to this Bylaw shall be as billed by the Town of Onoway on behalf of Onoway Regional Fire Services.*

Please note that you have 60 days from the date of mailing of this letter to pay the attached invoice. After this 60-day period, any unpaid amount shall be charged to the tax roll #1145.

If you have any questions or concerns, please do not hesitate to contact our office.

Yours truly,

Wendy Wildman,
Chief Administrative Officer

Enc.

46

INVOICE

Page: 1

SUMMER VILLAGE OF SOUTH VIEW
 BOX 8
 ALBERTA BEACH, AB
 T0E 0A0
 www.summervillageofsouthview.com

Phone 587-873-5765 Fax 780-967-0431

Bill to:

Re:
 MULTI-FIRE INCIDENT RECOVERY
) LAKEVIEW AVENUE
 TAX ROLL 1145
 SUMMER VILLAGE OF SOUTH VIEW

Terms: N\60

Ref.#: 11-2022

Date: 18Nov2022

Account	Description	Amount	Total
R26-535	MULTI-FIRE INCIDENT RECOVERY	6,426.92	6,426.92
A230	GST (CHARGED ON \$3,548.38)	177.42	6,604.34
Account	Description	Amount	Total

47

FortisAlberta offers \$2,500 grants for environmental initiatives

Kelsey Nixon <kelsey.nixon@fortisalberta.com>

on behalf of

Stakeholder Relations Team <stakeholderrelations@fortisalberta.com>

Fri 1/13/2023 7:01 AM

Cc: Dora LHeureux <dora.lheureux@fortisalberta.com>; Nicole Smith <nicole.smith@fortisalberta.com>; Chris Burt <chris.burt@fortisalberta.com>; Kayla Law <kayla.law@fortisalberta.com>; Sunny Parmar <sunny.parmar@fortisalberta.com>; Cody Webster <cody.webster@fortisalberta.com>; Dave Hunka <dave.hunka@fortisalberta.com>

At FortisAlberta, we believe in contributing to the well-being of the communities where our customers and employees live and work. Through our Community Investment program, which includes employee volunteerism, we work to empower communities by contributing to organizations that offer programs and services that align with our giving focus areas: safety, education, the environment, and wellness.

We support our communities with our **Community Naturalization and Tree Planting Grant** programs. We invite you to read more about these programs and consider applying on your community's behalf. We have 18 \$2,500 Grants available in 2023 and the deadline to apply is end of day **Friday, May 5**. Through these grants, we seek to support our municipal customers with developing and improving environmentally friendly programs, initiatives, and facilities in their communities.

To apply, create your profile [here](#).

We look forward to hearing about what your community is doing to enhance the quality of life of your residents!

**FORTIS
ALBERTA**



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

48

Grants

[Community Investment](#) [Grants](#) [Environment](#) [Indigenous Engagement](#) [Outreach](#) [In Your Community](#)

Do you have a project designed to save energy or help the environment? Our annual community grants can help you plant trees, naturalize an area or create energy efficiency.

Grants range in value from \$500 to \$5,000 and are available to municipalities within our [service area](#).

Funding is provided to enhance or create a green initiative in your community. Some examples of past projects include: planting trees and shrubs in park areas, community gardens, install recycle bins and downtown beautification projects.

Funds must be used the year they are awarded. FortisAlberta reserves the right to share information and photos of your project.

[View eligibility requirements](#) →

[Complete the application](#) →

Community Naturalization and Tree Planting Grants

This program offers communities in our service area the opportunity to win one of our \$2,500 grants. Through these grants, we seek to support our municipal customers with developing and improving environmentally-friendly programs and facilities in their communities.

[Our recipients for 2021 are listed here.](#)

[Complete the application](#) →

49

Save Energy Grants

Save Energy Grants range in value from \$1,000 to \$5,000 and are available to municipalities, schools and community organizations within our [service area](#).

Our Save Energy Grants program is designed to assist with energy efficiency projects such as window and door replacement, LED retrofits and Energy Star appliance upgrades. Applicants must provide the project scope of work and how additional funds will be secured should the cost be over and above the Save Energy grant. Only one project per area is eligible each year.

[Complete the application](#) →



greenUp school grants



Our greenUp grant program is designed to help create or enhance an environmental program for students in Elementary, Junior and High schools. All schools in our service area are eligible to apply for one of 20 \$1,000 grants. Submissions are accepted on a first come first serve basis.

30

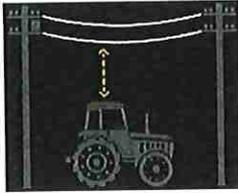


First Responder?

We train first responders to do their jobs safely around power lines. Book your training today.

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Safety



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51

From: Dena Krysik <dkrysik@lsaf.ca>

Sent: Monday, December 5, 2022 10:32 AM

To: Peter Smyl <petersmyl@whitecourt.ca>; cao@onoway.ca <cao@onoway.ca>; Town CAO <cao@mayerthorpe.ca>; Mike Primeau <mprimeau@lsac.ca>; aboffice@albertabeach.com <aboffice@albertabeach.com>; Gordon Frank <Gordon.frank@woodlands.ab.ca>; cao@rosshaven.ca <cao@rosshaven.ca>; cao@svnakamun.com <cao@svnakamun.com>; aarajobirchcove@shaw.ca <aarajobirchcove@shaw.ca>; cao@valquentin.ca <cao@valquentin.ca>; svcastle@telus.net <svcastle@telus.net>; office@sunsetpoint.ca <office@sunsetpoint.ca>; sv sandyb@xplornet.ca <sv sandyb@xplornet.ca>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; office@svyellowstone.ca <office@svyellowstone.ca>
Cc: Ross Bohnet <rbohnet@lsac.ca>; Sandy Morton <Sandy.Morton@mayerthorpe.ca>; Bernie Poulin <berniepoulin@icloud.com>; Marge Hanssen <marge.hanssen@svnakamun.com>; Daryl Weber <darylweb@telus.net>; Paul Chauvet <paulchauvet@whitecourt.ca>; Jeremy Wilhelm <jeremy.wilhelm@woodlands.ab.ca>; Len Kwasny <lkwasny@onoway.ca>
Subject: Regional Housing Needs Assessment

Good morning,

Please review the attached letter of request regarding the Lac Ste. Anne Foundation conducting a Regional Housing Needs Assessment on behalf of our member Municipalities.

Feel free to contact me if you have any questions.

Thank you,

Dena Krysik

Chief Administrative Officer

Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084

4407 42A Avenue, Mayerthorpe, AB T0E 1N0

www.lsaf.ca



50



Lac Ste. Anne
Foundation

December 5, 2022

LSAF Member Municipalities
Via Email

RE: Regional Needs Assessment

ADMINISTRATION
OFFICE
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-3100
Fax: 780-786-4810

As part of the Government of Alberta's Stronger Foundations initiative: Alberta's 10-year strategy to improve and expand affordable housing lists 5 key action areas in providing affordable housing options that meet the needs of Albertans with low to moderate income.

Action area #3 is to increase capacity, planning and governance. Actions include:

PLEASANT VIEW
LODGE
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-2393
Fax: 780-786-4810

- 3.1 Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.
- 3.2 Encourage regional/municipal needs assessments to inform GOA and community planning.
- 3.3 Establish three-year targets for programs and new housing developments based on current and projected community need.
- 3.4 Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.
- 3.5 Develop an operator performance-assessment framework and support capacity building.
- 3.6 Ensure all operators follow best practices and housing management body board appointments are competency based.
- 3.7 Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.

SPRUCEVIEW
LODGE & HEIGHTS
12 Sunset Boulevard
Whitecourt, AB T7S 1S9
Phone: 780-778-5530
Fax: 780-778-5215

Regarding action 3.2, "regional and municipal needs assessments can help improve capacity for meeting local needs. Through this strategy, communities will have access to a range of tools to help them meet the unique needs of their residents. To maximize investment and ensure co-ordinated supports for vulnerable Albertans, the government will work with municipalities, housing management bodies and non-profit providers to develop the capacity for needs assessments. This is particularly important in some rural and remote communities."

CHATEAU LAC STE.
ANNE
5123-49 Ave
Onoway, AB T0E 1V0
Phone: 780-967-0475
Fax: 780-967-0470

SUPPORTIVE HOUSING
SERVICES
4503-52 Ave
Whitecourt, AB T7S 1M4
Phone: 780-778-3623
Fax: 780-786-4810

The province has been refining the housing needs assessment (HNA) template and guidelines based on feedback sessions to date and expect to be able to release the template within the next month. The department is also working on a way to share 2021 Statistics Canada data (expected to be available this fall/winter) to help populate some of the template.

The template will not be mandatory, but encouraged, especially as part of a project proposal submission to help demonstrate how the proposal meets the local need/priorities.

53

The Lac Ste. Anne Foundation would like to offer our services to complete the needs assessment on behalf of your municipality, at no additional cost to you, as we have been advised that a regional approach is encouraged where they make sense.

The Foundation would complete the Housing Needs Assessment for the region we serve, provide each municipality with a copy of the assessment including relevant local municipal data, asking each participating municipality on the Board to sign an endorsement statement, as required by Alberta Seniors, Community and Social Services.

The benefits are, that by taking this approach, each municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

To do this, we need your support. As you are aware the Lac Ste. Anne Foundation operates within multiple municipalities and summer villages and we want to ensure that we are making the best use of our resources as well as yours and not duplicate information being submitted for future priorities within our region.

If you are in agreement that the Foundation takes the lead on completing a regional needs assessment and submit the completed template to the province on your behalf, please respond accordingly.

Thank you in advance for your consideration of our proposal, if you have any questions, please contact me at 780-786-3167.

Sincerely,



Dena Krysik
Chief Administrative Officer

Cc: Board of Directors – Lac Ste. Anne Foundation

54



January 12, 2023

ENGAGEMENT LETTER

By Email: (original to remain on file)

Summer Village of South View

Attention: Wendy Wildman, Chief Administrative Officer
Heather Luhtala, Assistant Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for continuing to entrust the management of your property tax arrears recovery to us. As you will recall, our arrangement renews automatically and therefore, this is an update of changes for 2023 as well as a consolidation of changes from prior years.

2023 Updates

- Our service fees have remained unchanged for the last 5 years. Staffing costs and business expenses have increased significantly in the last two years. In order to continue to provide you with the quality, professional service you expect and deserve, our setup fee will be increasing by \$75. For those properties which enter the auction stage in year 2, our fee will increase from \$300 to \$320.
- Our existing office administration charge as well as special service fees are now set out in Appendix "A".
- This engagement is for a three-year term. Our mission is to help you manage tax arrears recovery in a professional manner. We want to do this for you with respect to all eligible properties and on an ongoing basis. A three-year term will provide that continuity.

Outline of the Process

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village.

Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

P.O. Box 1502, Swan River, MB R0L 1Z0 • Tel: 1.877.734.3113 • Fax: 1.877.734.1050 • www.taxervice.com

property tax arrears recovery management

55

TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc.).

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "B" for an overview of those responsibilities.

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does not apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending December 31, 2026. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,
TAXervice



Gary Burnside B.S.A., LL.B.,
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

Summer Village of South View



[Redacted signature line]

Authorized Signing Officer

Name: [Redacted]

Title: [Redacted]

Encs. Appendix "A" – Outline of Costs
Appendix "B" – Responsibilities

Taxervice Engagement Letter – Revised January 11, 2023

(57)

APPENDIX "A" – Outline of Costs:

1. Fees

	Fee	Misc
Setup	\$375	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2023)

- Our fee for properties with arrears of \$25 or less will be discounted from \$375 to \$325 at the first stage. If the property is not redeemed before registration with land titles, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced.

2. Special Service Fees

	Fee	Misc
Level 1 Search	\$150	\$15
Level 2 Search	\$195	\$20
Ministerial Order	\$275	\$25
Attempt to locate missing serial number	\$150	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Default letter/reminder notice with respect to an agreement	\$150	\$15
Discharge (old tax notice or lien registration)	\$100	\$10
Demand for Rent (plus \$75 per additional roll)	\$295	\$30
Voluntary transfer to municipality	\$495	\$50
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$550	\$45
Surplus Proceeds Application Review	\$350	\$30
Bankruptcy/Insolvency/CRA Judgment Review	\$350+	\$30
"Emergency fee" for last minute redemption by payment through Taxervice or by agreement (in addition to regular fee)	\$150	\$15

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. We request advance notice from our process servers if fees are going to be extraordinary and we will advise you in those circumstances.
4. **Office Administration Charge** – this charge referred to as Miscellaneous covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc.. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$400 per hour.

Please Note: If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

58

APPENDIX "B" - RESPONSIBILITIES

TAXervice's responsibilities:

- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

The municipality's responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by TAXervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures

January 18, 2023

Ms. Wendy Wildman
Chief Administrative Officer
Summer Village of South View
PO Box 8
Alberta Beach, Alberta T0E 0A0

Dear Ms. Wildman:

Subject: TRAVIS Routing and Vehicle Information System Multijurisdiction (TRAVIS MJ) Memorandum of Agreement.

Thank you for your continued support as a TRAVIS MJ user. We trust the system continues to meet the needs of your municipality's overweight permitting program. Please let us know if there is anything we could do to improve the service to you and your clients. As the term of the above noted Agreement is nearing its five year expiry date of May 4, 2023, I am contacting you to ensure this service is not interrupted.

The Province is very interested in renewing the agreement and therefore, as per section 2.2 of the Agreement, we are requesting that you kindly confirm to us your agreement to extend the term for such period.

To accept the renewal of the agreement for a term of five years please sign two copies and mail back to:

Kerry Von Hollen
Alberta Transportation and Economic Corridors
Room 401, 4920-51 Street
Red Deer, AB T4N 6K8

I would appreciate your response as soon as possible, to ensure all parties are compliant under the agreement. We look forward to hearing from you.

HER MAJESTY THE QUEEN IN RIGHT OF
ALBERTA as represented by the Minister of
Transportation

• Municipality

Signature

Title

Date

Signature

Title

Date



Yours truly,



Kerry Von Hollen

Enclosure

cc: Andrew Pillman



SUMMER VILLAGE OF SOUTH VIEW FCSS FUNDING

EVENT	FUNDING 2023	FUNDING 2022	CHEQUE MADE OUT TO
ALLNET		\$ 544.79	S.V. OF SOUTH VIEW
CHRISTMAS IN THE PARK		\$ 500.00	ONOWAY CHAMBER OF COMMERCE
DARWELL LIBRARY		\$ 432.46	DARWELL LIBRARY
GRASMERE SCHOOL		\$ 750.00	GRASMERE SCHOOL
LSAC HOME SUPPORT		\$ 1,000.00	LAC STE ANNE COUNTY
SANTAS HELPERS		\$ 500.00	ONOWAY SANTA'S HELPERS
TOTAL	\$ -	\$ 3,727.25	
FCSS FUNDING	\$ 3,727.25	\$ 3,727.25	
LEFT TO SPEND	\$ 3,727.25	\$ -	

62

From: Stephen Gauk
Sent: December 9, 2022 9:54 AM
To: CSS FCSS Admin
Cc: Courtney Rippin
Subject: FCSS Accountability Framework

Good Morning,

I'm pleased to share that the FCSS Accountability Framework has been approved and is available [here](#). The Framework was directed by cabinet in Spring 2021; it was developed collaboratively with local FCSS programs, municipal associations, and the Government of Alberta through a Steering Committee. Thank you to Karen Rosvold, former FCSSAA President, for co-chairing the committee, and to all of the members for their contribution to the Framework.

The Framework underscores FCSS' preventive focus by providing a clear definition of prevention. It also establishes a clear governance structure that ensures ongoing partnership and collaboration between municipalities and the Government of Alberta by permanently establishing an FCSS Steering Committee. The FCSS program remains firmly based on local decision making and the understanding that communities are in the best position to determine what programs and services they offer through their FCSS programs.

The Framework also identifies Provincial Prevention Priorities, these are the key social issues facing Albertans. FCSS programs help to address these key social issues before individuals and families require more intensive supports. The preventive programs and services offered by FCSS programs address these key social issues using strategies including promoting and encouraging community engagement, supporting the development of healthy relationships, fostering belonging, supporting inclusion, enhancing access to social supports, and developing and strengthening skills that build resilience in individuals, families and communities. The Provincial Prevention Priorities will be reviewed every three years as part of the grant cycle. The review process will be community-led to ensure the priorities remain meaningful and relevant.

We recognize the tremendous knowledge and experience that people working in FCSS programs have in developing and delivering prevention programming that makes a difference in their communities. This winter, we will be engaging with the FCSS Director's Network and representatives from several areas within the Government of Alberta to have more in-depth conversations about the prevention priorities. We look forward to learning what is working well in their communities and we will work with the FCSSAA to ensure this information is shared with all local programs.

There are many other activities planned as we work together with local FCSS programs to implement the framework. This winter, we will be working with the FCSSAA and the Director's Network to establish a smaller set of outcome measures that help us tell the story of the important work that FCSS does in communities, while ensuring reporting requirements are not administratively burdensome. We will also be working on updating the Program Handbook.

Finally, we recognize the 2023-25 grant agreements were significantly longer than previous agreements. We also acknowledge the Schedule A could have provided more context related to the prevention priorities and should have better reflected local needs as the basis for programming. We will work with

63

the FCSSAA and the Director's Network to reduce the length, and improve the language in the 2026-28 agreements.

Thank you for your commitment to strengthening your communities through the FCSS program. Your work is critical to helping ensure preventive social services are available, meet local needs, and address social problems throughout the province.

I look forward to our continued partnership.

Stephen Gauk
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 Seniors, Community
and Social Services

Classification: Protected A

64

Family and Community Support Services Accountability Framework

Alberta
65

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Family and Community Support Services (FCSS) Accountability Framework

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Contents

- Introduction to the Accountability Framework..... 4**
- The FCSS Accountability Framework..... 4
- FCSS Accountability Framework governance 4
- The Family and Community Support Services Program 5**
- FCSS mandate and authority 5
- Roles and responsibilities within the FCSS Program 6
 - Risk Management 6
- FCSS and prevention 7**
- FCSS and the prevention continuum 7
- Provincial prevention priorities 8
 - Identify key social issues to inform provincial prevention priorities 8
 - Establish provincial prevention strategies 9
 - Ongoing monitoring of trends and pressures 9
- Current provincial prevention priorities for FCSS 9
 - Key social issues affecting Albertans 9
 - Establish provincial prevention strategies 10
 - Ongoing monitoring of data and trends 10
- Outcomes and measurement 11**
- FCSS program objectives, logic model, and outcomes model 11
 - Program objectives 11
 - Logic model 11
 - FCSS Outcomes Model 11
- Key performance measures 12
- Monitoring, evaluation and continuous improvement 15
 - Monitoring performance and progress 15
 - Evaluation 15
 - Continuous improvement 15
- Government of Alberta resources 16**
- Glossary 16**
- Appendix 18**

67

Introduction to the Accountability Framework

The Government of Alberta's Strategic Plan includes a commitment to ensuring Alberta's government is responsive, accessible and will pursue opportunities for reform to enable the delivery of cost-effective, sustainable, and client-centred services¹. The Ministry of Seniors, Community and Social Services (Ministry) is committed to ensuring services are innovative, delivered in a fiscally responsible manner, and meet targeted outcomes that support Albertans². Accountability is central to these commitments and is fundamental to good government. Accountability creates an environment that:

- provides risk management appropriate to the desired outcomes;
- promotes continuous improvement and builds capacity to achieve better performance;
- provides public assurance that money is being spent appropriately and value is being obtained; and
- ensures compliance and due process for equitable and fair treatment of individuals and organizations.

