

Regular Meeting of the Village of Alix Council, to be held on  
Wednesday, July 6, 2022 at 6:00 P.M.

**AGENDA**

1. Call to Order
2. Agenda: Amendments and Adoption
3. Adoption of the a) Minutes of Regular Meeting - Wednesday, June 15, 2022 – 6:00 P.M.
4. Delegation: None
5. Bylaws: None
6. Unfinished Business: a) Personnel Policy Review – Request for Decision 22-33
7. New Business: a) Fortis Franchise Agreement – Request for Decision 22-32  
b) FCSS Funding Request – Request for Decision 22-34  
c) Highway Sign Advertising – Request for Decision 22-35  
d) Village of Alix Re-Entry Plan – Request for Decision 22-36
8. Financial Reports: None
9. Committee Reports: None
10. Administrative Reports: None
11. Correspondence and Information: a) Alix and Area Community Resource Centre – Alix Briefs  
b) Alberta Health Services – EMS Current State Survey  
c) Minister of Seniors and Housing, Josephine Pon – Housing Management Body Board Chairs  
d) Fortis Alberta – Customer Event  
e) Canadian National (CN) – News Release  
f) Canadian National (CN) – Rail Safety Week  
g) County of St. Paul – Rising Cost of Alberta Utility Fees
12. Closed Meeting: None
13. Adjournment

Minutes of the Regular Meeting of the Village of Alix Council, held on Wednesday, June 15, 2022, at 6:00 P.M.

Present: Mayor Rob Fehr, Councillors Tim Besuijen, Janice Besuijen, Edwin Cole, and Barbara Gilliat

Also Present: Tanya Meston, Director of Corporate Services

Call to Order: Mayor Fehr called the meeting to order at 6:00 P.M.

Amendments/Deletions to Agenda: Mayor Fehr called for amendments to the agenda.

Approval of Agenda:

Resolution #137/22: Moved by Councillor Gilliat that the Village of Alix Council approve the agenda as presented.

CARRIED

Minutes: a) Regular Meeting – June 1, 2022

Resolution #138/22: Moved by Councillor Cole that the minutes of the Regular Meeting of the Village of Alix Council held on Wednesday, June 1, 2022, be accepted as presented.

CARRIED

Delegation: None

Bylaws: None

Unfinished Business: a) Personnel Policy Review – Request for Decision 22-31

Resolution #139/22: Moved by Councillor Gilliat that the Village of Alix Council hereby accepts Request for Decision 22-31, Personnel Policy Review as information.

CARRIED

New Business: a) Strategic Planning - Request for Decision 22-30

Resolution #140/22: Moved by Councillor Cole that the Village of Alix Council hereby sets August 17, 2022 as the date for a Strategic Planning Session.

CARRIED

b) Cemetery Layouts for Cremation Ribbons – Request for Decision 22-29

Resolution #141/22: Moved by Councillor T. Besuijen that the Village of Alix Council hereby direct administration to move forward with layout option number 1 where the Village of Alix would leave the open space to be able to plant and maintain trees when the budget allows for the purchase of trees and give future consideration for memorial trees in that open space.

CARRIED

Correspondence and  
Information:

- a) Royal Canadian Mounted Police Re: Quarterly Community Policing Report
- b) Alberta Municipal Affairs – Meeting Request Opportunity
- c) Alberta Transportation – Phase 2 of the Justice Transformation Initiative
- d) Shannon Stubbs, M.P. Shadow Minister for Rural Economic Development and Rural Broadband Strategy – Federal Funding for Rural Communities
- e) Town of High River – A Coal Policy for Alberta – 2022 and Beyond
- f) Town of Tofield – Alberta Utility Fees
- g) Town of Tofield – Alberta Provincial Police Force

Resolution #146/22: Moved by Councillor T. Besuijen that Correspondence Items (a) through (g) be accepted as information.

CARRIED

Closed Meeting: None

Adjournment:

Resolution #147/22: Moved by Councillor J. Besuijen that this Regular Meeting of the Village of Alix Council be adjourned at 7: 23 P.M.

CARRIED

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Mayor

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Director of Corporate Services

# ADMINISTRATION REPORT



Date: June 16, 2022 RFD 22-33  
Memo To: Village Council  
From: Michelle White  
Subject: Personnel Policy Review

1. **PURPOSE** – To continue the process of an in-depth review of the Village Personnel Policy.
2. **BACKGROUND** – The following changes have been made to the Policy sections reviewed at last Council meeting:  
  

Taken out: 10.04 "Employees who volunteer on the Alix Fire Department and respond to a call during their regular hours of work from 7:30 a.m. to 4:00 p.m. shall be paid their regular rate of pay for the time spent on the call out." Fire Department members are now compensated by County for time spent on calls. Plus the Village submits lump sum honorariums to Alix Fire and First Responders.

11.01 Changed from "a medical examination by a medical doctor designated by the Employer" to "a medical examination by a medical doctor duly licensed for the practice of medicine in Alberta." The same change was made for section 13.01(d).
3. **OPTIONS** – Policy #16, Termination has been drastically revised on advice from e2r, a human resources consultant available to us through our Alberta Municipalities membership. They advise putting the following statement in our 'Offer of Employment' letters to new employees rather than including it in the Personnel Policy. I feel this would send the wrong message to existing and prospective staff members. In the same breath we are welcoming you to our organization, we are advising you of how you may be fired. **Please advise if you would like Termination information to be included in the Offer of Employment letters or in the Personnel Policy (see LEGAL below for wording).**  
  
Please also review section 14.06 – I have specific questions regarding (f) and (g).
4. **DISCUSSION** – A full copy of the most current version of the Policy has been provided to members of Council in advance of this meeting for your reference when reviewing the proposed amendments. Policies 14 (Code of Conduct) through to 22 (Conflict of Interest) are to be reviewed at this meeting.
5. **FINANCIAL IMPLICATIONS** – No changes have been made to policies 14 - 22 that would have a financial impact.
6. **LEGAL** – Policies are being checked to ensure they meet the minimum legislated requirements. In the majority of cases, the Village policy surpasses the minimum standards. Policy 16 (Termination of Employment) was reviewed by an HR consulting firm free of charge to ensure compliance with Labour Code. Following is their recommendation for wording and how it should be used:

"Further to our discussion, please find below draft termination language for new, indefinite (non-unionized) hires in Alberta.

As discussed, to ensure enforceability and reduce liability upon termination, our advice would be to eliminate any language pertaining to termination from your policy and include this language in your employment agreements for new hires (as opposed to a policy) going forward."

POLICY 14 – CODE OF CONDUCT (Discipline and Discharge)

14.01 **Code of Conduct Established**

The public and all those who deal with the Municipality can expect personal integrity, conduct and professionalism from all Employees serving the Municipality.

14.02 **Authority in Discipline and Discharge**

- (a) The CAO shall have the authority to discipline Employees up to and including discharge with or without cause.
- (b) The Director of Public Works shall have the authority to discipline Employees in the Public Works Department and may recommend discharge of an Employee to the CAO.
- (c) When a suspension or discharge action is taken, a written notice outlining the reasons for such action will be added to the Employee's personnel file by the CAO.

14.03 **The Mayor and Council's Authority**

Council in accordance with the requirements of the Municipal Government Act maintains authority over the discipline and discharge of the CAO.

14.04 **Grounds for Disciplinary Action**

Grounds for disciplinary action include, but are not limited to the following:

- (a) Improper use of position by an Employee for personal gain, or to solicit a contribution, response or action designed to benefit the Employee.
- (b) Drinking alcohol, and/or the partaking of unprescribed drugs on the job, or arriving on the job under the influence of alcohol or unprescribed drugs.
- (c) Gambling during the work day.
- (d) Offensive language or conduct toward the public or other employees.
- (e) Unauthorized use of Municipal equipment, materials or supplies not in accordance with policy.
- (f) A breach of established safety procedures and standards.
- (g) Work related incident of sexual harassment.
- (h) Theft of Municipal property.

14.05 **Work Performance**

Causes for disciplinary action relating to work performance include, but are not limited to;

- (a) Failure to follow orders from a supervisor;
- (b) Failure to perform assigned work;
- (c) Abusing or being wasteful of materials, property or working time;

writing to the Employee. The Employee shall acknowledge receipt of the warning as a matter of record before it is placed in the personnel file.

14.08 **Probationary Period**

Any dispute involving probationary employees with reference to termination or discharge may not be referred to the Formal Complain Procedure.

14.09 **Loss of License**

- (a) Employees who are required to maintain a valid Operators License for the purposes of their work with the Municipality shall be terminated from their employment in the event of loss of operator's license for a period of twelve (12) months or more.
- (b) Employees who lost their operators license for a period of less than twelve (12) months may be laid off until such time as the license is again secured.

POLICY 15 – FORMAL COMPLAINT PROCEDURE

15.01 The purpose of the complaint procedure is to ensure that any issue defined is processed in an expeditious manner; therefore compliance with these provisions is mandatory. If the Employee fails to comply within the specified time limits the complaint shall be considered abandoned.