As a steward of public resources, the Government of Alberta is responsible for ensuring accountability within the provincial Family and Community Support Services (FCSS) Grant Program.

The FCSS Accountability Framework

The FCSS Accountability Framework (Framework) builds on the strengths and the rich history of local FCSS programs that deliver services in communities across Alberta. The Framework reflects the collaboration between local FCSS programs, municipal associations, and the Government of Alberta who came together to develop the Framework with the intention of providing guidance for both the Ministry and local FCSS programs in designing and delivering preventive social services that fit Albertans' needs now and into the future.

The Framework will provide clarity about how FCSS supports are having an impact in the lives of Albertans. In this context, the Framework serves as a guide to both local FCSS programs and to the Ministry that administers the provincial FCSS Grant Program. Key elements of the Framework are:

- a common definition of prevention to guide both local FCSS programs as well as the provincial FCSS Grant Program;
- direction on provincial prevention priorities and strategies to help guide the work of local FCSS programs;
- a clear governance structure with roles and responsibilities for both the Government of Alberta and participating municipalities and Metis Settlements; and
- an outcomes model and key performance measures to demonstrate the impact and value of FCSS within communities as well as the collective impact to Albertans.

FCSS Accountability Framework governance

The Government of Alberta provides direction, guidance and oversight for the provincial FCSS Grant Program including identifying provincial prevention priorities and funding allocation. The Government also ensures appropriate reporting and key performance measurement practices are in place to demonstrate accountability to Albertans for the grant funding. Participating municipalities and Metis Settlements are responsible for identifying local social priorities and needs that align with FCSS legislation, the Framework, and associated policies. They are also responsible for designing, delivering or funding services in their community. The Government of Alberta, participating municipalities and Metis Settlements, and other FCSS stakeholders work collaboratively to ensure the successful administration and management of the provincial FCSS Grant Program.

To ensure ongoing engagement and partnership and to strengthen the collaborative nature of the FCSS Grant Program, a permanent Steering Committee will be established. The Steering Committee will be co-chaired by a representative of the Family and Community Support Services Association of Alberta (FCSSAA) and a senior leader from the Ministry responsible for the FCSS Grant Program. The Steering Committee will include membership from relevant Government of Alberta departments as well as representatives from local FCSS programs, with consideration given to programs that serve different geographic areas and have different community needs (e.g.; children and youth, seniors, families). Representatives from Alberta Municipalities, the Rural Municipalities of Alberta and the Metis Settlements General Council will also participate on the Steering Committee. The Steering Committee will meet regularly. At meetings, stakeholders will discuss the FCSS Grant Program, identify issues and suggest program or policy changes. The Steering Committee is not meant to replace other venues for ongoing collaboration and coordination between local FCSS programs, FCSS stakeholders and the Ministry, such as the Directors' Network meetings, and the annual FCSSAA conference.

The Family and Community Support Services Program

The provincial FCSS Grant Program is a partnership between the Government of Alberta and participating municipalities and Metis Settlements to design and deliver local preventive social services to improve the well-being of individuals, families and communities. Since its inception in 1966, the provincial FCSS Grant Program has become widely recognized across communities in Alberta as a cornerstone program providing local preventive social supports.

The FCSS program is made of up two key components: 1) provincial grant funding, and 2) the local contribution, both in financial resources and the time, talent and skills at the community level to deliver preventive social services. All municipalities and Metis Settlements are welcome to participate in the program. The grant program is based on an 80/20 funding partnership. The Government of Alberta contributes 80% of the funding for this program, while participating municipalities and Metis Settlements are required to match the remaining 20%. Many communities also contribute funding beyond their required contribution or seek additional funding from other sources to enhance their program offerings.

At the local level, a municipality or Metis Settlement council chooses whether to establish a program, and enters into an agreement with the province to jointly fund local programs. The participating municipality or Metis Settlement determines how FCSS funding is allocated based on local needs and provincial prevention priorities within the FCSS mandate. The types of programming offered in each community are reflective of the needs and circumstances of those communities. The provincial FCSS Grant Program is intentionally flexible to allow local FCSS programs to use a variety of preventive approaches in responding to social issues and building resilience. FCSS services enhance strengths, skills and abilities, build individual or community safeguards, and address protective and risk factors.

There is also flexibility within the provincial FCSS Grant Program to allow for a variety of delivery models at the community level. Some local FCSS programs deliver services themselves or fund other organizations to deliver services in their community, while others partner together to form multi-municipality programs that serve a broader geographic area. Local FCSS programs maximize and leverage community partnerships and connections, developing strong relationships within communities to address local social needs. Local FCSS programs also often work in partnership with other community organizations such as school boards, senior serving organizations, health services, and police services. Local FCSS programs also harness the power of civil society through a significant degree of volunteer involvement.

Programs offered through FCSS serve all ages and demographics and reach rural and remote communities. Typically, more than 300 municipalities and Metis Settlements provide FCSS services to Albertans through local FCSS programs each year. Programs serve over one million Albertans annually with almost all of the province's population having access to FCSS services where they live.

FCSS mandate and authority

The provincial FCSS Grant Program receives its mandate from the *Family and Community Support Services Act* (FCSS Act) and the *Family and Community Support Services Regulation* (FCSS Regulation). The FCSS Act is the legal framework under which FCSS operates. The FCSS Regulation sets out the responsibilities and service requirements that a municipality or Metis Settlement must meet to be eligible for funding. The Act and Regulation also provide an overview of the reporting requirements for local FCSS programs, including annual financial audit requirements as well as broad requirements that local FCSS programs need to fulfil. Further direction to local FCSS programs can be found in Grant Program documents that are not part of the Framework (see Government of Alberta resources section).

The FCSS Regulation is clear about the types of services a local FCSS program can and cannot provide. It states that all services provided under a local FCSS program must "*be of a preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity*" [Section 2.1 (1)(a)].

The FCSS Regulation provides further direction that services provided under a local program must do one or more of the following [Section 2.1(1)(b)]:

- help people to develop independence, strengthen coping skills and become more resistant to crisis;
- help people to develop an awareness of social needs (e.g.; community needs assessments);
- help people to develop interpersonal and group skills which enhance constructive relationships among people;
- help people and communities to assume responsibility for decisions and actions which affect them; and
- provide supports that help sustain people as active participants in the community.

The FCSS Regulation also provides direction on the types of local programs and services that would typically be ineligible for FCSS funding. Types of activities that are not eligible for funding include those that provide primarily for recreational needs or leisure time pursuits; direct assistance (e.g.; money, food, clothing or shelter); those that are primarily rehabilitative in nature; and services ordinarily provided by a government or government agency. The FCSS Regulation allows for direct assistance including money, food, clothing or shelter during a public health emergency under the *Public Health Act* or under extenuating circumstances, as determined by the Minister.

Roles and responsibilities within the FCSS Program

Prevention is a shared responsibility. Governments working on their own cannot solve social problems. Social change requires coordination and collaboration between government, civil society, and engaged Albertans. Alongside and supported by government, Albertans, communities and civil society organizations are instrumental in identifying and developing solutions to social problems and are critical to the functioning of the FCSS program.

While the program relies on support from civil society organizations and volunteers, the Government of Alberta and participating municipalities and Metis Settlements are the key partners in the provincial FCSS Grant Program. Each have unique responsibilities to ensure the successful delivery of prevention programming in communities. The FCSS Act and Regulation outline *legislated* responsibilities for the Government of Alberta and participating municipalities and Metis Settlements, while the following table provides further direction on key roles and responsibilities.

	Municipalities and Metis Settlements	Government of Alberta
Roles	<ul style="list-style-type: none"> Set local priorities that align with identified community needs and provincial prevention priorities. Support individuals, families and communities across the lifespan through preventive social programs and services (primary and secondary prevention). Leverage local community capacity in design, delivery and coordination of preventive services. 	<ul style="list-style-type: none"> Assess provincial-level social needs and set provincial prevention priorities. Provide guidance on provincial prevention priorities to support local FCSS programs in addressing local community needs. Collaborate and engage with FCSS stakeholders to strengthen community preventive services across the province.
Responsibilities	<ul style="list-style-type: none"> Establish, administer and operate local FCSS programs. Design and deliver preventive social programs. Evaluate, monitor, and report. 	<ul style="list-style-type: none"> Establish program mandate (FCSS Act and Regulation), provincial program budget, policy documents and direction. Establish funding allocation and agreements. Provide provincial oversight and guidance, including monitoring program effectiveness and achievement of outcomes.

Risk Management

Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs. The FCSS Act, FCSS Regulation and funding agreements are the key tools used to mitigate and manage risk for the provincial FCSS Grant Program. Along with the Framework, these documents provide direction to participating municipalities and Metis Settlements about provincial priority setting based on key social issues, program requirements (including responsibilities of municipalities and Metis Settlements), service requirements, prohibited and allowable costs, reporting requirements, and payment schedules. Other supporting processes, documents, and components of the provincial FCSS Grant Program that help mitigate risk include annual financial and outcome reporting, local FCSS program reviews, policy documents, and program guides.

70

FCSS and prevention

The provision of social services is broad and complex, involving a wide range of funders, administrators and stakeholders across governments, non-profit organizations and communities. Numerous provincial ministries, including Seniors, Community and Social Services, play a critical role in ensuring key services are delivered to support the mental, physical, emotional, spiritual, cultural, and social well-being of Albertans.

The FCSS Regulation states that all services provided by a local FCSS program must be of a preventive nature but there is no definition of prevention in the FCSS Act or Regulation. A common definition of prevention is important to guide both local FCSS programs as well as the provincial FCSS Grant Program.

Since FCSS was introduced in 1966, the core principle behind the program is to prevent social issues from worsening to the point of needing intervention requiring immediate, direct supports such as food, shelter or other supports to deal with an existing or imminent crisis. The working definition for both local FCSS programming and the provincial FCSS Grant Program includes taking a proactive approach and viewing prevention as a process rather than an event or an occurrence.

With this in mind, for the purposes of both local programs and the provincial FCSS Grant Program, prevention is defined as:

A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

FCSS and the prevention continuum

Prevention in the context of FCSS focuses on enhancing protective factors to improve well-being and prevent problems before they occur or at an early stage before they require crisis supports, which typically are part of tertiary prevention services. Thinking of prevention along a continuum, this means services and supports offered through local FCSS programs must focus on primary and secondary prevention. The provincial FCSS Grant Program's place on the prevention continuum is shown below:

FCSS services	Primary Prevention	<ul style="list-style-type: none"> Address root causes of social issues with focus on the general population or a specific population. Promote protective factors in the physical and social environment (including social relationships). Can include awareness programs, enhancing connections among community organizations and promoting community volunteerism.
	Secondary Prevention	<ul style="list-style-type: none"> Address issues at an early stage for specific groups or at-risk populations. Strengthen the capacity of individuals and communities to prevent or reduce risk factors and build resilience. Can include connecting those in need with appropriate resources and skill development.
Additional services permitted only during a public health emergency or extenuating circumstance, as determined by Minister	Tertiary Prevention	<ul style="list-style-type: none"> Address immediate needs with intent to prevent long-term impacts. Support individuals or groups already affected by social issues by providing direct services. Can include direct assistance such as food and shelter.

During a public health emergency as declared under the *Public Health Act* or under extenuating circumstances, the FCSS Regulation does allow local FCSS programs to offer direct assistance such as money, food, clothing, or shelter to sustain an individual or family (i.e. tertiary prevention).

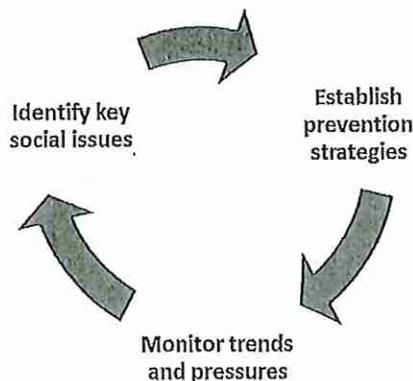
While enhancing protective factors can help individuals, families and communities better respond to life's challenges, and may prevent a range of social issues, the Government of Alberta is committed to ensuring its programs and services, including the provincial FCSS Grant Program, are responsive, evidence-informed, and meet targeted outcomes that support Albertans. As such, the Government of Alberta has developed provincial prevention priorities for the FCSS Grant Program.

Provincial prevention priorities

Healthy and resilient families and communities are the building blocks of a strong Alberta. The Government of Alberta and local FCSS programs partner together to address key social issues that affect Albertans. This is done by tackling the root causes of social issues through preventive work to reduce risk factors and build resilience. Some examples of root causes are poverty, lack of education or employment, adverse childhood experiences, social isolation, and mental health challenges. This partnership between the Government of Alberta and local FCSS programs is key to ensuring Albertans thrive and can take on life's challenges when they arise.

To collaboratively address social issues affecting Albertans, the Government of Alberta will communicate what is taking place on a wider provincial scale to define provincial social priorities for prevention. The Government of Alberta will also provide direction to local FCSS programs so they can incorporate the provincial prevention priorities into local programming. Local FCSS programs will then use this information in the design and delivery of preventive social services in their communities.

To assess broad, provincial-level social needs, and provide direction to local FCSS programs, the Government of Alberta will use the following process:



Identify key social issues to inform provincial prevention priorities

In advance of new grant agreement cycles, the Government of Alberta will assess provincial-level social needs and set provincial prevention priorities. Key sources of information to guide decision-making may include:

- trends and pressures, including gaps in service within and across the Government of Alberta as identified by the Ministry;
- data and information from Ministry and cross-ministry partners, FCSS stakeholders, and other trusted sources of evidence and research (e.g. Statistics Canada); and
- input from FCSS stakeholders (sources include regional FCSS meetings, annual conferences, the FCSSAA, Steering Committee representation, municipalities and Metis Settlements).

72

Establish provincial prevention strategies

Based on the available information and input, the Government of Alberta will develop areas of focus for local FCSS programs to concentrate on the design and delivery of services in their community. The strategies will be:

- connected to the key social issues identified;
- within the scope of primary and secondary prevention; and
- developed in partnership with FCSS stakeholders.

The Government of Alberta will communicate provincial prevention priorities and strategies to local FCSS programs in advance of grant agreement cycles, to allow local FCSS programs time to plan. This will also include updating the Framework and other key resources as needed.

Ongoing monitoring of trends and pressures

The Government of Alberta will monitor trends and pressures that affect the key social issues in Alberta and will engage with cross-ministry and FCSS stakeholders to support local programs in addressing emerging needs. The FCSS Steering Committee will play a collaborative role in identifying trends and emerging needs to help inform provincial prevention priorities. Ongoing monitoring will also help to ensure priorities continue to address current social needs and remain relevant and meaningful for the Government of Alberta and local FCSS programs.

Current provincial prevention priorities for FCSS

Key social issues affecting Albertans

Albertans have demonstrated great resilience in the face of economic and social challenges, which were exacerbated by the COVID-19 pandemic. These challenges continue to pose hardships for many individuals, families, and communities. Based on the sources of information described above, the Government of Alberta has identified the following key social issues affecting Albertans. These social issues are the basis for provincial prevention priorities, and should be considered when local FCSS programs are planning their community programming.

Homelessness and housing insecurity – Increased rates of homelessness have been associated with unaffordability of quality housing and high levels of substance abuse and family violence. Recent estimates suggest that more than 235,000 people in Canada experience homelessness every year³. In Alberta, at least 11.4% of Alberta households are unable to afford the housing they need⁴.

Mental health and addictions – Mental health issues affect many Canadians. A recent survey found one in three Canadians were struggling with their mental health⁵ and one in five Canadians will experience a mental health problem or addiction in any given year⁶. In Alberta, use of opioids and deaths from drug poisonings have been increasing at alarming rates. In 2021, the highest number of opioid deaths were recorded in a year, with 1,610 individuals dying from an unintentional opioid overdose, 38% higher than in 2020 (1,167) and 158% higher than in 2019 (625)⁷.

Employment – Alberta's unemployment rate remains somewhat higher compared to other provinces. While trending downwards, in March 2022, Alberta's unemployment rate was 6.5%, compared to the national unemployment rate of 5.3%⁸. In 2020, the Income Support program supported an average of 52,397 cases per month in Alberta. Of the total numbers of average annual Income Support caseloads, 31,364 were clients who were "expected to work" and 21,033 cases represent Albertans with "barriers to full employment"⁹.

Family and sexual violence across the lifespan – In a nation-wide web panel survey, 10% of women said they were very or extremely concerned about experiencing domestic violence¹⁰. In 2019, Alberta had the sixth highest rate of police-reported family violence compared to other provinces¹¹ and the fourth highest rate of police-reported sexual assault¹².

Ageing well in community – Alignment of health, housing, and community based services can create safe and supportive environments for Albertans to age well in the community. It is estimated that 22% of people in long term care could be avoided with the right community based supports in place¹³. Approaches to integrate healthcare and community-based supports are essential to enable Albertans to age in their homes and communities and lower their risk of seeking hospitalization and/or long-term care.

While these social issues have affected many Albertans, it is important to note that certain population groups experience higher levels of vulnerability and/or discrimination. They often bear the most significant burden and experience the most adverse impacts. These groups may include children and youth, women, seniors, BIPOC individuals, 2SLGBTQIA+ individuals, Albertans with low-income, persons with disabilities, and people with lived experiences of trauma.

Establish provincial prevention strategies

When considering social issues within their communities and the impact on individuals and families with higher levels of vulnerability, local FCSS programs, alongside other social programs, play an important role in prevention. The definition of prevention for the FCSS program explains that prevention is a *proactive* rather than reactive process. Services and supports designed and delivered by local FCSS programs are the link between provincial priorities and community based action at the primary and secondary levels of prevention.

Primary prevention focuses on the general population or on broad subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment. Some examples include activities to support public education and awareness campaigns such as family violence prevention month, increasing community connectedness and partnerships, or promoting and supporting volunteerism.

Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage. This may include the groups identified above as having higher levels of vulnerability. Some examples are creating opportunities for social inclusion, skill development courses such as building healthy relationships, or connecting those in need with appropriate resources.

Enhancing protective factors through primary and secondary prevention helps to build healthier and more resilient communities. Communities that are more resilient are better able to prevent or mitigate impacts of broader social issues as well as deal with times of crisis. For example, building social cohesion, which includes the elements of active engagement in the community, a sense of belonging, and inclusion, contributes to improved mental and physical health and enhanced resilience and well-being. In a more cohesive community, people will feel supported and have access to the social supports they need.

Prevention strategies for the provincial FCSS Grant Program focus on enhancing protective factors for individuals, families and communities. Local FCSS programs can apply these strategies in a way that meets the unique needs of their local community. Through primary and secondary prevention approaches, local FCSS programs will use the following strategies to help address and prevent the provincial prevention priorities outlined above:

1. Promote and encourage active engagement in the community;
2. Foster a sense of belonging;
3. Promote social inclusion;
4. Develop and maintain healthy relationships;
5. Enhance access to social supports; and
6. Develop and strengthen skills that build resilience.

The services delivered or funded through local FCSS programs will align with one or more of the prevention strategies to help prevent or mitigate the impact of the key social issues and to build stronger and more resilient communities now and for the future. Some examples of types of services and supports that align with the above strategies include:

- assisting communities to identify their social needs and develop responses to meet those needs;
- promoting, encouraging and supporting volunteer work in the community;
- developing the skills of individuals and families for greater resiliency such as mentoring programs;
- supporting the social development of children and their families;
- supporting seniors to remain connected to their communities and providing home supports; and
- providing information and supporting access to available social supports in the community.

Ongoing monitoring of data and trends

Local FCSS programs will measure and report on their progress related to these strategies to demonstrate the effect of their efforts in their community. The Government of Alberta will continue to monitor data and trends related to social issues in Alberta on an ongoing basis.

The Government of Alberta will work with FCSS stakeholders to ensure priorities continue to address current social needs and remain relevant and meaningful for local FCSS programs. This includes listening to feedback through both the FCSS Steering Committee and directly from municipalities and Metis Settlements about the trends and issues they are experiencing in their communities.



Outcomes and measurement

Seniors, Community and Social Services uses an outcome-based framework to guide the use of the data collected by the Ministry. This enables the provision of better services, supports evidence-informed decisions, creates internal efficiencies, and helps the Ministry better understand the real impact of programs and services. Defining program objectives and corresponding outcomes and setting key performance measures (KPMs) are important parts of accountability for the provincial FCSS Grant Program. Program inputs and outputs along with program objectives, outcomes, and KPMs tie the foundational pieces of the FCSS program together, demonstrate the impact the program is having in communities and across the province, and tell the story of the FCSS program.

FCSS program objectives, logic model, and outcomes model

Program objectives

The Framework outlines five overarching objectives for the provincial FCSS Grant Program. These program objectives align with, and create a link between, the definition of prevention, provincial prevention priorities and strategies. They also create the starting point for the development of program outcomes and KPMs:

1. FCSS programming increases the protective factors of individuals, families and communities related to provincial prevention priorities;
2. FCSS programming strategically connects Albertans to address provincial prevention priorities;
3. FCSS programming reflects community demographics and needs;
4. FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan; and
5. FCSS programming fosters connectivity in participating communities.

Logic model

A logic model is a visual representation of the theory underlying a program. It shows how the provincial FCSS Grant Program is supposed to work, including intended outcomes and connection to the Ministry's outcomes. The FCSS Accountability Framework Logic Model (Appendix) depicts the local program's inputs, activities, outputs and outcomes. The provincial FCSS Grant Program's objectives and outcomes align with the Ministry-level outcomes of inclusion, participation and stability, as shown in the Logic Model. The FCSS Accountability Framework Logic Model illustrates how local FCSS programs contribute to ministry's achievements in these outcome areas.

FCSS Outcomes Model

The FCSS Outcomes Model below shows the immediate, intermediate and long-term outcomes to be achieved within the five program objectives as a result of the Ministry's partnership, support and funding. The Outcomes Model gives a more in depth look at the outcomes included in the Logic Model and their connection to the five program objectives.

At the immediate level, changes in knowledge, skills, ability or capacity should be realized as a result of program activities. If the immediate outcomes are achieved, at the intermediate level, changes in behaviour and activities should be realized. If the intermediate outcomes are achieved, the program should be able to influence change in the desired long-term outcomes to support Albertans across their lifespan.

Please see the FCSS Accountability Framework Logic Model for the full illustration of the intended progression of program outcomes. Some program objectives also share common outcomes. Additional detail on this is available in the FCSS Accountability Framework Logic Model.

75

FCSS Outcomes Model

Program Objectives	Immediate Outcomes	Intermediate Outcomes	Long-term Outcomes
<p>FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities</p>	<p>Albertans are aware of FCSS programming in their communities</p> <p>↳ Albertans participate in FCSS programming in their communities</p>	<p>Albertans develop skills to build resilience</p> <p>↳ Albertans apply skills to build their resilience</p>	<p>Albertans have protective factors in place that enhance their resilience</p>
<p>FCSS programming strategically connects Albertans to address provincial prevention priorities</p>	<p>Local FCSS programs are aware of services and supports in their communities</p>	<p>Local FCSS programs strategically connect Albertans to services and supports that meet their needs</p>	<p>FCSS programming contributes to improvement in community-level social indicators</p>
<p>FCSS programming reflects community demographics and needs</p>	<p>Local FCSS programs are aware of their demographics and needs</p>	<p>Local FCSS programs design, deliver and/or fund programs that align with their demographics and needs</p>	<p>Local demographics and needs are addressed by the FCSS program</p>
<p>FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan</p>	<p>Local FCSS programs understand evidence-informed promising practices to support Albertans' access</p>	<p>Local FCSS programs design, deliver and/or fund programs that align with evidence-informed promising practices</p>	<p>FCSS programming is accessible to the populations being served</p> <p>FCSS programming is appropriate for the populations being served</p>
<p>FCSS programming fosters connectivity in participating communities</p>	<p>Local FCSS programs are aware of existing and potential connections to community groups, organizations, volunteers and other communities</p>	<p>Local FCSS programs leverage formal and informal relationships with and between community groups, organizations, volunteers and other communities</p> <p>Local FCSS programs create formal and informal relationships with and between community groups, organizations, volunteers and other communities</p>	<p>Albertans are supported by social networks within their communities</p>

76

Key performance measures

Key performance measures (KPMs) are measurable indicators that demonstrate progress towards intended outcomes. For the provincial FCSS Grant Program, they are important tools to help the Government of Alberta and key stakeholders understand if the program is addressing priorities and meeting program objectives. They also help to show how the work of local FCSS programs in the community fits into the provincial FCSS Grant Program as a whole.

The Government of Alberta will collect data from local FCSS programs and other sources to generate KPMs related to the priority areas and outcomes in the FCSS Outcomes Model. The KPMs are quantitative in nature (represented in numbers) and provide important information on the extent to which program activities occur, outputs are produced, and outcomes are achieved. In addition to the KPMs, additional *qualitative* data (descriptive information) may be collected from local FCSS programs and other sources to contextualize the KPMs and provide a more comprehensive understanding of the provincial FCSS Grant Program's performance. Every year, the Government of Alberta will compile data on KPMs in an annual report that will be shared with FCSS stakeholders.

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming enhances the protective factors of individuals, families and communities related to provincial prevention priorities	<ul style="list-style-type: none"> Number of times Albertans participated in local FCSS programming 	Local FCSS programs Annual Reports (Annual Reports)	Government of Alberta (GoA)
	<ul style="list-style-type: none"> Percentage of participants who reported positive change on measures associated with prevention strategies after participating in local FCSS programming. Current prevention strategies for the provincial FCSS Grant Program include: <ol style="list-style-type: none"> promote and encourage active engagement in the community; foster a sense of belonging; promote social inclusion; develop and maintain healthy relationships; enhance access to social supports; and develop and strengthen skills that build resilience. <p><i>Note: This is not a single measure, but a set of measures in the Provincially Reported Outcome Measures List</i></p>	Annual Reports	
	<ul style="list-style-type: none"> Provincial-level indicators related to provincial prevention priorities. 	Publicly available data sources/databases (e.g. Statistics Canada)	
FCSS programming strategically connects Albertans to address provincial prevention priorities	<ul style="list-style-type: none"> Number of referral services provided by local FCSS programs <p><i>Note: This measure is intended to help local FCSS programs capture and report on the scope of information and referral services provided by their local program. As many local FCSS programs do not provide these services, this measure will not be mandatory in associated FCSS reporting.</i></p>	Annual Reports	GoA

Program objective	Key performance measures	Data source	Data compiled by:
FCSS programming reflects community demographics and needs	<ul style="list-style-type: none"> Number and percentage of local FCSS programs that have completed a community needs assessment to inform their services <p><i>Note: The community needs assessment refers to any type of assessment, initiative, and data collection activity undertaken by local FCSS programs to better understand their community demographics and needs, and inform their programs and services.</i></p>	Annual Reports	GoA
	<ul style="list-style-type: none"> Number of programs funded through local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] 		
	<ul style="list-style-type: none"> Amount and percentage of funding used by local FCSS programs [by delivery type (direct or indirect), population group, and priority and strategy] 		
FCSS programming is accessible, appropriate and designed to serve Albertans across their lifespan	<ul style="list-style-type: none"> Percentage of FCSS participants who expressed satisfaction with FCSS programs/services 	Annual Reports	GoA
	<ul style="list-style-type: none"> Percentage of FCSS participants who report that FCSS programs/services were easy to access 		
FCSS programming fosters connectivity in participating communities	<ul style="list-style-type: none"> Number of community partnerships local FCSS programs have with other local FCSS programs, agencies, and/or organizations 	Annual Reports	GoA
	<ul style="list-style-type: none"> Number of volunteers who supported local FCSS programs 		
	<ul style="list-style-type: none"> Number of volunteer hours reported by local FCSS programs 		
	<ul style="list-style-type: none"> Total economic contribution of volunteers (in dollars) 		

78

Monitoring, evaluation and continuous improvement

Activities to ensure provincial FCSS Grant Program accountability and the availability of evidence to inform decision-making include KPMs, monitoring of measures, reporting of evidence, and evaluation. These activities help both the Ministry and local FCSS programs to better track their performance and maximize the value of their programming.

Monitoring performance and progress

Local FCSS programs track, monitor and review their programs and services throughout the grant cycle. At minimum, this is completed as part of routine reporting to the Government of Alberta. All reports submitted by local FCSS programs are reviewed and the information is used for KPMs, evaluation, program accountability, ongoing improvement and outcomes reporting. Annual reporting requirements for local FCSS programs include financial reporting, program reporting, and outcome reporting.

The Government of Alberta and local FCSS programs may also choose to undertake additional activities such as:

- using community, provincial or federal census data to inform FCSS program accountability activities;
- establishing dashboards and other performance monitoring mechanisms;
- setting meetings or routine check-in points to review data and information;
- comparing performance results against expectations to identify areas for improvement or future work; and/or
- creating processes to link performance metrics to ongoing program design, delivery and decision-making.

Evaluation

Evaluation is a process to systematically collect and analyze information. It is an integral practice for any organization. Evaluation provides information for learning, improvement, accountability and transparency. Local FCSS programs are expected to evaluate their services and supports to help build strong and responsive local FCSS programs. Evaluations should draw upon data collected through the KPMs and link to the provincial FCSS Grant Program logic model and FCSS Outcomes Model. Through evaluation, additional data collection and/or analysis may provide robust information about the FCSS program at either the local or provincial level. The Ministry will periodically conduct evaluations of the provincial FCSS Grant Program. Evaluation activities for the provincial FCSS Grant Program include:

- Local FCSS programs submit routine grant reporting to the Ministry in alignment with the KPM framework and FCSS grant agreement.
 - The Ministry reviews and approves annual reports to ensure local FCSS programs are using their dollars effectively, efficiently, and for eligible programs and services in their community, and to track the provincial FCSS Grant Program's progress on achieving outcomes. As part of this, the Ministry will consolidate data from annual reports and share findings back with participating municipalities and Metis Settlements and stakeholders, Government of Alberta partners, and the public.
- The Government of Alberta conducts annual, on-site program reviews with local FCSS programs throughout Alberta to ensure compliance with FCSS regulations. Local FCSS programs participate in these reviews, as required.
- To meet provincial accountability requirements and best practices, the provincial FCSS Grant Program will undertake periodic evaluations in alignment with the FCSS evaluation strategy for the 2022-2032 regulation period¹. Local FCSS programs will participate in periodic ministry-led reviews of the provincial FCSS Grant Program as necessary.

Continuous improvement

With a functioning performance management system, comprised of KPMs, measuring, monitoring, reporting and evaluation, local FCSS programs and the Government of Alberta will have the information they need to operate and drive improvement. Using data and information to identify areas for improvement and inform changes at the local and provincial level ensures programs remain relevant, accountable and are achieving their desired outcomes for the Albertans they serve.

¹ The FCSS Regulation expires on June 30, 2032. The FCSS evaluation strategy will help inform the regulation review that occurs prior to expiry, to help identify updates or improvements to the regulation.

79

Government of Alberta resources

A number of resources are available to local FCSS programs and their stakeholders to support the operation and delivery of FCSS programs in their community. These documents will be updated from time to time.

Family and Community Support Services Program on Alberta.ca

The FCSS webpage on Alberta.ca has additional resources to assist staff, elected officials, and local FCSS program board members understand the purpose of the provincial FCSS Grant Program, how provincial FCSS funding is allocated, and how it can be used. It will also provide a record of program policies, including interpretations of the FCSS Regulation.

Measures Bank

The FCSS Measures Bank provides a list of specific measures that local FCSS programs can use in their program evaluations to monitor their progress on achieving outcomes. The Measures Bank also includes information and tools related to data collection, including the design and delivery of participant surveys.

Knowledge Bank

The online Knowledge Bank houses documents and resources related to the provincial FCSS Grant Program, including those mentioned above. The Knowledge Bank also includes resources and guides to support local FCSS program staff with annual reporting and the online reporting system.

NOTE: Additional resources and support for local FCSS programs are available through the FCSSAA.

Glossary

Accessible: Programs and services are available to Albertans through a variety of mediums and are simple to navigate.

Appropriate: Programs and services are flexible, adaptable, individualized and available when needed.

BIPOC: The acronym stands for "Black, Indigenous and People of Color".

Civil society: Civil society includes non-profit and voluntary organizations, registered charities, informal groups or movements pursuing shared interests or values, and private-sector organizations and individuals pursuing social good.

Evidence-informed practice: An ongoing process that incorporates client values/perspectives, staff expertise and research to inform decisions.

2SLGBTQQIA+: The acronym stands for "Two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex and asexual, and all other sexual orientations and genders".

Prevention: A proactive process that strengthens the protective factors of individuals, families, and communities to promote well-being, reduce vulnerabilities, enhance quality of life, and empowers them to meet the challenges of life.

Primary prevention: Primary prevention focuses on the general population or on subsets of the population who may be at higher risk, with the intent of promoting protective factors in the physical or social environment.

Promising practices: A program, service or strategy that shows potential for developing into a best practice.

Protective factors: Factors that prevent or mitigate the effects of exposure to risk factors and stressful life events.

Risk factor: Any attribute, characteristic or exposure of an individual that increases the likelihood of negative outcomes.

Risk management: Risk is the uncertainty around future events and their potential to affect the achievement of objectives and outcomes. Risk management looks to improve decision-making under uncertainty to maximize the benefits and minimize the costs.

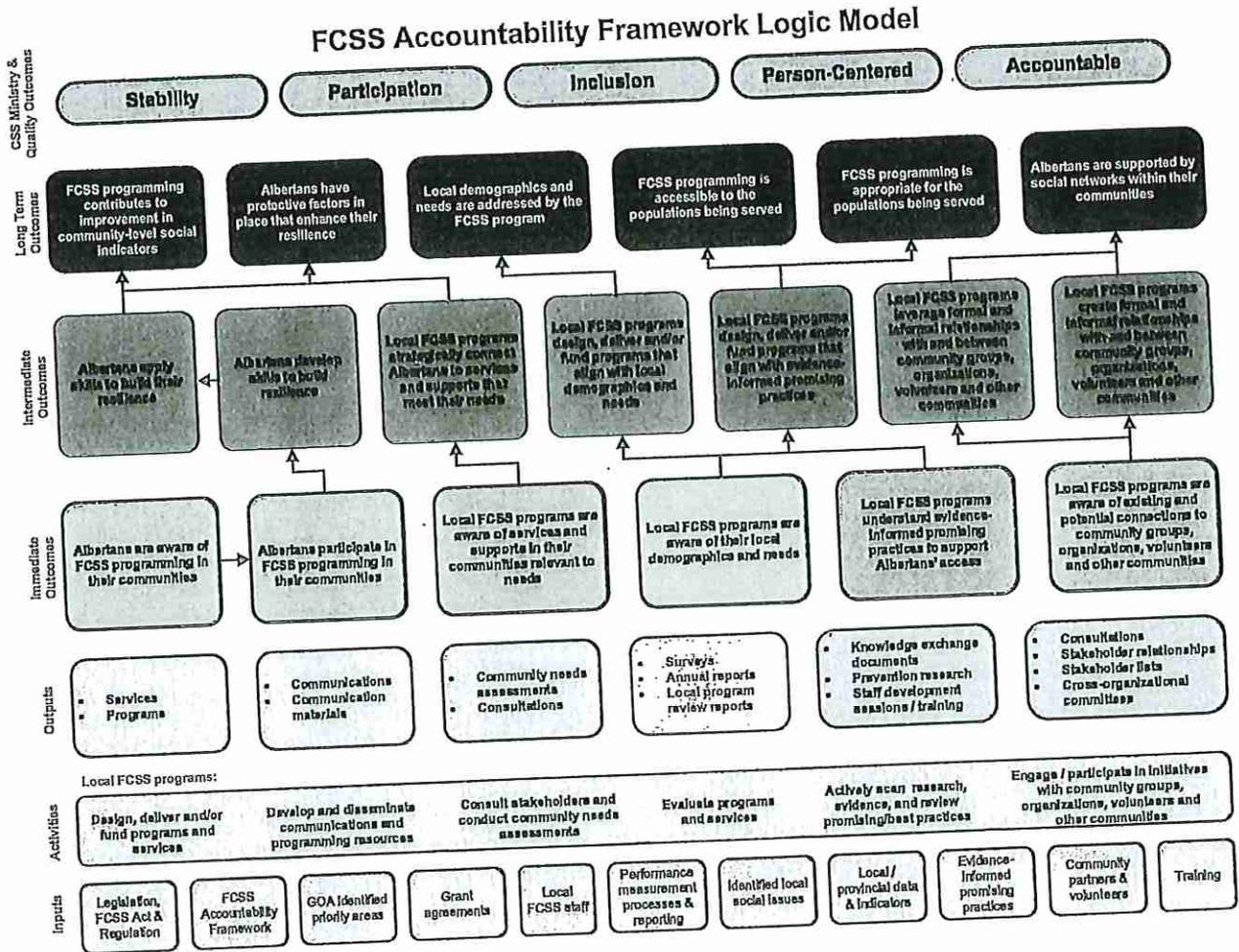
Secondary prevention: Secondary prevention focuses on specific groups or at-risk populations to address issues at an early stage.