15.02 An earnest effort shall be made to settle formal complaints fairly and promptly, in the manner hereinafter described;

**Step 1** The Verbal Stage

An Employee with a complaint will first seek to settle the dispute with the Employee's immediate supervisor on an informal basis within five (5) working days following the date the occurrence giving rise to the complaint.

**Step 2** The Written Complaint

A grievance shall be filed in writing and shall contain a statement of the relevant facts, the provisions of the Policy which are affected and the relief sought. Failing satisfactory settlement within five (5) working days after the dispute was submitted under Step 1, the Employee(s) concerned shall, within the next five (5) working days, submit the matter in writing to the CAO who shall render a decision in writing within five (5) working days of receipt of such notice.

**Step 3**

If the grievance is not settled the matter shall be taken up with Council within five (5) working days of receiving the CAO decision. Council shall within forty eight (48) hours after its next regular meeting make a final and binding decision in writing regarding the outcome of the grievance.

15.03 A discharge or discipline complaint may be filed in writing within five (5) working days of the CAO receiving notice of the event giving rise to the same and shall commence at 15.02, Step 2.

POLICY 16 – TERMINATION OF EMPLOYMENT

16.01 **Termination**

- (g) Disciplinary action
- (h) Training requests
- (i) Copies of certificates and professional development review forms
- (j) Leave requests
- (k) Drivers abstract
- (l) Notice of termination
- (m) Acceptance of termination

- 18.03 All Employee's personnel files shall be considered as "classified files". They shall be entrusted to the care of the CAO or designate. Access to personnel files shall be confined to the Employee and CAO or designate. Employees reviewing their personnel files shall do so in the presence of the CAO or designate.
- 18.04 No information from the personnel file shall be released to outside parties except verification of employment and employment dates and titles, without prior authorization from the Employee and CAO.
- 18.05 The Employee may take a copy of their personnel file when leaving employment.

#### POLICY 19 – SAFETY AND PROTECTIVE CLOTHING

- 19.01 The Municipality and the Employees shall co operate in continuing and perfecting safe work habits which will provide adequate protection to all Employees engaged in hazardous work.
- 19.02 As a condition of employment all Employees shall read and acknowledge all Procedure and Safety Manuals pertaining to their position.
- 19.03 In lieu of supplying coveralls, overalls, smocks, gloves and footwear, the Municipality shall pay to all permanent public works employees an annual stipend following the Employee successfully completing their probationary period.

#### POLICY 20 – STAFF DEVELOPMENT OPPORTUNITIES

- 20.01 Council encourages the ongoing professional development of all employees. Council shall establish funds in the annual budget to assist staff in participating in such professional development.
- 20.02 Professional development will consist of conferences, seminars, workshops, and upgrading courses as approved by the CAO.
- (a) Revision to this policy or to payment made according to this policy may be reviewed by Council from time to time.
  - (b) The CAO will have the authority to approve all such requests within budget limits.

- (d) divulging confidential information to competitors or potential competitors
- (e) selling or distributing rate payer information to other businesses or individuals
- (f) using privileged information or the authority of their position with the Municipality inappropriately for the benefit, direct or indirect, of a family member

- 22.02 The avoidance of the appearance of conflict of interest is as important as avoiding actual conflicts of interest. If an Employee is faced with a situation where a potential conflict of interest may arise, the onus is on the Employee to discuss the matter directly with the CAO and in the case of the CAO, with Council, and receive direction before taking any action of any kind.
- 22.03 Pursuing an activity or enterprise in contradiction to the direction received, may result in discipline, up to and including immediate termination for just cause.
- 22.04 Employees are further obligated to disclose the existence of any familial relationship the Employee may have, whether with other Municipal staff or any business or individual with which the Municipality has dealings.

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## ADMINISTRATION REPORT

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Date: June 15, 2022 RFD 22-32  
Memo To: Village Council  
From: Michelle White  
Subject: Franchise Agreement

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1. **PURPOSE** – To determine if Council will renew the franchise agreement with Fortis Alberta, and if so, for what length of time.
2. **BACKGROUND** – Our current franchise agreement with Fortis goes from October 1, 2013 to September 30, 2023.
3. **OPTIONS** –
  1. To allow the current agreement to lapse and look for another service provider
  2. To renew the agreement
4. **DISCUSSION** – There are two primary electricity providers in Alberta – Fortis and Atco. Alix is in Fortis' territory. It would be exceptionally difficult to get a different electricity provider for the Village.
5. **FINANCIAL IMPLICATIONS** – Franchise agreements include the option to charge franchise fees. These fees paid by the company to the municipality are intended to cover costs such as general surface maintenance of the utility right-of-way. In 2018, Alix cut franchise fees for Fortis and Atco in half.
6. **LEGAL** – A franchise agreement grants exclusive rights to a company for a specified service within the municipal boundary.
7. **POLITICAL/PUBLIC IMPLICATIONS** – Fortis has been a good corporate member of the community. Staff find them easy to work with and very responsive to our requests.
8. **OTHER COMMENTS** – The 2013 agreement was for an initial term of 10 years with two subsequent 5 year renewal options, making the agreement up to a possible maximum of 20 years.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:

“that the Village of Alix Council hereby agrees to renew the Electric Distribution System Franchise Agreement with Fortis Alberta for a period not to exceed twenty (20) years.”

  
\_\_\_\_\_  
Author



May 26, 2022

Village of Alix  
PO Box 87  
Alix, Alberta T0C 0B0

Attention: Michelle White, Chief Administrative Officer

Subject: Renewal of Electric Distribution System Franchise Agreement, dated [October 1, 2013], between FortisAlberta Inc. ("**FortisAlberta**") and the Village of Alix (the "**Municipality**") (the "**Agreement**")

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In this letter, except where the contrary is shown, capitalized words and phrases shall have the meaning ascribed to them in the Agreement.

Please be advised that the Initial Term of the Agreement is scheduled to expire on September 30, 2023 and FortisAlberta, pursuant to Article 3 of the Agreement, hereby provides the Municipality with written notice of its intention to renew the Agreement.

The renewal of the Agreement is part of FortisAlberta's on-going commitment to doing business with the Municipality by continuing to provide exclusive safe and reliable power distribution services to your community. Our partnership is one we significantly value, and we remain committed to offering many benefits, including but not limited to the implementation and development of utility infrastructure, detailed reporting, limiting liability, and ensuring the Municipality's satisfaction with all FortisAlberta completed ground reclamation work.

FortisAlberta appreciates our partnership and providing power distribution services to your community is a privilege. FortisAlberta looks forward to continuing to build a strong working relationship.

In accordance with Article 3 of the Agreement and as written evidence of the Municipality's agreement to renew the Agreement on the same terms and conditions and enter the First Subsequent Term, the Municipality has executed this letter below.

Acknowledged and agreed to:

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

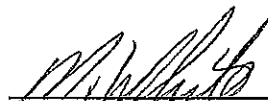
# ADMINISTRATION REPORT



Date: June 21, 2022 RFD 22-34  
Memo To: Village Council  
From: Michelle White  
Subject: FCSS Funding

1. **PURPOSE** – To present Council with an FCSS funding request from the Alix and Area Community Resource Centre.
2. **BACKGROUND** –
3. **OPTIONS** –
  1. To approve remaining FCSS funds go to the Resource Centre
  2. To approve a portion of remaining FCSS funds for the Resource Centre
  3. To accept this report as information
4. **DISCUSSION** –
5. **FINANCIAL IMPLICATIONS** – The total budget for FCSS in 2022 is set at \$29,600. Year to date spending is \$14,798 which leaves \$14,802 to be allocated this year.  
  
Payments have been made to the Alix Inform (\$2,400), Moms & Tots (\$4,000) and the Resource Centre (\$8,398).
6. **LEGAL** – FCSS funds must be spent on preventative social services under the terms of the FCSS mandate and the grant agreement with the province. Funds must be spent within the fiscal year they are received or they will need to be returned to the province.
7. **POLITICAL/PUBLIC IMPLICATIONS** – FCSS funds have been given out as grants to external organizations for a year and a half now. Public were notified several times last year of the opportunity to access funding that met the FCSS mandate and so far, only 2 organizations have ever applied (Alix Family and Community Services Society and Alix Mirror Wellness Supports Society)
8. **OTHER COMMENTS** – The majority of programming offered through the Community Resource Centre fall within the FCSS mandate and are eligible for FCSS funding.
9. **RECOMMENDATIONS** – Option #2. I recommend the following resolution:

“that the Village of Alix Council hereby grants \$14,802 in Family and Community Support Services (FCSS) funding to the Alix Mirror Wellness Supports Society. Funding is to be paid in equal portions during the third and fourth quarters of 2022.”