Social inclusion: The act of making all groups of people within a society feel valued and included.

Tertiary prevention: Tertiary prevention focuses on addressing immediate needs with the intent to prevent long-term impacts.

41

Appendix



82

43

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² Government of Alberta. Ministry Business Plan: Community and Social Services. Accessed March 29, 2022: <https://open.alberta.ca/dataset/91c57caa-6878-4a31-9747-4e8f6a82d5aa/resource/8e60238b-f354-45fd-a54d-2833c531ddad/download/css-community-and-social-services-business-plan-2022-25.pdf>

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⁹ Government of Alberta. Community and Social Services 2020-2021 Annual Report. Accessed January 31, 2021: <https://open.alberta.ca/dataset/20f7bf5e-3b69-4400-8785-5b195e1491f1/resource/1caf2450-ab54-4378-a5c7-af047c27e759/download/css-annual-report-2020-2021.pdf>

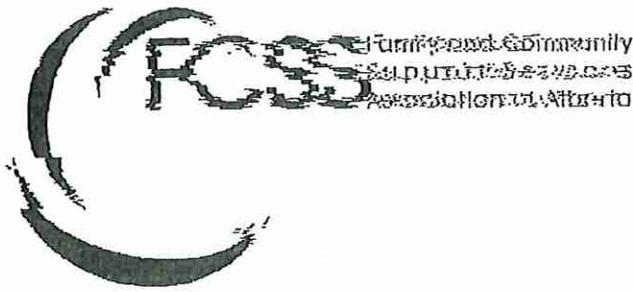
¹⁰ Statistics Canada. The Daily — Police-reported family violence in Canada, 2020. Accessed November 29, 2021: <https://www150.statcan.gc.ca/n1/daily-quotidien/211104/dq211104b-eng.htm>

¹¹ Statistics Canada. Family violence in Canada: A statistical profile, 2019. Accessed December 7, 2021: <https://www150.statcan.gc.ca/n1/en/pub/85-002-x/2021001/article/00001-eng.pdf?st=3aA5tRyE>

¹² Statistics Canada. Table 5, Police-reported crime for selected offences, by province or territory, 2019. Accessed February 3, 2022: <https://www150.statcan.gc.ca/n1/pub/85-002-x/2020001/article/00010/tbl/tbl05-eng.htm>

¹³ Canadian Institute for Health Information. 2017. Seniors in Transition Exploring Pathways Across the Care Continuum. Accessed August 15, 2022: <https://www.cihi.ca/sites/default/files/document/seniors-in-transition-report-2017-en.pdf>

84



Family and Community Support Services

Program Advice Inventory Listing

November 2010

Alberta
CHILDREN AND YOUTH SERVICES

85

FCSS Program Advice Inventory Listing

What is FCSS?

FCSS is a unique 80/20 funding partnership between the Government of Alberta and participating municipalities or Métis settlements. Provincially, the FCSS Program receives its mandate from the *FCSS Act* and Regulation. The *Act* describes what the Province and municipality/Métis Settlement can do to provide preventive social services. The Regulation describes how services may be provided.

The Regulation sets out the service requirements that a municipality or Métis Settlement must meet to be eligible for funding. At the local level, a municipality or Métis Settlement Council chooses whether to establish a Program, and enters into an agreement with the Province to jointly fund FCSS activities. Under FCSS, communities design and deliver social programs that are preventive in nature to promote and enhance well-being among individuals, families and communities. The programs depend on community resources, often involving volunteers in management and delivery.

The FCSS philosophy is based on a belief that self-help contributes to a sense of integrity, self-worth and independence. The programs developed are intended to help individuals within their communities to adopt healthy lifestyles, thereby improving the quality of life and building the capacity to prevent and/or deal with crisis situations should they arise.

One of the key principles of the FCSS Program is local responsibility for priority-setting and resource allocation. Within the parameters of the *FCSS Act* and Regulation, each municipality or Métis Settlement determines how much of the available grant allocation it will access from the Province and how this funding should be allocated to best meet the needs of their community. Part of this decision-making process will be to ensure that the required 20 per cent matching share is available and that its source is the operating budget of the municipality/Métis Settlement. Final authority and responsibility for how local FCSS Programs will be administered and delivered rests with municipal/Métis Settlement Councils.

Eligible projects, services and expenditures must adhere to legislated requirements and it is recommended that the *FCSS Act* and Regulation be reviewed and referenced regularly. By collaborating and partnering, local FCSS Programs assist with such program goals as helping communities "assume responsibility for decisions and actions which affect them" and helping to "sustain people as active participants in the community." Promoting local partnerships and co-operation is not only essential to achieve objectives, it is philosophically sound.

FCSS, Prevention and Community Development

According to the FCSS Regulation, participating municipalities and Métis Settlements are obligated by legislation to "promote, encourage and facilitate the development of stronger communities." FCSS, by its legislated nature, is necessarily involved in community development. Communities can be strengthened in at least two ways:

86

1. **By supporting individuals** - Communities are groups of people. In providing services for individuals and families to improve their well-being and build their capacity to prevent and/or deal with crisis situations, communities as a whole are strengthened. FCSS supports individuals and families by offering programs (i.e., direct service delivery), or by funding community organizations to provide the services (i.e., external granting).
2. **By serving the whole community** - Communities are also strengthened through community-wide initiatives that intentionally involve citizen participation and provide the opportunity for community members to assume responsibility for decisions and actions which affect them. FCSS serves the whole community by initiating and/or supporting community needs assessments, community planning processes, and developing and implementing projects to address community-wide needs. The provision of community-wide services such as community directories, information and referral services and volunteer centres are examples of FCSS involvement in community development.

Levels of Prevention

There are three levels of prevention: primary, secondary and tertiary. FCSS Programs focus on primary prevention (community development) and secondary prevention (community-based services). There has long been discussion about community development versus provision of community-based services for meeting needs and making change happen – and which is most appropriate for an FCSS Program's focus.

Each community needs to decide for itself what its core philosophy and approach will be. Many FCSS Programs are a combination of community development and community-based services. Elements of both approaches can be present in any project or community planning process.

Whether an FCSS Program wants to provide services or facilitate others to provide services, the role of FCSS is to ensure community involvement and input to make change happen. Using either a community development approach, a community-based services approach, or a combination of both, preventive social services provided by FCSS Programs will be:

- oriented to the future not the past;
- focussed on a group in the community or section of the community, rather than the individual;
- innovative and locally determined;
- carried out in co-operation with other organizations; and/or
- designed to encourage self help, volunteerism, and capacity building so people can help themselves.
- FCSS Programs can often be seen doing community development by:
 - encouraging groups of people to identify and work toward resolving community issues;
 - publicizing issues that affect the quality of life of people in the community;
 - adapting to changing conditions; and/or
 - helping people to identify their needs, define their goals and determine how to make those goals reality.

47

Working with Child and Family Services Authorities

CYS offers a range of services and programs for children and families through 10 Child and Family Services Authorities (CFSAs) serving all regions of the Province. Local FCSS Programs and CFSAs work together to build strong, effective partnerships at the community level and collaborate on funding initiatives that meet the FCSS criteria.

CFSAs are responsible for services related to child intervention, child protection, foster care, adoptions, children with special needs, prevention of family violence and day care support services. Services may also include the delivery and co-ordination of a variety of other services developed through partnerships and protocols with community agencies, other regional authorities and government departments.

In 1999, CYS and the FCSSAA partnered to develop a series of "Working Together" papers. *Working Together with Child and Family Services Authorities* and numerous other publications are posted on the CYS website at www.child.alberta.ca/home/821.cfm. These papers are also available through the FCSSAA Resource Bank.

Further information about local CFSAs can be found on the Ministry's website at www.child.alberta.ca/home/local_offices.cfm.

Eligible/Non-Eligible Projects

Section 2 of the FCSS Regulation (Alberta Regulation 218/94) provides direction for program funding. It states that: In providing for the establishment, administration and operation of a program, a municipality must do all of the following:

- (1) promote and facilitate the development of stronger communities;
- (2) promote public participation in planning, delivery and governing the program and services provided under the program;
- (3) promote and facilitate the involvement of volunteers;
- (4) promote efficient and effective use of resources;
- (5) promote and facilitate co-operation and co-ordination with allied service agencies operating within the municipality.

Section 2.1(1) states that: Services provided under a program must

- (a) be of preventive nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and
- (b) do one or more of the following:
 - (i) help people to develop independence, strengthen coping skills and become more resistant to crisis;
 - (ii) help people to develop an awareness of social needs;

48

- (iii) help people to develop interpersonal and group skills which enhance constructive relationships among people;
- (iv) help people and communities to assume responsibility for decisions and actions which affect them;
- (v) provide supports that help sustain people as active participants in the community.

Section 2.1(2) states that: Services provided under a program must not

- (a) provide primarily for the recreation needs or leisure time pursuits of individuals,
- (b) offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family,
- (c) be primarily rehabilitative in nature, or
- (d) duplicate services that are ordinarily provided by a government or government agency.

Section 4 of the FCSS Regulation states that: Expenditures of the program shall not include

- (a) the purchase of land or buildings,
- (b) the construction or renovation of a building,
- (c) the purchase of motor vehicles,
- (d) any costs required to sustain an organization that do not relate to direct service delivery under the program,
- (e) municipal property taxes and levies, or
- (f) any payments to a member of a board or committee referred to in Section 3(b) or (j), other than reimbursement for expenses referred to in Section 3(l).

Program Advice Inventory Listing

The FCSS Program Advice Inventory Listing, developed by CYS and the FCSSAA, follows the principles and guidelines of the *FCSS Act* and Regulation and is intended to assist local FCSS Programs clarify the eligibility of a number of projects, services and/or expenditures.

The Listing is another “for FCSS by FCSS” resource designed to assist in decision-making and program delivery in the community. The information is a collection of responses from CYS and the FCSSAA to questions from local FCSS Program Directors and Board members regarding funding eligibility. Many of the items included in the Listing were reviewed by the FCSS Program Advisory Team.

This Listing is updated periodically by CYS. Please note that the Listing is not exhaustive and interpretations provided are subject to change. **Final funding decisions remain the responsibility of each participating municipality or Métis Settlement.**

A table of contents is provided to assist with locating specific projects/services. This Listing is provided as a section within the FCSS Program Handbook and is also available as a stand-alone document. Copies are available on the Ministry’s website at www.child.alberta.ca/home/821.cfm or by contacting the FCSSAA.

59

Determining Eligibility

A key consideration when determining the eligibility of a project or service is to identify its intent or purpose. For purposes of FCSS Program delivery, preventive social services are defined as “enhancing the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.” Projects, services and initiatives that support, educate, build awareness, develop leadership skills, strengthen family life and promote volunteerism are eligible preventive social services. Refer to pages 2-1 and 2-2 for a list of programs and services that may be offered.

For example, Boys and Girls Clubs include recreational components; however, the intent of the Clubs’ programming is not recreation; rather, it is to encourage and empower children and youth to develop healthy lifestyles, leadership skills, life skills and a sense of social responsibility. These are “social programs that are preventive in nature” with positive social outcomes provided through various activities. Therefore, FCSS may provide funding to Boys and Girls Clubs.

Identifying the type of prevention also helps to determine its fit for funding. Crime prevention and safety or injury prevention programs (first aid courses, child car seat awareness, bicycle safety, swim programs, etc.) provide valuable services to community residents; however, they do not meet FCSS criteria in that they are not “social programs that are preventive in nature.”

When deciding whether to fund particular projects or services, local municipal or Métis Settlement Councils, or FCSS Boards, are tasked with prioritizing the level of community need the project or service will address in relation to other needs in the area, and the degree to which it is determined the project or service will meet those needs (thereby providing a basis of prevention of future needs in the community), as well as the availability of other potential funding sources.

Section 2.1(2) and Section 4 of the FCSS Regulation identify ineligible services and prohibited costs. **Crisis intervention and rehabilitation services are not eligible to receive funding. Capital expenses, including funding to build, renovate, maintain or operate a facility where FCSS programs and services are offered, are not eligible for FCSS funding.**

Section 2.1(2)(d) of the FCSS Regulation states that “services provided under a program must not duplicate services that are ordinarily provided by a government or government agency.” This does not mean that local FCSS Programs cannot jointly fund initiatives with government, providing FCSS Regulation criteria are met. The intent is to ensure local FCSS Programs do not start-up projects or services that are already mandated under other government jurisdictions. Many government departments/agencies find it necessary to reduce or eliminate funding of programs or services within their jurisdictions. **FCSS funding should not be used to enhance or restore these services.**

Visit the Government of Alberta website at www.gov.ab.ca to learn more about the various provincial ministries and to identify where potential grants may be available (click on the “Government” tab and go to the appropriate Ministry website link). A summary of mandates and responsibilities for all government ministries is available at www.alberta.ca/home/ministries.cfm.

Funding requests may include both **eligible and non-eligible components**. Components of a service that has preventive social outcomes may be funded by FCSS, with another funding partner covering the components related to the non-eligible costs.

90

For example, the aspect of community kitchens/community gardens that focus on developing independence, strengthening coping skills, building relationships and support networks, is eligible for FCSS funding, while the components that focus on menu planning, nutrition, budget planning, learning shopping and/or gardening skills, is not eligible for FCSS funding.

If a project or service is determined to be ineligible for FCSS funding, (e.g., food bank, thrift shop, nutrition program, literacy program, school-based programs, special transportation services, etc.) funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

In many cases, determining eligibility is not straightforward. However, if there is a social need in the community, projects and services that are preventive in nature and have identified positive social outcomes will generally be eligible for FCSS funding.

91

Eligibility Assessment Tool

The *Eligibility Assessment Tool* is a four-stage test or guide to assist local FCSS Programs in determining if a project or funding request fits the FCSS eligibility criteria:

1. Is the project or service preventive? Does it enhance the social well-being of families and individuals? Does it have preventive social outcomes?
(The answer should be "yes.")

2. Does the project or service:
 - help people develop independence, strengthen coping skills?
 - help people develop an awareness of social needs?
 - help people to develop interpersonal and group skills?
 - help people and communities to assume responsibility OR
 - provide supports that help sustain people as active members of the community?
(The answer should be "yes" to at least one of these questions.)

3. Is the project or service:
 - primarily a recreation, leisure, entertainment or sporting activity or event?
 - offering direct assistance, including money, food, clothing or shelter, to sustain an individual or family?
 - primarily rehabilitative, therapeutic or crisis management?
 - a duplication of services provided by any level of government?
 - a capital expenditure such as the purchase, construction or renovation of a building or facility?
(The answer must be "no" to all of these questions.)

4. Do the proposed expenditures of the project comply with Sections 3 and 4 of the FCSS Regulation?
(The answer should be "yes.")

92

FCSS Program Advice Inventory Listing Table of Contents	Page No.
ABC Headstart	11
Adult Tutoring	11
Babysitting Courses	11
Bicycle Safety Program	11
Block Parent Program	11
Books for Babies	11
Building Blocks	11
Capital Expenses	11
Child Car Seat Safety Program	11
Child Care/Day Care (ages 0 to 5)	11
Child Find	11
Christmas Hampers	12
Citizens on Patrol	12
Clothing Depots/Thrift Shops	12
Collective Kitchens/Community Kitchens/Community Gardens	12
Community Development Activities	12
Community Policing	12
Community/School Resource Officers	12
Community Signs	13
Conference/Event Attendance	13
Counselling	13
Crime Prevention Programs/Activities	13
Crisis/Distress Lines	13
Day Care	14
Disaster Services/Social Services Programming	14
Dispute/Conflict Resolution	14
Drug Awareness Resistance Education (DARE)	14
"Dry Grad" Celebrations	14
Donations to Community Groups/Organizations	14
Emergency Shelters	14
Employment Programs/Employment Training Programs	15

93

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Family Literacy Tote Bag Program	15
Family School Liaison	15
Family Violence Prevention	15
Fetal Alcohol Spectrum Disorder (FASD)	15
Fire Safety Program	15
First Aid Courses	15
Food Banks	15
Healthy Families/Home Visitation Programs	15
Help Lines	16
Home Alone Program	16
Home Care	16
Home Support	16
Honorariums	17
Housing Projects	17
Jump Start	17
Justice-based Programs (Crime Prevention, Victim Services, etc.)	17
Lifeline/Apello/Medical Alert	17
Literacy for Life	18
Literacy Programs	18
Management/Administrative Expenses	18
Meals on Wheels	18
Mediation Services	18
Neighbourhood Watch	18
Nursery School Programs	18
Nutrition Programs	18
Out of Pocket Expenses	19
Out-of-School Care	19
Palliative Care Assistance	19
Parent Link Centres	19
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	19
Playground Equipment	20

94

FCSS Program Advice Inventory Listing Table of Contents	Page No.
Playschool Programs	20
Preschool Programs	20
Quest	20
Recreation/Leisure/Entertainment/Sports	20
Roots of Empathy	20
Safe and Caring Schools	21
Safety Programs	21
Santa's Anonymous	21
School Breakfast/Lunch Programs	21
School Resource Officers	21
Search/Rescue Programs	21
Seniors Residences/Lodges	21
Sexual Assault Centres	22
Short-term Emergency Housing	22
Sports-Related Activities	22
Subsidies	22
Suicide Prevention	22
Summer Fun/Playground Programs	22
Swim/Water/Boating Safety Programs	22
Transportation Services	22
Victim Services	23
Volunteer Development	23
Waterways Watch	23
Women's Shelters	23
Youth Conferences/Camps	23
Youth Emergency Shelters	24
Youth Justice Committees	24

95

Items	Advice/Comments	Eligible	Ineligible*
ABC Headstart	See "Preschool Programs." Intent determines eligibility.		
Adult Tutoring	Projects/services that focus primarily on adult literacy competency are the responsibility of Advanced Education and Technology and community adult learning councils.		✓
Babysitting Courses	Encourages teens and pre-teens to develop life skills and/or social responsibility.	✓	
Bicycle Safety Program	See "Safety Programs."		✓
Block Parent Program	See "Safety Programs."		✓
Books for Babies	See "Literacy Programs." Intent determines eligibility.		
Building Blocks	See "Literacy Programs." Intent determines eligibility.		
Capital Expenses	Capital expenditures are not eligible. Examples include, but are not limited to, the following: purchase of land; purchase, construction or renovation of a facility; purchase of motor vehicles; construction of or equipping playgrounds, water parks, swimming pools, etc. Purchase of office equipment, furnishings and supplies essential to the operation of local FCSS Programs and their funded organizations (for projects/services with preventive social outcomes) is eligible.	✓	✓
Child Car Seat Safety Program	See "Safety Programs."		✓
Child Care/Day Care (ages 0 to 5)	Child care/day care services for children ages 0 to 5 that are licensed under provincial child care legislation to provide basic daily care and subsidies are not eligible. Local Child and Family Services Authorities oversee the delivery of these services. For further information, visit www.child.alberta.ca/childcare and/or www.child.alberta.ca/home/local_offices.cfm .		✓
Child Find	See "Safety Programs."		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

96

Items	Advice/Comments	Eligible	Ineligible*
Christmas Hampers	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Citizens on Patrol	See "Justice-based Programs."		✓
Clothing Depots/ Thrift Shops	The <u>primary</u> focus is providing for basic needs. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓
Collective Kitchens/ Community Kitchens/ Community Gardens	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on developing independence, strengthening coping skills, building relationships and support networks; • focus is on menu planning, nutrition, budget planning, learning shopping and/or gardening skills. 	✓	✓
Community Development Activities	Community development is an integral component of FCSS. Eligible activities include, but are not limited to, the following: information and referral services; developing directories designed to inform the public of available resources; interagency co-ordination; increasing public awareness about community issues; developing strategies for community advocacy; developing comprehensive social community plans and initiatives; environmental scans; service reviews; needs assessments; strategic planning; program planning; and, in-kind support to community-based groups (until self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc.	✓	
Community Policing	See "Justice-based Programs."		✓
Community/School Resource Officers	Community/School Resource Officers that focus on an enhanced level of policing fall under the mandate of Solicitor General and Public Security. Refer to section 2.1(2)(d) of the FCSS Regulation. See "Justice-based Programs."		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

97

Items	Advice/Comments	Eligible	Ineligible*
Community Signs	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> signs that provide information on community activities and events and are accessible to an entire community (e.g., bulletin board located in a central square) are eligible. Collaboration with other stakeholders should occur where possible to share costs. signs that welcome residents/visitors to a community that include a listing of available businesses and organizations are not eligible. 	✓	✓
Conference/Event Attendance	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> conference/events designed to encourage the development of healthy lifestyles, leadership skills and/or social responsibility are eligible. recognition conferences/events that do not meet FCSS criteria or that have an entertainment/ recreational focus or receive funding from another government source are not eligible. 	✓	✓
Counselling	<p>Purpose/intent determines eligibility:</p> <ul style="list-style-type: none"> short-term counselling and referral services (e.g., individual, family and group counselling, bereavement counselling, support groups and referral services) are eligible. crisis, treatment or long-term counselling is not eligible. 	✓	✓
Crime Prevention Programs/Activities including, but not limited to, the following: Citizens on Patrol, Community/ School Resource Officers, Community Policing, Neighbourhood Watch and Waterways Watch	See "Justice-based Programs."		✓
Crisis/Distress Lines	<p>Intent of program determines eligibility:</p> <ul style="list-style-type: none"> information/referral and/or volunteer training/development expenses are eligible. 	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

95

Items	Advice/Comments	Eligible	Ineligible*
Crisis/Distress Lines (continued)	<ul style="list-style-type: none"> core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services are not eligible. 		✓
Day Care	See "Child Care/Day Care (ages 0 to 5)."		✓
Disaster Services/Social Services Programming	Municipal Affairs is responsible for maintaining emergency management systems that enables communities to prepare for, respond to and recover from major emergencies and disasters. Municipal governments also have a responsibility in this area.		✓
Dispute/Conflict Resolution	See "Justice-based Programs."		✓
Drug Awareness Resistance Education (DARE)	DARE is a program developed by the RCMP; the Alberta Alcohol and Drug Abuse Commission (AADAC), part of Health Services, also administers and funds information, prevention and treatment services to assist Albertans with alcohol, drug and gambling problems.		✓
"Dry Grad" Celebrations	Graduation parties are designed to provide a safe entertainment/recreation activity to celebrate a significant school accomplishment. Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown.		✓
Donations to Community Groups/Organizations	Section 4(d) of the FCSS Regulation states the following: "Expenditures of the program shall not include any costs required to sustain an organization that do not relate to direct service delivery under the program."		✓
Emergency Shelters, including, but not limited to, the following: Sexual Assault Centres, Short-term Emergency Housing, Women's Shelters and Youth Emergency Shelters (continued)	<p>Emergency shelters are crisis intervention/rehabilitative services with a primary focus of providing for basic needs (e.g., during emergency/disaster situations). Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.</p> <p>Public education/awareness (i.e., promotion and information of the service) is eligible.</p>	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

99

Items	Advice/Comments	Eligible	Ineligible*
Employment Programs/ Employment Training Programs	Employment programs are the responsibility of Employment and Immigration and the Department of Human Resources and Skills Development (Government of Canada).		✓
Family Literacy Tote Bag Program	See "Literacy Programs." Intent determines eligibility.		
Family School Liaison	Provides students and their families an opportunity to discuss and address concerns about home and/or school in a counselling setting. This program is not mandated under any government department and does not duplicate an existing service.	✓	
Family Violence Prevention	Includes eligible and ineligible components: <ul style="list-style-type: none"> • public awareness/education; volunteer development. • core operating costs (salaries, rent, utilities, etc.) for crisis intervention or rehabilitation services. 	✓	✓
Fetal Alcohol Spectrum Disorder (FASD)	Includes eligible and ineligible components: <ul style="list-style-type: none"> • public awareness/education; volunteer development. • assessment or support to individuals diagnosed with FASD. <p>For further information, visit, www.child.alberta.ca/home/594.cfm</p>	✓	✓
Fire Safety Program	See "Safety Programs."		✓
First Aid Courses	See "Safety Programs."		✓
Food Banks	See "Nutrition Programs."		✓
Healthy Families/Home Visitation Programs	Healthy Families, or Home Visitation Programs, are designed to support families in providing a nurturing, stimulating and safe environment for young children ages 0 to 6. Core funding is provided by Children and Youth Services and allocated through regional Child and Family Services Authorities. Local FCSS Programs may support Healthy Families/Home Visitation Programs by providing services in-kind or additional dollars to enhance services.	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

100

Items	Advice/Comments	Eligible	Ineligible*
Help Lines	Intent of program determines eligibility: <ul style="list-style-type: none"> • information/referral; volunteer training/development. • core operating costs (salaries, rent, utilities, etc.) for crisis intervention services. 	✓	✓
Home Alone Program	Intent of program determines eligibility: <ul style="list-style-type: none"> • if provided as a component of a youth program, and the focus is on encouraging teens and pre-teens to develop life skills and/or social responsibility, it is eligible. • if provided as a stand alone school-based project and the focus is primarily safety, security and/or injury prevention (i.e., main intent does not avert <u>social breakdown</u>), it is not eligible. 	✓	✓
Home Care	Home care is a medical service funded by Health and Wellness. <u>Alberta Health Services</u> is responsible for the planning and delivery of numerous health supports and services including <u>acute care; emergency services; home care; long-term care; public health; and rehabilitation services</u> . Individuals assessed with medical conditions requiring home care services (including homemaking and care-giving practices, assistance with meal preparation and bathing) are not eligible.		✓
Home Support	Home support services that are designed to assist seniors to remain in their homes longer and to encourage their participation as active community members are eligible. Eligible costs include, but are not limited to, housekeeping services and yard maintenance. Services may be provided directly, contracted with not-for-profit agencies or private contractors, or in partnership with <u>Alberta Health Services</u> . Services provided must be non-medical (i.e., not required as a result of medical procedures, treatments or assessments). Home support services may not be provided for short-term urgent or emergency situations. See "Emergency Shelters."	✓	✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

101

Items	Advice/Comments	Eligible	Ineligible*
Honorariums	Includes fees and daily allowances paid to FCSS board members or board members of organizations receiving FCSS funding. Refer to Section 4(f) of the FCSS Regulation.		✓
Housing Projects	Eligible components include community engagement and/or facilitation processes such as raising public awareness about affordable housing issues, needs identification, advocacy, development of affordable housing or homelessness plans/initiatives, and the development of comprehensive community plans. FCSS may also provide administrative support to community-based affordable housing groups (until they are self-sustaining), such as in-kind office space, printing, photocopying, assistance with proposals, etc. Capital expenses, including building costs or costs associated with administration of specific housing projects and financial subsidies are not eligible.	✓	✓
Jump Start	See "Literacy Programs." Intent determines eligibility.		
Justice-based Programs, including, but not limited to, the following: Citizens on Patrol, Community Policing, Community/School Resource Officers, Dispute/Conflict Resolution, Neighbourhood Watch, Waterways Watch and Youth Justice Committees	Justice-based programs/initiatives including crime prevention activities are mandated under other government departments (e.g., Solicitor General and Public Security and Justice and Attorney General) and are not eligible for funding. For further information regarding responsibilities and mandates of Government of Alberta ministries, visit http://alberta.ca/home/government.cfm . In 2003, the Ministry and the FCSSAA partnered to develop a "Working Together" paper related to FCSS working with different aspects of the justice system. This paper, along with numerous other publications, is posted on the Children and Youth Services website at www.child.alberta.ca/home/821.cfm . It is also available through the FCSSAA.		✓
Lifeline/Apello/ Medical Alert	Intent of program determines eligibility: • focus is on providing supports that help sustain people as active participants in the community.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

102

Items	Advice/Comments	Eligible	Ineligible*
Lifeline/Apello/ Medical Alert (continued)	<ul style="list-style-type: none"> focus is <u>primarily</u> safety, security and/or injury prevention (i.e., main intent does not avert <u>social breakdown</u>). 		✓
Literacy for Life	See "Literacy Programs." Intent determines eligibility.		
Literacy Programs, including, but not limited to, the following: Books for Babies, Building Blocks, Family Literacy Tote Bag Program, Jump Start and Literacy for Life	Intent of program determines eligibility: <ul style="list-style-type: none"> developing or promoting parent/child relationships and/or increasing parenting skills is eligible. improving literacy skills is a responsibility of Education and is not eligible. 	✓	✓
Management/ Administrative Expenses	Management and administrative expenditures representing support for FCSS programming (as reported on Annual FCSS Program Reports) are eligible. Municipal costs that are <u>not</u> part of an FCSS Program are ineligible. Refer to Section 5(e) of the FCSS Regulation.	✓	✓
Meals on Wheels	Includes eligible and ineligible components: <ul style="list-style-type: none"> support components including volunteer training, public awareness and/or purchase of containers. core operating costs (salaries, rent, utilities, purchase of food, etc.). 	✓	✓
Mediation Services	Intent of program determines eligibility: <ul style="list-style-type: none"> family conflict mediation services is eligible. justice-based medication services, including neighbourhood conflict resolution is not eligible. 	✓	✓
Neighbourhood Watch	See "Justice-based Programs."		✓
Nursery School Programs	See "Preschool Programs."		✓
Nutrition Programs including, but not limited to, the following: Food Banks, School Breakfast and/or Lunch Programs	Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

103

Items	Advice/Comments	Eligible	Ineligible*
Out of Pocket Expenses	Includes FCSS board members and volunteers participating in FCSS-funded activities.	✓	
Out-of-School Care	<p>Children and Youth Services became directly involved in out-of-school care with the announcement of the <i>Creating Child Care Choices</i> plan on May 9, 2008. The Alberta Child Care Accreditation Funding Program provides funding for licensed out-of-school care programs to become accredited and for the recruitment and retention of trained, qualified staff. For additional information, visit www.child.alberta.ca/childcare.</p> <ul style="list-style-type: none"> • Out-of-school care subsidies are provided through regional Child and Family Services Authorities and are not eligible for funding. For further information, visit www.child.alberta.ca/home/1148.cfm or contact the local CFSA. • Administration/operating costs for out-of-school care programs are eligible. 	✓	✓
Palliative Care Assistance	Intent does not meet the FCSS definition of prevention in that the main objective does not avert social breakdown. Palliative care is the responsibility of <u>Alberta Health Services</u> (Health and Wellness).		✓
Parent Link Centres	<p>Core funding for Parent Link Centres (PLCs) is provided by Children and Youth Services and is allocated through regional Child and Family Services Authorities. For additional information, visit www.child.alberta.ca/home/902.cfm.</p> <p>Local FCSS Programs may support PLCs by providing services in-kind or additional dollars to enhance services.</p>	✓	✓
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program	The PARTY Program, delivered by the RCMP, Victim Services, Emergency Medical Services and a program facilitator, targets Grade 9 students and provides education to recognize risk, make informed choices and consider the consequences of their decision and behaviours related to safe driving.		

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

104

Items	Advice/Comments	Eligible	Ineligible*
Prevent Alcohol and Risk-Related Trauma in Youth (PARTY) Program (continued)	This program does not meet the definition of FCSS prevention in that the <u>primary</u> focus is safety and injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Playground Equipment	Capital purchases, including playground equipment, are not eligible. Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Refer to Section 2.1(2)(a) of the FCSS Regulation.		✓
Playschool Programs	See "Preschool Programs." Intent determines eligibility.		
Preschool Programs including, but not limited to, the following: ABC Headstart, Nursery School Programs and Playschool Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> • focus is on social development of preschool-aged children. • focus is on education preparation to begin school. 	✓	✓
Quest	Lions-Quest Canada has developed a number of programs to promote positive life skills and conflict resolution skills for students from kindergarten to Grade 12. These programs are taught by trained teachers in classroom settings and are designed to fit within various provincial curricula in language arts, health and personal life skills and social studies. School-based programs are the responsibility of Alberta Education.		✓
Recreation/Leisure/Entertainment/Sports	Services must not provide primarily for the recreational needs or leisure time pursuits of individuals. Activities, events, equipment, uniforms, etc. for recreation, leisure, entertainment, or sporting activities are not eligible for funding.		✓
Roots of Empathy	Roots of Empathy is a program delivered in the classroom to reduce levels of aggression and violence among school-aged children while raising social/emotional competence and increasing empathy. This program is not mandated under any other government department and does not duplicate an existing service.	✓	

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105

Items	Advice/Comments	Eligible	Ineligible*
Safe and Caring Schools	Core services are not eligible. Alberta Education is responsible for this initiative. The <i>Alberta School Act</i> was amended in June 1999 to include a section on safe and caring schools.		✓
Safety Programs including, but not limited to, the following: Bicycle Safety, Block Parent Program, Child Car Seat Safety, Child Find, First Aid Courses, Swim/Water/Boating Safety	These programs do not meet the definition of FCSS prevention in that their <u>primary</u> focus is safety, security and/or injury prevention. The main intent does not avert <u>social</u> breakdown.		✓
Santa's Anonymous	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown.		✓
School Breakfast/Lunch Programs	See "Nutrition Programs."		✓
School Resource Officers	See "Community/School Resource Officers" and "Justice-based Programs."		✓
Search/Rescue Programs	Program does not meet the definition of FCSS prevention in that the main intent does not avert social breakdown. Ground search and rescue is the responsibility of local police forces, supported by volunteer ground search and rescue groups and/or government or private sector aircraft. Municipal Affairs is responsible for maintaining an emergency management system, including a "Search and Rescue Operations Plan."		✓
Seniors Residences/Lodges	Seniors residences/lodges provide safe home like environments and health care to support seniors when their level of independence decreases and they are no longer able to remain in their own homes and actively participate in the community. Seniors residences/lodges do not meet the definition of FCSS prevention in that the main intent of the residences does not avert social breakdown. Assistance to sustain an individual or family, including money, food, clothing or shelter, is not eligible. Refer to Section 2.1(2)(b) of the FCSS Regulation.		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

106

Items	Advice/Comments	Eligible	Ineligible*
Sexual Assault Centres	See "Emergency Shelters."		✓
Short-term Emergency Housing	See "Emergency Shelters."		✓
Sports-Related Activities	See "Recreation/Leisure/Entertainment/Sports."		✓
Subsidies	Section 2.1(2)(b) of the FCSS Regulation states the following: "Services provided under a program must not offer direct assistance, including money, food, clothing or shelter, to sustain an individual or family."		✓
Suicide Prevention	Intent of program determines eligibility: <ul style="list-style-type: none"> community development components (public information, awareness, education, referral services, volunteer training) that support the prevention of suicide are eligible. core operating costs (salaries, rent, utilities, etc.) for crisis intervention/treatment services, including suicide intervention training and suicide prevention crisis lines are not eligible. 	✓	✓
Summer Fun/Playground Programs	Intent of program determines eligibility: <ul style="list-style-type: none"> social development of children is eligible. recreational/entertainment activities are not eligible. 	✓	✓
Swim/Water/Boating Safety Programs	See "Safety Programs."		✓
Transportation Services	Local FCSS Programs may fund services that are in support of core programming, such as transporting individuals to and/or from an FCSS event or activity. Eligible components include fuel costs, minor maintenance expenses, lease costs and driver expenses.	✓	

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

107

Items	Advice/Comments	Eligible	Ineligible*
Transportation Services (continued)	<p>Core operating costs of a transportation service are not eligible in that the intent does not meet the FCSS definition of prevention (i.e., main objective does not avert social breakdown). Ineligible costs also include expenses that are part of a regularly scheduled service; subsidy costs; health-related travel (e.g., transporting individuals to and/or from medical appointments); leisure/entertainment/recreation-related travel including shopping trips; vocation-related travel; capital costs (e.g., vehicle purchases, and major operating expenses including vehicle repair and purchase of vehicle parts).</p> <p>Under revised program guidelines of the Municipal Affairs Sustainability Initiative, capital project and conditional operating funding is available to municipalities to assist with specialized transportation services. For further information, visit www.municipalaffairs.alberta.ca/wp_municipal_sustainability_initiative.cfm.</p> <p>Where it appears that local FCSS resources are being allocated to ineligible transportation services, Ministry staff will request expenditure clarification.</p>		✓
Victim Services	See "Justice-based Programs."		✓
Volunteer Development	Services designed to promote, facilitate and support volunteer work in the community including, but not limited to, recruitment, training, placement services and recognition.	✓	
Waterways Watch	See "Justice-based Programs."		✓
Women's Shelters	See "Emergency Shelters."		✓
Youth Conferences/Camps	<p>Intent of conference determines eligibility:</p> <ul style="list-style-type: none"> • conferences designed to encourage youth to develop healthy lifestyles, leadership/life skills and/or social responsibility are eligible. • youth recognition events that do not meet FCSS criteria or are primarily recreational and/or sports-focused are not eligible. • youth camps that are primarily recreational, nature and/or wilderness survival are not eligible. 	✓	✓

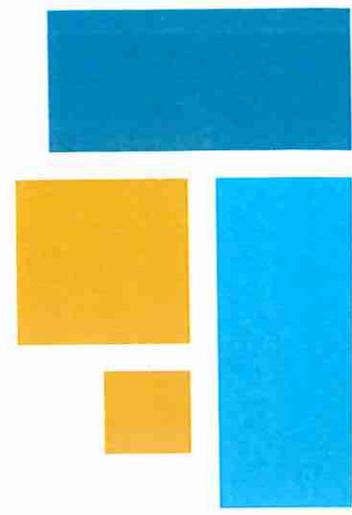
* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

108

Items	Advice/Comments	Eligible	Ineligible*
Youth Emergency Shelters	See "Emergency Shelters."		✓
Youth Justice Committees	See "Justice-based Programs."		✓

* If a project or service is determined to be ineligible, funding may be provided to assist with community development activities such as public education/awareness (i.e., promotion and information, and volunteer training/development). Core expenses (e.g., rent, salaries, travel, telephone, utilities, etc.) would not be eligible for funding.