  
\_\_\_\_\_  
Author

**Program/Project Title: Community Wellness**

**Beginning Date: January 1, 2022**

**Completion Date: December 31, 2022**

**Statement of Need:**

*The community has a high need for support services in the area of mental health, social supports, one on one resourcing and navigation of government programs as well as a safe, accessible place for residents to feel comfortable to come for assistance.*

**Overall Goal:**

*Our goal is to develop and maintain services that have been identified as needed and desired in the community. We will create partnerships and communicate with external agencies (local, regional, provincial and federal) with accurate and detailed assessments of need. Our goal is to provide our **RURAL** community with equal services to those offered by larger centers.*

**Broad Strategy:**

*We provide a consistent service that meets the needs of our rural community. Through partnerships with local, regional, provincial, and federal agencies, we identify needs and develop programs to meet the needs of the community. Using statistics through tracking information and community input, as well as extension of existing programs and services, we will collaboratively develop and ensure programming for our rural community. Regular evaluations of program development, delivery and content will be completed to ensure the needs of the community are met. These will be used to adapt and evolve programs and services.*

**Rationale:**

*If we can provide proactive social programming in our local community then community members are supported with successful programming/resources and service engagement that works towards personal and community well being.*

**Who is served?**

*These programs and services are available to the whole community in offering support to individuals prenatal-100 years offering inclusive programming and guided information, referral and support.*

**Inputs:**

*Informational and referral to manage the intake and reception  
Program manager to manage the development, delivery and evaluation of the programs and services  
Navigator to manage the one on one support client care  
Family Wellness Worker to support the children and families at the school  
Existing partnerships with external agencies to mentor, support and collaborate with  
24/7 call line for emergency support*


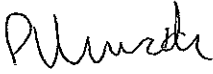
**Outputs:**

*Family and community programs  
Information and referral  
Provide training to support the community  
24/7 call line  
Navigation  
Community resources  
Continual evaluation of programs and services to enable us to evolve, add or eliminate programs and services to meet the needs of our community  
Collaborate with existing partners and build new partnerships with local, regional, provincial and federal agencies to better serve the community needs.*

**Reach Output:**

*The entire community population*

<b>Areas of Need Addressed by Community Initiative</b>	Prevent Isolation Poverty reduction Early childhood development Safe communities Other area of focus
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<b>Declaration of Applicant</b>	
I/we do certify to the best of my/our knowledge that this application contains a full and correct account of all matters stated herein.	
X 	X <b>Melody McBride</b>
President's signature	Print name
X 	X <b>Trish Verveda</b>
Treasurer's signature	Print name
Date of application: June 21, 2022	

**Forward completed application to:**

**Village of Alix**  
**PO Box 87**  
**Alix AB**  
**T0C 0B0**  
**Contact:**  
**Ph: 403-747-2495**  
**E-mail: cao@villageofalix.ca**

# ADMINISTRATION REPORT



Date: June 22, 2022 RFD 22-35  
Memo To: Village Council  
From: Michelle White  
Subject: Highway Sign Advertising

1. **PURPOSE** – To inform Council of the details regarding business advertising on Alberta Transportation highway signage.
2. **BACKGROUND** – Mayor Fehr mentioned he had been approached by a couple of business owners regarding advertising on the Alberta Transportation highway signs. He asked administration to look into this and report back.
3. **OPTIONS** –
  1. Notify applicable business owners of their options as outlined below
  2. Accept this report as information
4. **DISCUSSION** – The following information was provided by a representative of the Tourism Highway Signage Program:

"Businesses located within the community limits of Alix can have their business name placed on a sign on Hwy 12 just after the existing Green and Blue Alix community sign. To start the process, please have your interested businesses submit the online logo application form found here: Form Page: logo (signupalberta.com)

The cost associated will be:

- \$35 application fee
- Sign panel fee will be \$2250 per direction so if they want east and westbound direction on Hwy 12 then it will be \$4500. This is for an entire 5 year term.

We don't have logo signs installed yet but can have this done once we have someone interested."

5. **FINANCIAL IMPLICATIONS** – If a 'logo sign' is needed, there will likely be an expense to the Village for the installation of the blank sign. Grants for this sign program have been over for quite a long time.
6. **LEGAL** – Unfortunately other highway signage opportunities are very limited due to restrictions from Alberta Transportation, rail companies and the Village's own Land Use Bylaw.
7. **POLITICAL/PUBLIC IMPLICATIONS** – Most businesses are likely to find Alberta Transportation's price point a bit high for only 5 years of advertising.
8. **OTHER COMMENTS** –
9. **RECOMMENDATIONS** – Option #2. I recommend the following resolution:

"that the Village of Alix Council hereby accepts RFD 22-35, Highway Sign Advertising as information."

Author

# ADMINISTRATION REPORT

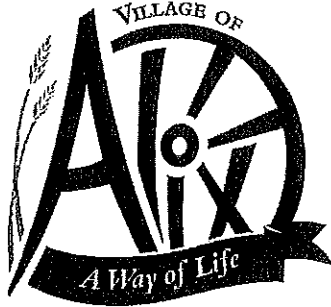


Date: June 23, 2022  
Memo To: Village Council  
From: Michelle White  
Subject: Re-Entry Plan

RFD 22-36

1. **PURPOSE** – To have Council review and possibly approve the proposed Re-Entry Plan.
2. **BACKGROUND** – Work is ongoing by Director of Emergency Management Janene Anderson to make sure Alix is prepared in the event of an emergency. Part of this preparation includes the development of a Re-Entry Plan for the Village to include with the Village's Emergency Response Plan.
3. **OPTIONS** –
  1. To approve the Village of Alix Re-Entry Plan
  2. To accept this report as information
4. **DISCUSSION** – A lot has been learned about controlled and safe re-entry to a community following an evacuation. There are so many steps involved and so many industry partners, it can be very easy to miss steps that may threaten the safety of people and/or property. By being prepared and having an approved Re-Entry Plan that includes up to date contact information and safety checklists, everyone involved in staging a re-entry will be more prepared to ensure it is done properly.
5. **FINANCIAL IMPLICATIONS** – Possible reduced expenses during an emergency due to the efficiency of activating a plan rather than trying to figure out a process in the moment.
6. **LEGAL** – There is no legislative requirement to have a Re-Entry Plan in place, however Local Authority Emergency Management Regulation section 4 states:  
  
*"A local authority's emergency plan must include (c) the local authority's plan for preparedness, response and recovery activities."*
7. **POLITICAL/PUBLIC IMPLICATIONS** – Being prepared, practicing and training with a plan gives emergency response personnel a better understanding of what to do and what is to be expected of them in an emergency. They then have more confidence when dealing with the public if the plan ever needs to be enacted.
8. **OTHER COMMENTS** – The Fire Department has been consulted during the development of this plan and a copy has been provided to the Lacombe Regional Emergency Management Coordinator for review and feedback.
9. **RECOMMENDATIONS** – Option #1. I recommend the following resolution:  
  
"that the Village of Alix Council hereby approves the Alix Re-Entry Plan as presented."

  
\_\_\_\_\_  
Author



COMMUNITY

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# RE-ENTRY PLAN

**(Insert location/description of the affected area here)**

**(INSERT DATE HERE)**

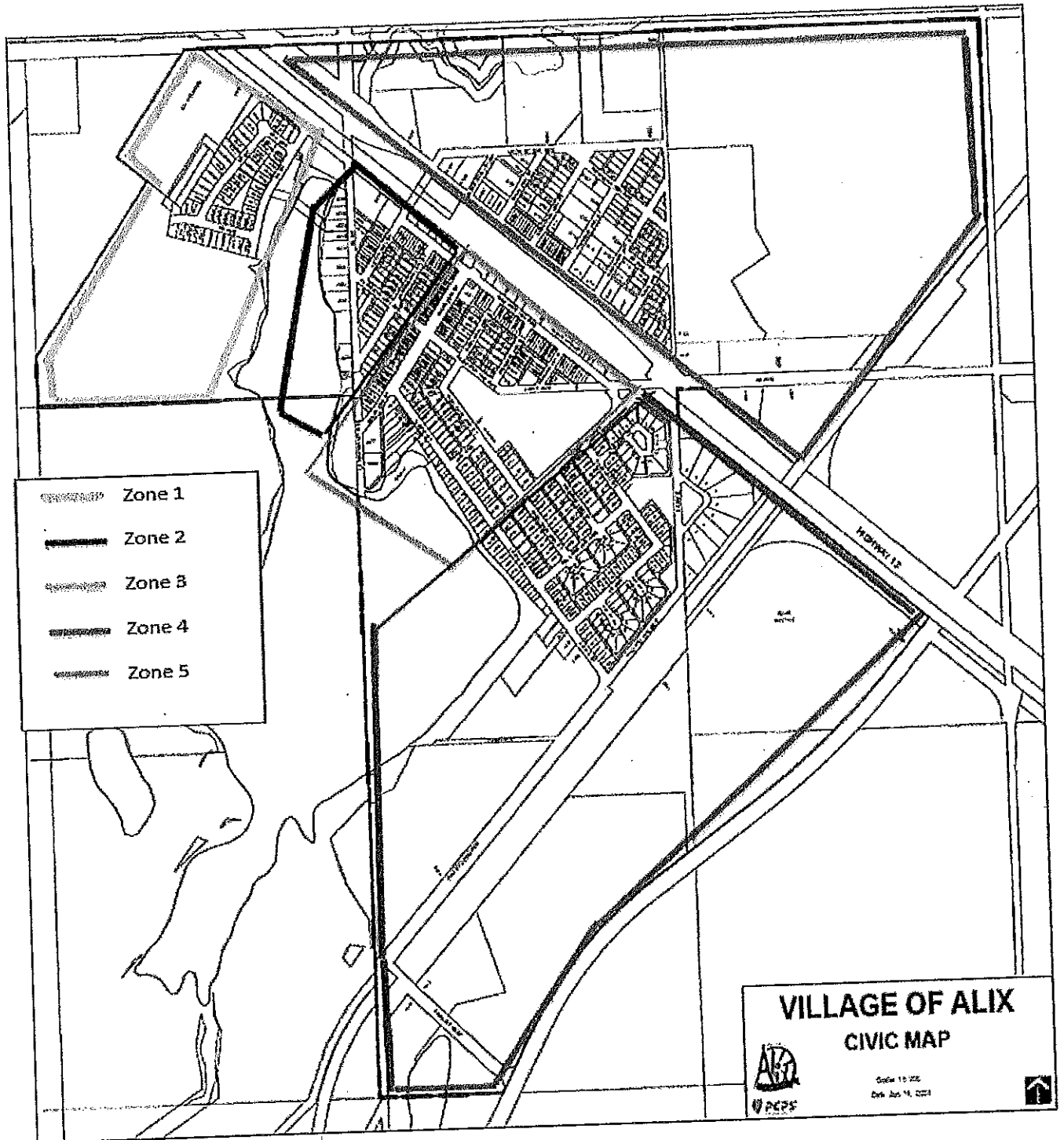
This Re-Entry Plan template has been created to assist in the development of incident-specific Re-Entry Plans. It is important to note that not all items included in this template will be required or will apply to a specific type of incident. There may be items that have not been captured within this template that may need to be added to an incident-specific Re-Entry Plan.