109



Sunday, November 27, 2022

Dear Sandra,

In partnership with the Government of Alberta, Alberta Municipalities is honoured to present you with the Queen Elizabeth II Platinum Jubilee Medal. You were nominated for this award by your fellow Albertans who felt you should be recognized for your contributions, commitment, and dedication to bettering your community.

The Queen Elizabeth II Platinum Jubilee Medal was struck to commemorate the 70th anniversary of the coronation of Queen Elizabeth II. Her Majesty was crowned on June 2, 1953 at Westminster Abbey. In her speech that day, she committed herself to the service of the people and invited her subjects to practice the principles of living in peace, seeking justice and freedom for all.

Through your actions, you have demonstrated how these principles have helped to build a better community, province, and nation. Your continued efforts to lead and to encourage others to follow in your steps will ensure we create a foundation on which peace and harmony can thrive for generations to come.

Congratulations on receiving this prestigious award, the Queen Elizabeth II Platinum Jubilee Medal.

Sincerely,



Cathy Heron
President, Alberta Municipalities



Dan Rude
CEO, Alberta Municipalities

110



I am pleased to award you the Queen Elizabeth II's Platinum Jubilee Medal (Alberta), created by the Province of Alberta, to mark the 70th anniversary of Her Late Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada.

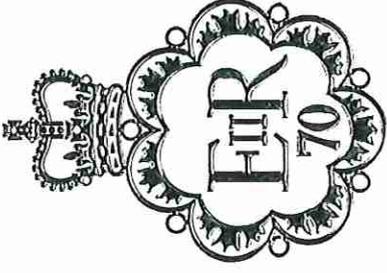
For 70 years, Her Late Majesty exemplified the true meaning of public service. The Platinum Jubilee Medal honours those who have reflected that same dedication to the service of family, community and country. Therefore, as a Province we are taking this opportunity to recognize the outstanding service of Albertans who have done much to build and enhance our Province. You are among this distinguished group.

In granting you this honour, I thank you for your dedicated service to your peers, to your community, to Alberta and to Canada. The contributions you have made to our Province are highly commendable and deserve our praise and admiration. May you wear this Medal with justified pride in your own accomplishments, in commemoration of this significant milestone in the history of the Crown in Canada, and in remembrance of our late Sovereign.

I wish to convey to you the heartfelt congratulations of your fellow Albertans, to which I add my own.

The Honourable Salma Lakhani, AOE, LLD
Lieutenant Governor of Alberta





Sandra Benford

*By Command of
The Lieutenant Governor of Alberta
the Queen Elizabeth II's Platinum Jubilee Medal (Alberta)
is hereby conferred upon you in commemoration of
the seventieth Anniversary of Her Majesty's Accession to the Throne as
Queen of Canada
and in recognition of your valuable contribution to the province.*

The Honourable Salma Lakhani
Lieutenant Governor

1952 * VIVAT REGINA * 2022

110



The Queen Elizabeth II's Platinum Jubilee Medal (Alberta)
has been conferred in recognition of:

Sandra Benford

Their Worship Sandra Benford, Mayor Summer Village of South View

Nominated by: Government of Alberta and Alberta Municipalities



The Queen Elizabeth II's Platinum Jubilee Medal (Alberta)

History of Commemorative Medals

Commemorative medals have a long and rich tradition that goes back to the Middle Ages. It became customary for monarchs to have medals struck to commemorate their coronation and other important events. For instance, during a coronation ceremony, velvet pouches were passed down the aisles of Westminster Abbey so that all those in attendance could select a medal as a personal memento of the historic event. Medals were awarded to the members of the Royal Family and their servants, to officers of the state and the government, to mayors, civil servants, members of the armed forces and the police who took part in the celebrations of the Coronation.

Beginning with the Golden Jubilee of Queen Victoria in 1887, the medals were suspended from a ribbon and worn on the chest in the same fashion as military medals. Medals were issued for Queen Victoria's Diamond Jubilee in 1897, King Edward VII's Coronation in 1902, King George V's Coronation in 1911 and his Silver Jubilee in 1935, King George VI's Coronation in 1937 and the present Queen's Coronation in 1953. Medals have also been issued for several special royal visits. Since 1935, a larger number of medals have been struck and are awarded more equitably throughout the population.

Since 1967, Canada has carried on the tradition of issuing commemorative medals. These are distinct honours that recognize the work and dedication of Canadians, particularly on joyous occasions such as royal events and national anniversaries. Modern Canadian commemorative medals include the Canadian Centennial Medal in 1967, The Queen's Silver Jubilee Medal in 1977, the 125th Anniversary of Confederation Medal in 1992, The Queen's Golden Jubilee Medal in 2002 and The Queen's Diamond Jubilee Medal in 2012.

In 2005, the first officially recognized provincial commemorative medals created by Alberta and Saskatchewan, marked the 100th anniversary of their entry into Confederation. The medals were created through provincial legislation and received Royal Assent by the Lieutenant-Governor. They were also approved for wear by the Government of Canada and have been integrated in the Order of Precedence for orders, decorations and medals.

The Queen's Platinum Jubilee in 2022 is the first occasion when a significant royal milestone has not been commemorated with a national commemorative medal. Seeing a need for recognition, especially in the wake of the COVID-19 pandemic, several Canadian provinces have created their own Queen's Platinum Jubilee Medal, following a similar pattern and design.

The Queen Elizabeth II's Platinum Jubilee Medal (Alberta) was created in 2022 by the Government of Alberta through the *Queen's Platinum Jubilee Act*. The medal is being awarded to 7000 deserving Albertans through collaboration with provincial partners to ensure an equitable representation of all regions and all fields of endeavor.

The Queen Elizabeth II's Platinum Jubilee Medal (Alberta) is a tangible way to publicly acknowledge the work and dedication of those Albertans, who are actively contributing to our province and country and to pay tribute to the example set by Her Late Majesty throughout her lifetime.

114

Alberta



The Queen Elizabeth II's Platinum Jubilee Medal (Alberta)

Wearing Guide

Congratulations on being awarded the Queen Elizabeth II's Platinum Jubilee Medal (Alberta).

This year marks the 70th anniversary of Her Late Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada — an occasion never previously commemorated in Canadian history.

To celebrate The Queen's Platinum Jubilee, the Government of Alberta established the Queen Elizabeth II's Platinum Jubilee Medal (Alberta). Along with 7,000 other Albertans, you have been recognized for your contributions to your community and our province.

About the Medal

The obverse (front) depicts a crowned image of the Late Sovereign, in whose name the medal is bestowed. On the obverse, the contemporary crowned effigy of Her Late Majesty the Queen of Canada, and circumscribed with the inscriptions "ELIZABETH II DEI GRATIA REGINA" and "CANADA", separated by two maple leaves.

The reverse (back) depicts The Late Queen's Royal Cypher, which consists of a Royal Crown and the letters EIIR, with the dates of The Late Queen's Reign "1952" and "2022" at the top; the Alberta provincial shield of arms in the centre, displaying the provincial flower of wild rose on each side, and at the base, the motto VIVAT REGINA which means "Long Live The Queen!"

The obverse (front) of the medal was designed by Ms. Cathy Bursey-Sabourin, Fraser Herald of the Canadian Heraldic Authority and was approved by Her Late Majesty The Queen in 2011. The reverse (back) concept was devised by Lieutenant-Colonel Carl Gauthier and Dr. Christopher McCreery and was approved in May of 2022.

The ribbon is white, red and blue, the same colours used on the four other medals issued in 1953, 1977, 2002 and 2012 in recognition of milestone years during Her Majesty's reign.

The medal is manufactured in Canada by Guthrie Woods Products.

Care for Your Medal

The medal enclosed is struck from bronze and has been nickel plated. It does not require polishing to remain bright. If you do clean it use dish soap and water, do not use an abrasive cleaner such as silver or brass polish, or you will damage the appearance of the medal.

115

Wearing the Medal

Your medal can be worn at ceremonial events, such as those held on Remembrance Day and Canada Day. As well, you may receive invitations to other formal events where the medal can be worn. The invitation card will mention "With Decorations." It is always appropriate to ask your host if you are not sure whether your medal should be worn.

When you wear your medal, it should always be worn on your left side, above your heart. If this is your only medal, wear it as you received it. If you have other medals, we recommend having it mounted professionally. It should be suspended from a medal bar together with the decorations, arranged from left to right in accordance with the Canadian Order of Precedence. A medal mounter or military tailor in your area should be able to do this for you.

Daytime Events

During daytime events, such as medal presentation ceremonies, parades, and official receptions, the medal can be worn with business attire or uniform dress. The Platinum Jubilee Medal is worn attached to the left side. Women may also wear it on a bow, just below the shoulder. Members of uniformed organization, such as the Canadian Forces, police forces, the St. John Ambulance Brigade or the Corps of Commissionaires, should wear their insignia as set out in their respective dress regulations.

Evening Events

For evening events, medals can be worn with business attire or with formal (black tie/evening dress.) With business attire, the full-size medal is worn on the left side in the same way as it would be during the day. If you attend formal events, you should wear the miniature of the medal. These can be purchased through your medal mounter.

Order of Precedence

The Canadian Order of Precedence establishes that the Queen Elizabeth II's Platinum Jubilee Medal (Alberta) follows after all medals under the heading "Other Medals" in section 1 of the *Canadian Orders, Decorations and Medals Directive (1998)*. The complete list of precedence for orders, decorations and medals is available online at www.gg.ca under "Honours".

Useful Information

- A medal can only be worn by its actual recipient.
- Orders, decorations and medals not listed in the Order of Precedence shall not be mounted or worn in conjunction with orders, decorations and medals listed in the Order of Precedence.

Miniature Medals

The miniature is identical to the full-size medal but at three-quarter scale. It is worn above your heart in the same way as the full-size medal; either alone, if it is your only medal, or mounted with miniatures of your other decorations, arranged according to the Canadian Order of Precedence. Miniatures should only be worn with other miniatures; you should never wear a mix of full-size and miniature medals. Women can wear the miniature either suspended from the ribbon or on a bow.

116

EMS/811 Shared Response

Community Engagement <Community.Engagement@albertahealthservices.ca>

Thu 2/2/2023 1:54 PM

To: Community Engagement <Community.Engagement@albertahealthservices.ca>



EMS/811 Shared Response

Dear Stakeholders

Alberta Health and Alberta Health Services [announced today](#) a new EMS/811 Shared Response that is already helping patients get the care they need and reducing unnecessary ambulance responses.

This new collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or, not experiencing a medical emergency that requires an ambulance – to Health Link 811 nurses for further triage, assessment and care. If at any point it is determined an ambulance is required, one will be dispatched.

Many EMS callers are seeking help, advice or guidance and don't know where to turn so they call 911 even though they do not need an EMS response. Evidence to-date also demonstrates that some callers looking for ambulance transport have needs that are better met outside the emergency department. Some callers, for example, call 911 when they are experiencing sleeplessness, constipation or earaches.

Allowing these callers to be connected with Health Link 811's Registered Nurses will provide better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies. This results in faster emergency response times and better flow through the health system: two of AHS' four key priorities.

In the first two weeks of Shared Response, approximately 6 per cent of EMS calls have been transferred to 811. In consultation with other jurisdictions in Canada that have also implemented similar call triaging, up to 20 per cent of EMS calls are transferred to a nursing line, over time. If AHS realizes a 20 per cent call transfer rate as the work continues between EMS and 811, EMS could be freed up from responding to approximately 40,000 low acuity calls each year.

Both EMS Emergency Communications Officers and Health Link's RNs use industry best practice protocol and advice models to assess patients and their care needs. This ensures consistency and safe, patient-focused clinical options.

In addition to Shared Response, AHS is also issuing a Request for Expressions of Interest and Qualification (RFEIOQ) for transporting patients who do not require emergency care, between care facilities.

By contracting third party partners to transport patients requiring care, between care facilities, patients receive the supports they need, while EMS ambulances are freed up to respond to emergencies.

These actions are all a part of AHS' four priorities:

- Improving EMS response times.
- Decreasing emergency department wait times.
- Reducing wait times for surgeries.
- Improving patient flow throughout the healthcare system.

AHS is taking action on all four priorities. Specific to AHS EMS, we are also adding new resources and aggressively working to recruit and retain EMS staff. We have stopped the automatic dispatch of ambulances to non-injury collisions and are fast-tracking ambulance transfers at emergency departments by moving less urgent patients to hospital waiting areas. In addition, paramedics are now able to assess, treat and refer patients if they do not require transport to hospital, and new guidelines are getting patients who do end up in the hospital, home faster after discharge.

117

Visit ahs.ca/ems to learn more about the work that AHS is doing to ensure sustainable high-quality emergency medical services are available for all Albertans.

We are making fast, effective improvements that are focused on improving patient flow – from the moment a call is made to EMS, to the arrival of an ambulance and the subsequent care of a patient in the emergency department and broader health care environment.

These extraordinary efforts are all part of a collective, organization-wide effort to build a high-quality health care system. And we could not do that without the help of our valuable community partners.

Thank you for your contribution to building healthy Albertans, healthy communities, together.

Sincerely,

Mauro Chies
Interim AHS President and CEO



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

118



January 12th, 2023

The Honourable Jason Copping
Minister of Health
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL health.minister@gov.ab.ca

Re: Ambulance Crisis

Dear Minister Copping:

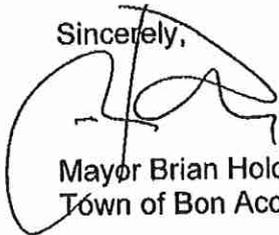
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden
Town of Bon Accord

cc: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Dale Nally, MLA – Morinville-St. Albert
Pat Mahoney, Fire Chief – Town of Bon Accord

119



2023 9th Annual SANG Charity Golf Tournament in Support of the Kids with Cancer Society

Valere Leifso <VLeifso@steannegas.com>

Fri 1/27/2023 1:58 PM

SAVE THE DATE!

SANG is pleased to invite you to our 9th annual golf tournament in support of Kids with Cancer Society.

The Kids with Cancer Society provides vital programs and services not offered elsewhere to children with cancer and their families. KWCS operates out of Edmonton. To learn more about or access the **more than 50 programs and services**, please explore www.kidswithcancer.ca.

Registration will be open soon!

We are looking forward to a successful year.

120



PRESENTS

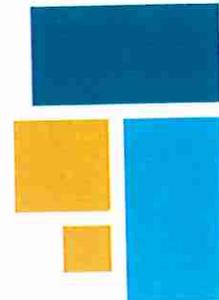
Kids with Cancer Society
ANNUAL GOLF
TOURNAMENT

SAVE THE DATE

JULY 20 | 8 AM - 6 PM
TRESTLE CREEK GOLF RESORT,
ENTWISTLE, AB

REGISTRATION COMING SOON

12/1



January 19, 2023

Wendy Wildman
PO Box 8
Alberta Beach, AB
TOE OAO

Hello Wendy Wildman:

2023 Annual Membership

Greetings from your dedicated team at Alberta Municipalities. We greatly appreciate your continued participation in Alberta's largest municipal government network, which exists because of you, our member municipalities.

Our Association is proud to represent municipalities that are home to over 85% of Albertans – including cities, towns, villages, summer villages, and specialized municipalities. The collective power of our members enables us to support your municipality as it builds a thriving community.

Your membership with Alberta Municipalities provides you with exceptional value, including:

- peer-to-peer networking at our annual convention & trade show,
- advocating your needs to the provincial government, and
- evolving alongside you by developing innovative products & services.

Creating a path for Alberta communities to achieve momentum and stability is always our priority. In 2022, we worked with you to advocate on key issues affecting Alberta communities and had many successes in creating cost savings & budget certainty opportunities for members. Please take a moment to [review some of the highlights of our 2022 activities](#).

Your 2023 Membership invoice has been sent to your Accounts Payable contact for payment processing.

If you have any questions, please call us at 310.MUNI (6864) or [e-mail us](#).

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2023.

Yours truly,



Dan Rude,
Chief Executive Officer
Alberta Municipalities





ALBERTA

SENIORS, COMMUNITY AND SOCIAL SERVICES

Office of the Minister

January 18, 2023

Shelley Vaughan
FCSS Director
Summer Village Of South View
PO Box 8
Alberta Beach, AB T0E 0A0

Dear Shelley Vaughan:

As Minister of Seniors, Community and Social Services, I appreciate the vital role Family and Community Support Services (FCSS) plays across the province as a source for preventive social supports for Albertans. Our FCSS partners are critical to providing preventive social services, meeting local needs and addressing social problems.

It is my expectation that Seniors, Community and Social Services offices are open and ready to serve Albertans through our 52 Alberta Supports Centres.

The Alberta Supports Contact Centre is available to the public between 7:30 a.m. and 8:00 p.m., Monday to Friday, through phone at 1-877-644-9992 and walk-in support to provide information on Government of Alberta social programs and services. Staff from stakeholder agencies like FCSS can call the Alberta Supports Contact Centre and select the priority line, reserved for agency staff, to shorten the wait time.

Albertans need to be aware Alberta Supports Centres are open for business. Attached is a poster we encourage all FCSS offices to print out and use to alert their clients that all Alberta Supports Centres across the province are open, both in-person and by phone. By doing so, clients will be familiar with the numerous ways they can access the more than 30 programs and 120 services available to them. The poster is also available online at www.alberta.ca/family-and-community-support-services-fcss-program.aspx.

In the fall of 2022, FCSS offices were provided a listing of department contacts so local FCSS staff can access management staff at the local Alberta Supports Centres. Should you have any questions or concerns about how Albertans can access services at an Alberta Supports Centre, I encourage you to reach out to your local ministry management contact. I have reattached the contact list for your convenience.