*This re-entry plan is a working document and is subject to change as situations or conditions warrant*

# INCIDENT SUMMARY

ICS 201 or Approved Incident Action Plan (IAP) inserted OR (Insert a brief overview of the incident and the reason for the evacuation including the date of SOLE)

MAP



## CRITERIA FOR RE-ENTRY

Appendix C: Considerations for Community Re-Entry Spreadsheet has been used to establish the criteria for re-entry. Information from various agencies and individuals was used to determine that it is now safe for impacted individuals to return (applicable information received is attached to this Plan). Agencies and individuals that assisted in providing information include but are not limited to (check all applicable):

- Elected Officials
- Chief Administrative Officer
- Emergency Management Staff
- Law Enforcement
- Fire/Rescue
- Emergency Medical Services
- Public Health Personnel
- Public Works/Engineering Departments
- AEMA Field Officers
- School Board(s)
- Utilities / Critical Infrastructure Stakeholders
- Environmental Authorities
- Animal Rescue Groups
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## COMMUNICATIONS

Regular updates that are accurate, thorough, and coordinated are essential to ensure impacted individuals are informed, and to assist in dispelling/counteracting rumors. These updates will be provided using the following forms of communication:

- Television Media
- Radio Media
- Social Media (Facebook, Twitter, Instagram, YouTube, TikTok, etc.)
- Municipal website
- Message boards at Resiliency Centres
- Message boards at: \_\_\_\_\_ *indicate location(s)*
- Town Hall type event held prior to re-entry to address concerns and explain re-entry procedures
- Printed literature (brochures/handouts)

**NOTE: If homes have been damaged or destroyed ensure that the affected homeowners are notified individually of the loss and are provided information on any short-term housing options prior to any public announcements of re-entry.**

Re-entry communications should include the following information:

- How and when re-entry will begin
- If staged re-entry is required – when distinct groups are allowed to enter and reasons why others are excluded
- Transportation restrictions
- Re-entry routes and controls in place on the routes
- Guidance for re-entering homes or businesses (e.g., restoring utilities, disposal of spoiled food, removal of debris, etc.)

### Communications Plan for Re-Entry

Communications Plan for Re-Entry		
Re-Entry Information Literature	Review - DEM Approve - DEM Print - IO	
Re-Entry Social Media/Web Info	Approval – DEM Posting – IO	
Resident Updates	Incident Information bulletins - IO	

## Access Management

Access management for evacuated areas during response and all stages of re-entry is one of the most critical components to re-entry success. There is a balance between protecting life safety, property. The release of information and the need to allow residents, business owners, and service providers to access their properties in a timely and organized manner.