103

.../2

FCSS and Alberta Supports are both integral parts of our social services system. Alberta Supports remains an active participant in the shared community network of service providers, such as FCSS, who work together to support, stabilize and ready Albertans in challenging circumstances for an improved future.

Sincerely,



Jeremy Nixon
Minister of Seniors, Community and Social Services

Attachments

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

124

We're open for business.

Whether it's in-person, online,
or over the phone, we're here to help.

Alberta Supports can help you access
more than 30 programs and 120 services
for seniors, people with disabilities,
families and more.

To find a location near you, please visit
alberta.ca/alberta-supports

52 Alberta Supports offices



Alberta
SUPPORTS
click.call.come in.

Find out more about Alberta Supports | alberta.ca/alberta-supports

Alberta

125

SCSS Management Contacts for FCSS Offices

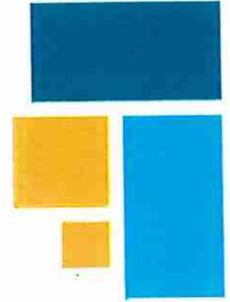
To be used only in situations where there are challenges in accessing services remotely through the Alberta Supports Contact Centre.

	COMMUNITY	LOCAL CONTACT DETAILS
NORTH ZONE	Grande Prairie	Kate Kingston - 780-933-1078 or Katie McKeon - 780-296-2209
	Peace River	James Blumentrath - 780-219-8758
	High Level	Urmi Mukherjee - 780-805-9013
	High Prairie	Urmi Mukherjee - 780-805-9013
	Slave Lake	Tonya Courchesne - 780-778-7181
	Edson/Whitecourt	Laurie Kehler - 780-517-7907
	Hinton/Jasper/Grand Cache	Carmen Seewitz - 780-817-3783
	Edmonton	Income Support - Marcela Hunter - 780-427-5865 AISH - Tricia Featherstone - 780-415-6399
	Fort McMurray	Candice Gould - 780-715-4201
	Lac La Biche	Karen Miller - 780-623-5205
	Athabasca	Martin Vriend - 780-689-6865
	Barrhead	Martin Vriend - 780-689-6865
	Bonnyville	Maurice Brousseau - 780-815-4044
	Cold Lake	Michelle Coulter - 780-840-2108
	St. Paul	Estelle Lafreniere - 780-645-6435
	Westlock	Martin Vriend - 780-689-6865
	Vegreville	Maurice Brousseau - 780-815-4044
	Sherwood Park	Melanie Boucher or Corinne Jamaldin - 780-415-5803
	Leduc	Cheryl Quiring - 780-427-6535 or Corinne Jamaldin - 780-415-5803
	Parkland	Sue Paddon - 780-962-7642 or Starr O'Loughlin - 780-419-3999
St. Albert	Sheila Osborn - 780-427-5156 or Starr O'Loughlin - 780-419-3999	
SOUTH ZONE	COMMUNITY	LOCAL CONTACT DETAILS
	Brooks Income Support	Soulafa Mustafa - 403-793-6587
	Medicine Hat Income Support	Shayne Kozachenko - 403-529-3606
	Medicine Hat/Brooks AISH	Chelsey Alvarez - 403-529-3781
	Taber Income Support	Tanner Stone - 403-381-5249
	Taber AISH	Haidee Webb - 403-381-5111
	Lethbridge Income Support	Tanner Stone - 403-381-5249
	Lethbridge AISH	Haidee Webb - 403-381-5111
	Pincher Creek AISH	Lane McGale - 403-388-1173
	Pincher Creek Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass Income Support	Tanner Stone - 403-381-5249
	Crowsnest Pass AISH	Lane McGale - 403-388-1173
	Claresholm Income Support	Tracy Knoch - 403-297-5249

126

	Vulcan Income Support	Tracy Knoch - 403-297-5249
	High River Income Support	Tracy Knoch - 403-297-5249
	Okotoks Income Support	Tracy Knoch - 403-297-5249
	Canmore Income Support	Tracey Watson - 403-476-4625
	Cochrane Income Support	Tracey Watson - 403-476-4625
	Calgary One Executive Place	Income Support - Tracey Watson - 403-476-4625 AISH - Andrew Hewitt - 403-297-7671
	Calgary Heritage Square Income Support	Tracy Knoch - 403-297-5249
	Calgary Westlands	AISH - Ryan Puczko - 403-297-8402 Income Support - Kayla Klassen - 403-297-1900
	Airdrie	Kayla Klassen - 403-297-1900
	Camrose	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Supervisor - Del Marlow - 780-608-2549
	Drayton Valley	Income Support Supervisor - Chantelle Starcevic - 780-361-5886
		AISH Supervisor - Del Marlow - 780-608-2549
	Drumheller	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Supervisor - Del Marlow - 780-608-2549
	Lloydminster	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Supervisor - Del Marlow - 780-608-2549
	Olds	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Supervisor - Michelle Desjardins - 403-754-6370
	Red Deer	Income Support Delivery Manager - Carla Walli - 403-506-6573
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Rocky Mountain House	Income Support Supervisor - Chantelle Starcevic - 780-361-5886
		AISH Supervisor - Michelle Desjardins - 403-754-6370
	Stettler	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Vermilion	Income Support Supervisor - Miles Kayfish - 780-679-2168
		AISH Delivery Manager - Sue Williams - 403-872-3145
	Wainwright	Income Support Supervisor - Marilyn Crow-Shuman - 587-282-0403
AISH Delivery Manager - Sue Williams - 403-872-3145		
Wetaskiwin	Income Support Supervisor - Chantelle Starcevic - 780-361-5886	
	AISH Supervisor - Del Marlow - 780-608-2549	

127



February 8, 2023

South View, Summer Village of
Box 8
Alberta Beach, AB T0E0A0

Dear valued member,

2023 Annual Insurance Renewal

Greetings from your dedicated team at Alberta Municipalities. Please find enclosed your 2023 insurance renewal package provided by Alberta Municipalities' wholly-owned AMSC Insurance Services (AMSCIS).

INSURANCE MARKET VOLATILITY

The insurance market continues to face turbulent times and as a result we are continuing to see a rise in insurance rates globally and locally. In Canada alone, severe weather caused \$3.1 Billion in insured damage making 2022 the 3rd worst year for insured damage in Canadian history. Severe weather events combined with inflationary pressures, high labour and material costs, supply chain disruptions and rising geo-economic tensions are all impacting the market and, most notably, the infrastructure sector.

As a result, the impacts of increased reconstruction costs have required us to add an inflation factor to property assets of those members who have not received a building valuation within the last two years. This change may impact your 2023 property renewal.

WHAT WE ARE DOING TO HELP YOU

At Alberta Municipalities, our focus is providing members with stability during uncertain times. Your insurance reciprocal is an insurance pool that acts as a shock absorber, smoothing the budgetary highs and lows and providing stability to all its subscribers.

We are extremely pleased to use our subscriber-owned insurance reciprocal to **reduce premiums by \$3 Million**. This means your 2023 premiums will once again be maintained well below what other insurance providers are offering.

Also, we recently completed an in-depth review of our Liability Insurance wordings and have made enhancements, clarified coverage, and made a few changes to sub-limits and deductibles.

Included in your 2023 insurance renewal package are two informative documents: **Your Liability Insurance Policy has Changed** and **What's New In 2023**. We understand that the information provided is technical in nature. Therefore, we strongly encourage you to review these documents in detail to understand these recent changes and better understand the tailored insurance coverage, claims support, and risk management tools available to you.

And as always, your insurance advisor is available to discuss your policy details with you at any time. Should you have any questions, please e-mail us at insurance@abmunis.ca or call us at 310-MUNI.

We thank you for your continued commitment to Alberta Municipalities and we look forward to working with you in 2023.

Yours truly,

General Insurance Services Team

108



Policy Invoice

Invoice Date: 08-Feb-2023
Invoice Due Date: 10-Mar-2023
Invoice No: 41931

Billed to: South View, Summer Village of
Box 8
Alberta Beach, Alberta T0E0A0

Certificate No: P-SV-SOUVI-2023

Policy Type	Premium
Property including Mobile Equipment	\$557.00
Equipment Breakdown	\$10.00
Commercial General Liability	\$2,300.00
Non-Owned Automobile Liability	\$25.00
Crime	\$450.00

Total Premium Due: \$3,342.00

Payment Payable to: AMSC Insurance Services Ltd.
300, 8616 51 Avenue NW
Edmonton, Alberta T6E 6E6

Toll free: 310-MUNI (6864) or 1-877-421-6644

2022 was \$2586.00

Premium is due upon receipt and should be paid no later than 30 calendar days from invoice issue date.

109

Certificate Holder South View, Summer Village of
Box 8
Alberta Beach, AB T0E0A0

Certificate No.
P-SV-SOUVI-2023

Certificate Period 01-Jan-2023 to 01-Jan-2024
12:01 am Standard Time at the address of the Insured

This Summary is evidence that the Insurer(s) described herein hereby insures, certificate holder herein after called the Insured, for the coverages and limits of liability shown below, subject to all the terms and conditions of the Policies, copies of which may be seen at the offices of the Alberta Municipalities, 300-8616 51 Avenue NW, Edmonton, AB, T6E 6E6, and which will be provided on request to any Insured under these policies.

A. Property including Mobile Equipment

Premium: \$ 557

Total Insured Value \$235,765.00
Limit of Liability \$215,000,000 – Per Occurrence (All Perils), except,
\$212,000,000 – Per Occurrence/Annual Aggregate (Earth Movement)
\$213,000,000 – Per Occurrence/Annual Aggregate (Flood)
Limit of Liability applies to all Certificate Holders combined
Locations & Properties Insured As defined in statement of values

Minimum Premium: \$50
Retained Premium: 100%

Sublimits		Deductibles	
Debris Removal	\$25,000,000	All Losses	\$1,000
Extra Expense	\$15,000,000	except,	
Newly Acquired Locations	\$5,000,000	Active Pursuit	\$5,000
Accounts Receivable	\$5,000,000	Flood	1% of loss, min. \$25,000
Valuable Papers & Records	\$5,000,000	Earth Movement	2% of loss, min. \$50,000 per occurrence
Fire Fighting Materials and Expenses	\$2,000,000		
Professional Fees	\$1,000,000	Waiting Period	
Property in Transit	\$1,000,000	Business Interruption	24 hours
Fine Arts	\$1,000,000	Service Interruption	24 hours
Mutual Aid Agreements (Mobile Equipment only)	\$750,000	Civil Authority	24 hours
Service Interruption Property Damage	\$500,000	Ingress/Egress	24 hours
Expediting Expenses	\$500,000		
LEED Certified Buildings	\$500,000	Basis of Settlement	
Decontamination Expenses	\$250,000	As defined in Policy and declared on Statement of values	
Miscellaneous Property at Unnamed Locations	\$250,000		
Business Interruption	\$250,000		
Building Under Construction (Non-structural)	\$250,000		
Newly Acquired Mobile Equipment	\$100,000		
Weather Resistant Buildings	\$100,000		
Unintentional Errors and Omissions	\$100,000		
On Site Pollution Clean-Up	\$100,000		
Asbestos Material Clean-Up	\$100,000		
Loss of Master Keys	\$100,000		
Contingent Business Interruption	\$100,000		
Community Signage	\$25,000		
Rental Reimbursement (Mobile Equipment only)	\$5,000		
Civil Authority	30 days		
Prevention of Ingress/Egress	8 weeks		

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses.
Read the various Policy documents referenced in this Certificate carefully to determine rights, duties, and what is and is not covered.

130

Off-Premises Heat, Power, Gas, Water or
Communication Services

8 weeks

Insurer(s): Alberta Municipal Insurance Exchange (Munix) and Various Other Subscribing Insurers
Policy No(s): Primary – MNX001
1st Excess – BOWPN2350007/BOWPN2350010/BOWPN2350347/BOWPN2350348
2nd Excess – CPT0627802023
3rd Excess – CPT0627809023

All Terms & Conditions as per Master Policies issued.

B. Equipment Breakdown

Premium: \$ 10

Total Insured Value \$210,265
Limit of Liability \$212,000,000 – Property Damage Per Accident
Locations & Properties Insured As defined in statement of values applicable to Property Policy

Retained Premium: 100%

Sublimits		Deductible	
Newly Acquired Locations	\$5,000,000	All Objects – Per Accident	\$10,000
Extra Expense	\$5,000,000	except,	
Errors & Omissions	\$5,000,000	Cost of Construction	\$10,000
Expediting Expenses	\$5,000,000	Co-Generation Equipment & Turbines	\$100,000
Heritage Properties	\$5,000,000	Transformers & Distribution Equipment	\$100,000
Hazardous Substances (incl Mould)	\$1,000,000	over 50MVA	
Ammonia Contamination	\$1,000,000	Ice Making/Refrigeration Equipment	\$50,000
Water Damage	\$1,000,000	Water and Wastewater Facilities Incl Digestors	\$50,000
Professional Fees	\$1,000,000	and Related Power Generating Equipment	
Contingent Business Interruption	\$1,000,000	Spoilage	10% of loss, min. \$10,000
By-Laws, Demolition, and Increased Cost of Construction	\$1,000,000	Waiting Period	
Cost of Construction (90 days reporting)	\$1,000,000	Ingress/Egress	24 hours
Spoilage (Food while refrigerated)	\$250,000	Business Interruption	24 hours
Data Restoration	\$250,000	Contingent Business Interruption	24 hours
Brands and Labels	\$100,000	Co-Insurance	
Green Coverage	\$100,000	Spoilage	80%
Underground Piping	\$100,000	Basis of Settlement	
Off Premises Transportable Objects	\$10,000	All Objects	Repair or Replacement
Public Relations	\$5,000	except,	
Business Interruption (12 months indemnity)	Included	Production Machinery (30 years or older)	Actual Cash Value
Civil Authority or Denial of Access	8 weeks		

Insurer: Boiler Inspection and Insurance Company of Canada
Policy No: 19605978

All Terms and Conditions as per Master Policy issued.

C. Terrorism & Sabotage

Premium: Included

Limit of Liability \$5,000,000 – Per Occurrence
\$20,000,000 – Annual Aggregate, all Certificate Holders combined
Locations Insured As defined in statement of values applicable to Property Policy
Perils Insured Terrorism Event as defined in the Policy

Other Limits		Deductibles	
Debris Removal	Included	All Losses	NIL
Professional Fees	Included		
Extra Expenses	Included		
Civil and Military Authority	Included		
Decontamination Costs	Included		

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses.
Read the various Policy documents referenced in this Certificate carefully to determine rights, duties, and what is and is not covered.

Alberta Municipalities ■ Strength in Members

Page 2 of 5

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131

Demolition and Increased Cost of Construction	Included
Errors & Omissions	Included
Fine Arts	Included
Valuable Papers and Records	Included
Fire Fighting and Fire Extinguishing Materials	Included
Ingress/Egress (1.5 miles of insured location)	Included
Miscellaneous Unnamed Locations	Included
Service Interruption	Included
Property While in Transit	Included
Business Interruption	Included
Contingent Business Interruption	Included

Insurer(s): Certain Non-Marine Underwriters at Lloyds of London
 Policy No: BOWTN2350009

All Terms & Conditions as per Master Policy issued.

D. Commercial General Liability – Primary

Premium: \$2,300

Limit of Liability \$5,000,000 – Per Occurrence, except where indicated otherwise
 \$5,000,000 – Annual Aggregate, all Certificate Holders combined

Retroactive Date: As per Master Policy issued.

Minimum Premium: \$1,800
 Retained Premium: 100%

Sublimits	Limits	Deductibles	Amount
Bodily Injury and Property Damage, All Losses – Per Occurrence	\$5,000,000	All Losses – Per Occurrence/Per Claim except,	\$2,500
except,		Medical Malpractice Liability – Per Claim	\$10,000
Losses Due to Inflatable Amusement Devices	\$2,000,000	Abuse Liability – Per Claim	\$25,000
Products and Completed Operations – Per Occurrence	\$5,000,000	Voluntary Medical Payments	NIL
Personal Injury and Advertising Liability – Per Occurrence	\$5,000,000	Voluntary Compensation	NIL
Medical Malpractice Liability – Per Claim	\$2,000,000	Employment Related Practices Liability – Per Claim	\$25,000
Professional Liability – Per Claim	\$2,000,000	Legal Liability for Damage to Hired Automobiles	
Abuse Liability – Per Claim	\$2,000,000	Mutual Aid – Per Occurrence	\$10,000
Employee Benefits Liability – Per Claim	\$5,000,000	Other Automobiles – Per Occurrence	\$2,500
Forest and Prairie Protection Act Expenses – Per Occurrence	\$5,000,000	Wrongful Dismissal Liability – Per Claim	1 month Wage for each Employment Year or Settlement or \$10,000; whichever is greater
Tenants Legal Liability – Per Occurrence	\$5,000,000		
Administrative Liability			
Administrative Errors and Omissions Liability – Per Claim	\$5,000,000		
Defence Expense Extension – Per Claim	\$250,000		
Crisis Management Services – Per Claim	\$100,000		
Conflict of Interest – Per Claim	\$100,000		
Employment Liability			
Wrongful Dismissal Liability – Per Claim	\$1,000,000		
Employment-Related Practices – Per Claim	\$250,000		
Wrap-Up Liability and Difference in Conditions – Per Occurrence	\$1,000,000		
Voluntary Medical Payments – Per Person	\$10,000		
Medical Payments – Per Accident	\$100,000		
Voluntary Compensation – Per Person	As per Policy		
Voluntary Compensation – Per Accident	\$100,000		
Legal Liability for Damage to Hired Automobiles			
Mutual Aid (Fire Fighting and Ambulance) – Per Occurrence	\$250,000		
All Other Losses – Per Occurrence	\$100,000		

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses.
 Read the various Policy documents referenced in this Certificate carefully to determine rights, duties, and what is and is not covered.

132

Insurer(s): Alberta Municipal Insurance Exchange (Munix)
Policy No: Primary - MNX002

All Terms & Conditions as per Master Policies issued.

E. Commercial General Liability – 1st Excess

Premium: Included

Limit of Liability \$5,000,000 – Per Occurrence
\$5,000,000 – Annual Aggregate, all Certificate Holders Combined

Coverage Excess of Commercial General Liability
Non-Owned Automobile Liability
Automobile Liability (if applicable)
Garage Automobile Liability (if applicable)

Insurer(s): Certain Non-Marine Underwriters at Lloyds of London
Policy No: BOWCI2350023

All Terms & Conditions as per Master Policy issued.

F. Commercial General Liability – 2nd Excess

Premium: Not Covered

G. Cyber Liability

Premium: Included

Limit of Liability \$100,000 – Each Claim
\$5,000,000 – Annual Aggregate, all Certificate Holders combined

Sublimits		Deductibles	
Security and Privacy Liability	\$100,000	All Losses – Each Claim	\$5,000
Regulatory Action	\$100,000		
Network Interruption	\$100,000		
Event Management	\$100,000		
Cyber Extortion	\$50,000		

Insurer: AIG Insurance Company of Canada
Policy No: 01-311-28-36

All Terms & Conditions as per Master Policy issued.

H. Automobile

Premium: Not Covered

I. Non-Owned Automobile Liability

Premium: \$25

Limit of Liability: Coverage A: Third Party Liability \$5,000,000 – Per Occurrence

Retained Premium: 100%

Endorsements		Deductibles	
SEF 96	Contractual Liability Endorsement	All Losses – Per Occurrence	\$5,000
SEF 99	Excluding Long Term Leased Vehicle Endorsement		

Insurer(s): Certain Non-Marine Underwriters at Lloyds of London
Policy No: BOWCI2350022

All Terms and Conditions as per Master Policy issued.

J. Garage Automobile Liability

Premium: Not Covered

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses.
Read the various Policy documents referenced in this Certificate carefully to determine rights, duties, and what is and is not covered.

Alberta Municipalities ■ Strength in Members

Page 4 of 5

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133

K. Crime

Premium: \$ 450

Limit of Liability – Per Claim \$250,000

Retained Premium 100%

Sublimits

Employee Theft \$250,000
 Forgery or Alteration \$250,000
 Loss of Money Inside/Outside Premises \$250,000
 Computer Fraud \$250,000
 Money Orders and Counterfeit Currency \$250,000
 Fraud \$10,000
 Social Engineering Fraud \$50,000
 Telephone Fraud \$100,000
 Professional Fees \$25,000
 Automated Banking Machine (ABM) \$10,000
 Incoming Cheque Forgery \$10,000; max. 25% of loss

Deductibles

All Losses
 - Insured budget up to \$1M \$5,000
 - Insured budget over \$1M \$25,000
 except,
 Automated Banking Machine (ABM) \$1,000
 Incoming Cheque Forgery \$1,000

Co-Insurance/Sublimits

Employee Theft 50% of \$50,000 regardless of limit shown on the certificate; applies only if Bank Reconciliation Duties not segregated
 Loss of Money Inside Premises \$10,000; if not in combination lock safe with min. Class 2 Burglary rating (Applies to Overnight Money inside premises)

Coverage Warranty

Social Engineering Fraud Callback Verification Required. (Callback records required for claim validation)

Insurer: Intact Insurance Company of Canada
Policy No: 5FI700289

All Terms and Conditions as per Master Policy issued.

L. Aviation General Liability

Premium: Not Covered

M. Non-Owned Aviation Liability

Premium: Not Covered

N. Environmental Impairment Liability

Premium: Not Covered

O. Special Lines Coverages

Premium: Not Covered

Sub-limits expressed in this document are shown for the convenience of Certificate Holder. This document is subject to all terms, conditions and exclusions of the policies issued hereunder.

In witness whereof the Insurers listed above, through their representative duly authorized by them for this purpose, have executed and signed this Certificate.

Dated at EDMONTON, Alberta this 8 day of February, 2023.

Authorized Representative
MUNIX Principal Attorney Ltd.
Alberta Municipal Insurance Exchange

Authorized Representative
AMSC Insurance Services Ltd.

134

Various provisions in the Policy documents restrict coverage and have partial payment of loss clauses. Read the various Policy documents referenced in this Certificate carefully to determine rights, duties, and what is and is not covered.

Insurance & Risk Services

What's new in 2023



We are proud to offer Insurance & Risk Services that are tailored to fit the needs of municipalities and not-for-profit organizations

And we are always evolving to meet your needs.

Recently, we have completed an in-depth review of our Liability Insurance wordings. We encourage you to review the new coverages listed below and connect with your Insurance Advisor to review the complete list of changes, enhancements, and clarifications.

NEW COVERAGES:

- Coverage similar to non-profit Directors & Officers Liability (Board Liability) is now included up to policy limit. It is now included in the liability wording.
- Unmanned Aerial Vehicles (Drones) are now covered for Bodily Injury and Property Damage to others subject to certain conditions.
- Abuse Liability with a sub-limit of \$2,000,000
- Expenses can be paid for Crisis Management Services up to \$100,000
- Claims under Conflict of Interest Act are sub-limited to \$100,000
- Claims for Employment Related Practices Liability up to \$250,000
- Claims at airport terminal buildings are now covered, provided you are not in the business of operating an airport. (Airport operators have this coverage under Aviation General Liability).



In 2023, your insurance reciprocal (MUNIX) offset premiums by providing a rebate of

\$3M

to shield members from market shocks.

Over the last 3 years,

\$10.5M

has been rebated in the form of premium reductions to our MUNIX pool subscribers.

We are proud to provide members with stability during volatility.

FEATURED COVERAGES

Owner Controlled Insurance Program (OCIP)

We offer market leading Construction Project Specific insurance through our Owner Controlled Insurance Program (OCIP). Many of our members have benefited from participating in OCIP not only during the project tender phase but up to 36 months following substantial completion.

WHAT'S REQUIRED TO ENROLL?

- Complete an application form
- Provide a site plan / drawing
- Project budget & schedule (optional but preferred)

Please, contact your insurance consultant for more information on how our program can keep your interests first and foremost.



Facility Users/Special Events Liability

Facilities in your community are often a hub of special events and activities. Recognizing this, we have made it easier to protect both the owner and renters of these facilities with a streamlined offering. Our program features up to the hour coverage, reduced rates, broader coverage and minimal owner administration.

KEY FEATURES OF THIS COVERAGE:

- \$2M - \$5M limits available & low deductibles
- Premium paid by credit card – no cash handling
- Coverage certainty – no need to verify terms of coverage or chase documents
- Self-serve – simple online application. Policy documents are electronically delivered to the facility user along with a Certificate of Insurance to the facility owner.
- The minimum premium for utilizing this program has been waived in consideration of the reduced rental rates that our members are encountering during the pandemic.

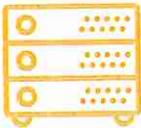


Talk to our team today and set-up your program.

135

Protect your cyber security needs & protect your finances, your time, and your reputation.

We encourage members to actively think about cyber security risks and have a plan in place to stay current on the changing threat landscape of cyber security.



Talk to our team about:

- Cyber & Privacy Liability coverage,
- [Enrolling your team in our Cyber Security Awareness eLearning module](#), and
- [Discovering your Cyber Security needs](#).

To support members in this increasingly important area, we've developed a suite of Cyber Security Services. Our offering includes:

- 24/7/365 Detection & Response Service
- Threat Intelligence & Risk Management
- Endpoint Detection & Response
- Internal & External Vulnerability Scanning
- Network Defense as a Service (NDaaS)
- Security Information & Event Management (SIEM)

Connect with us at tech@abmunis.ca to discuss opportunities to improve your cyber security.

The average estimated cost of a
DATA BREACH
in Canada has reached

\$7.2M

Municipalities
are increasingly
becoming targets for
**CYBER
CRIMINALS**



Did you know?

Top cyber security controls include:

- Multifactor authentication for remote access and admin/privileged controls
- Endpoint Detection and Response (EDR)
- Secured, encrypted, and tested backups
- Email filtering and web security

Here's a look at how our team supported members.

Risk Management eLearning

In 2022:

723
modules

were completed
by our members



15
complementary
eLearning
modules

Top 3 eLearning modules:

- WHIMIS
- Workplace Violence Prevention for Municipalities
- Essentials of Municipal Risk Management

Casual Legal Services

Our casual legal services are available to all our regular and associate members. Accessing legal guidance can serve as an important risk mitigation tool.

This service, provided by RMRF, can be accessed by calling 1.800.661.7673 or email us at casuallegal@abmunis.ca.



In 2022:

31
HOURS
of advice
was given

Building valuation & loss control program

Over the last two years:

955
building valuations
were completed

368
loss control
recommendations
were made



847
MEMBERS
participate
in our
Insurance pool.



We administer
7153
POLICIES
for all participating
members

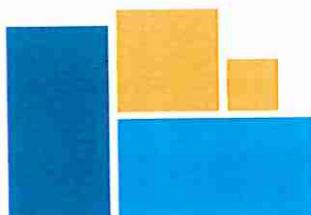


Total Insured value
OVER **\$13.7B**

In 2022 members submitted
479 NEW CLAIMS



\$12.6M
paid out in claims
to our members



Connect with us to discuss
prioritizing your risk mitigation

Reach out to Daniel Jackson, our Manager of Risk Services, to arrange a consultation and talk through risk management opportunities at daniel@abmunis.ca.

Talk to us about your risks and your coverage options.



310.MUNI



insurance@abmunis.ca



abmunis.ca

136

Your Liability Insurance Policy has Changed



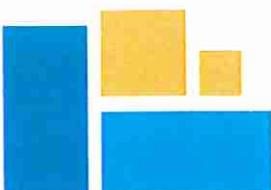
MNX002(Liability Insurance) has been enhanced with the following amendments as of Jan 1, 2023 which are outlined below:

- Several coverages have been moved to Claims Made basis. The following coverages are now on claim made basis:
 - Administrative Errors & Omissions Liability (previously Municipal Errors & Omissions Liability)
 - Employee Benefits Liability
 - Medical Malpractice Liability
 - Professional Liability
 - Wrongful Dismissal Liability
- Medical Malpractice Liability and Professional Liability are sub-limited to \$2,000,000
- Wrongful Dismissal Liability is sub-limited to \$1,000,000
- Any compensation for Voluntary Compensation will be based on Schedule of incapacities, subject to a maximum of \$100,000 per accident.
- Liability for automobiles while driving on public roads is excluded under the general liability policy as liability for autos should be covered under an Automobile Insurance Policy.
- Liability assumed of others is excluded unless under contract.
- Intentional Acts exclusion is expanded to include any liability for Property Damage in addition to bodily Injury.
- Personal Injury and Advertising Liability is now fully defined in its own coverage section (Section 2), with its own insuring agreement and exclusions. Liability due to the use of chat rooms and email meta tags are excluded in recognition of new methods of communication
- Tenant's Legal Liability section has been expanded to clearly define coverage. Two new exclusions for liability due to wear & tear and contractual undertaking to the landlord are excluded.
- Coverage for Medical Malpractice liability is limited to non-medical professionals and any liability is expected to be incidental in nature. Limit is \$2,000,000
- Professional Liability is limited to your employed engineers, architects, surveyor, and any other professionals but only while providing services in the course of their employment.
- Abuse Liability offers criminal defense cost reimbursement for allegations that can not be proven in court. Costs to appeal a conviction are excluded.
- Any liability due to downhill skiing and snow tubing is excluded. These activities have now been added to the list of Hazardous Activities that are already excluded under the liability policy.



We are proud to offer Insurance & Risk Services that are tailored to fit the needs of municipalities and not-for-profit organizations.

And we are always evolving to meet your needs.



Connect

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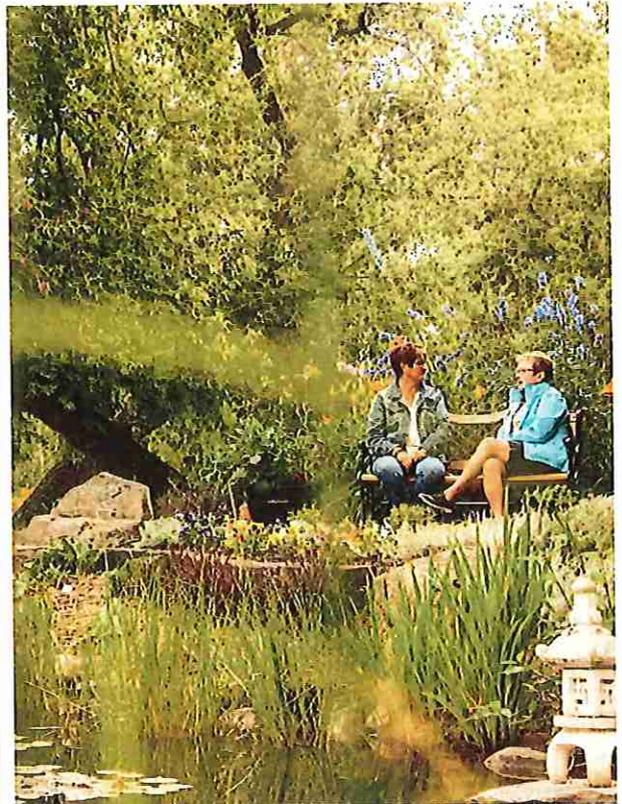
137

Your Liability Insurance Policy has Changed, continued

MNX002(Liability Insurance) has been enhanced with the following amendments as of Jan 1, 2023 which are outlined below:

Several new coverages are introduced as follows:

- Coverage similar to non-profit Directors & Officers Liability (Board Liability) is now included up to policy limit. It is now included in the liability wording.
- Unmanned Aerial Vehicles (Drones) are now covered for Bodily Injury and Property Damage to others subject to certain conditions.
- Abuse Liability with a sub-limit of \$2,000,000
- Expenses can be paid for Crisis Management Services up to \$100,000
- Claims under Conflict of Interest Act are sub-limited to \$100,000
- Claims for Employment Related Practices Liability up to \$250,000
- Claims at airport terminal buildings are now covered, provided you are not in the business of operating an airport. (Airport operators have this coverage under Aviation General Liability).



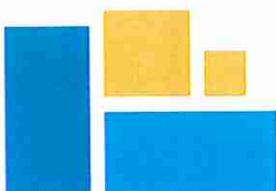
Deductible changes:

- Medical Malpractice now \$10,000
- Professional Liability now \$10,000
- Abuse liability now \$25,000
- Employment related practices liability now \$25,000

Please, connect with your dedicated Insurance Advisor if you have any questions about these changes.

310.MUNI ■ insurance@abmunis.ca

We are committed to continuing to serve you, our members.



Connect

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138

Policy Period: 01-Jan-2023 to 01-Jan-2024
 Certificate No. P-SV-SOUVI-2023
 As of 08-Feb-2023

Property Schedule

South View, Summer Village of

Item No.	Address	Description	Building Value	Content Value	Total Insured Value	Business Interruption / Rental Income	Premium	Deductible	Year Appraised	Dept. No.	Div No.
SOUVI-P-0002	146 Oscar Wilkstrom Drive, Alberta Beach, AB, T0E0A0	2005 Municipal Shed	\$22,000.00	\$5,500.00	\$27,500.00		\$64.96	\$1,000			
SOUVI-P-0003	Lot R1 Plan 31455MC South View, Alberta Beach, AB, T0E0A0	Public Works Contents at Lot R1, Plan 31455MC South View	\$0.00	\$11,275.00	\$11,275.00		\$26.63	\$1,000			
SOUVI-P-0004	2@LotP Block1, Plan 26477KS; 1@Park St & Lakeview Ave, Alberta Beach, AB, T0E0A0	5 Waste bins (6 yard bins with lids) (pads and fencing enclosure)	\$34,100.00	\$0.00	\$34,100.00		\$80.55	\$1,000			
SOUVI-P-0005	Lot R Plan 31455MC South View, Alberta Beach, AB, T0E0A0	Boat Launch (Concrete Pads)	\$27,500.00	\$0.00	\$27,500.00		\$64.96	\$1,000			
SOUVI-P-0006	Lot P Block 1 Plan 4487KS South View, Alberta Beach, AB, T0E0A0	Playground	\$44,000.00	\$0.00	\$44,000.00		\$103.94	\$1,000			
SOUVI-P-0007	1@102 St & Oscar Wilkstrom Dr, West side of SV, Alberta Beach, AB, T0E0A0	Wooden Entrance Sign	\$5,500.00	\$0.00	\$5,500.00		\$12.99	\$1,000			
SOUVI-P-0008	Lot P Block 1 Plan 4487KS South View, Alberta Beach, AB, T0E0A0	Park gate: Chain Link Fencing	\$11,000.00	\$0.00	\$11,000.00		\$25.98	\$500			
SOUVI-P-0009	1@Lot B Block 2647KS; 1@Lot R1, Block3767MC, Alberta Beach, AB, T0E0A0	Urban Commando Benches (x2) and Park Benches (x3)	\$4,290.00	\$0.00	\$4,290.00		\$10.13	\$1,000			
SOUVI-P-0010	On Municipal prop in front of each residential lot, Alberta Beach, AB, T0E0A0	Municipal Address Signs (124)	\$12,100.00	\$0.00	\$12,100.00		\$28.58	\$1,000			
SOUVI-P-0011	S-5-54-NW10, Alberta Beach, AB, T0E0A0	Boat Launch	\$27,500.00	\$0.00	\$27,500.00		\$64.96	\$1,000			
SOUVI-P-0013	Oscar Wilkstrom Drive and East End of Park Street, Alberta Beach, AB, T0E0A0	Wooden Entrance Sign located on East End of Park Street and Oscar Wilkstrom Drive	\$5,500.00	\$0.00	\$5,500.00		\$12.99	\$1,000			

Building Value: \$175,900.00
 Content Value: \$16,775.00
 Total Insured Value: \$210,265.00

Signature: _____

Date: _____

Date Printed: 08-Feb-2023

* Any premiums shown against property additions effective after January 1, with TIV less than \$50M are shown for reference only and are not invoiced during the policy term.

139

South View, Summer Village of

Mobile Equipment Schedule

Policy Period: 01-Jan-2023 to 01-Jan-2024
 Certificate No. P-SV-SOUVI-2023
 As of 08-Feb-2023

Item No.	Year	Make	Model or Description	Attached to Vehicle VIN	Serial No.	Value	Premium	Deductible	Basis of Settlement	Dept No.	Div No.	City No.
SOUVME-0001			3 x Motorola APX7000 Portable Radios		FCAS3EEE9AF9-4EF8-804D-A70FF4161024	\$25,500.00	\$60.24	\$1,000				

Total Insured Value: \$25,500.00

Signature: _____

Date: _____

Date Printed: 08-Feb-2023

* Any premiums shown against property additions effective after January 1 with TIV less than \$50M are shown for reference only and are not invoiced during the policy term.

1410

Town of Mayerthorpe

Report Title : SOUTHVIEW TOTAL CONTRACT HRS

Report Range Start: 2023/01/01 0000 End: 2023/01/31 2359

Man Hour Report by User

TOWN OF MAYERTHORPE

KASAMBA, GERVAIS

Event start: 2023/01/05 1330 **Event end:** 2023/01/05 1500 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/01/13 1300 **Event end:** 2023/01/13 1430 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/01/20 1330 **Event end:** 2023/01/20 1500 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/01/27 1430 **Event end:** 2023/01/27 1600 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

KASAMBA, GERVAIS : Total Time On Calls 6 Hours 0 Minutes

Total Group Time: 6 Hours 0 Minutes

All Officers: Total Time On Calls 6 Hours 0 Minutes

141