Access management should be implemented in a way that is consistent and easily verifiable for security crews at roadblocks, entry points, and staging areas throughout the incident. Consideration must be given to service providers, farmers who need to feed or check on livestock, business owners, media, dignitaries, and incident support personnel. Access management should also consider how to manage residents who did not evacuate during the evacuation order.

### Associated Tactics

- 1.1 Determine classification of areas inside the evacuation zone/security perimeter. If there is uncertainty about a classification, default to the stricter access control until further information confirms the classification of an area.
- 1.2 Implement permit / identification / credential system for each access zone.
- 1.3 Implement physical access restrictions for each zone as deemed appropriate, including limiting access routes to restricted or no access areas.
- 1.4 Ensure that preferred access routes for each zone are communicated to impacted individuals, service providers, and incident support personnel.

### Access Management Classification System

**Open Access**

- Undamaged / unaffected areas
- Outside the security perimeter
- Public access with no permit / tracking

#### **Controlled Access**

- No hazards are present
- Undamaged areas
- Inside the security perimeter
- Permit required

#### **Restricted Access**

- Damaged areas
- Hazards can be mitigated
- Inside the security perimeter
- Permit required

**Emergency Access**

- Access limited to emergency personnel only
- Active hazard area / unmitigated hazards

## Classification System Used by the RAST

Habitable	Habitable	Not Immediately Habitable	
<ul style="list-style-type: none"> <li>• No impact</li> <li>• Utilities still functional</li> </ul>	<ul style="list-style-type: none"> <li>• Minor impact</li> <li>• Minor cleanup</li> <li>• Minor repairs</li> </ul>	<ul style="list-style-type: none"> <li>• Damaged</li> <li>• Extensive repairs/renovations</li> <li>• Utilities compromised</li> </ul>	<ul style="list-style-type: none"> <li>• Severely damaged</li> <li>• Beyond economical repair</li> </ul>

## Water and Wastewater Services

If applicable, all water and wastewater services should be inspected in accordance with industry standards for damage, functional operating condition, and connectivity to structures.

Associated Tactics

- 1.8 Source water wells and intakes, and water storage reservoirs must all be inspected, repaired, and certified to safe conditions in accordance with industry standards.
- 1.8.1 \_\_\_\_\_ (municipal water operator / company name) will be the lead agency for these inspections and repairs. Other Certified Water and Wastewater Operators in Alberta can be found on the Alberta Government website.
- 1.9 The availability of water and whether it is potable must be known and shared with service providers entering the area at this stage.
- 1.10 Wastewater (sewage) collection systems, lift stations, and lagoons must all be inspected, repaired, and certified to an operationally safe condition in accordance with industry standards.
- 1.10.1 \_\_\_\_\_ (municipal wastewater operator / company name) will be the lead agency for these inspections and repairs. Other Certified Water and Wastewater Operators in Alberta can be found on the Alberta Government website.
- 1.11 Stormwater collection and outfall infrastructure must all be inspected, repaired, and certified to safe conditions in accordance with industry standards.

## Telecommunications

Every effort will be made to restore Telephone, internet, voice and data lines, wireless communications towers, and point of service stations must be restored to a level that provides adequate communication capability within an impacted area.

### Associated Tactics

1.15 Contact telecommunication providers to ensure that communications are restored to the affected area. A list of providers can be found in Appendix G of this document. List all providers that will be engaged in inspecting, repairing, and restoring telecommunications infrastructure.

1.15.1 \_\_\_\_\_ (land line telephone operator / company name) will be the lead agency for land line telephone infrastructure inspections and repairs.

1.15.2 \_\_\_\_\_ (cellular operator / company name) will be the lead agency for cellular telephone infrastructure inspections and repairs.

1.15.3 \_\_\_\_\_ (internet operator / company name) will be the lead agency for internet infrastructure inspections and repairs.

## Stage 2 Objective: Restoration and Manning of Essential Services/Key Business Components

This Stage will facilitate the return movement of essential workers (those individuals and their immediate families that support critical infrastructure, emergency services, and governance of the community). This Stage also will allow owners of habitable/operational businesses and their employees to enter their habitable homes or temporary accommodations to provide essential services and key business components: Stage 2 ends when all the re-entry criteria have been met.

Services are required to enable safe, sustainable living to an acceptable level. This list is not prioritized.

- Emergency Services (Fire, Police, Ambulance, 9-1-1)
- Water system – functional and able to deliver water, under a boil water advisory, if necessary, if applicable
- Wastewater (sewage) system – collection and treatment systems are functioning, if applicable
- Solid waste (garbage) collection – collection and treatment systems are functioning
- Utilities - Gas and Electric
- Communications (voice/data)
- Street lighting and traffic signals, if applicable
- Public Works – The restoration of the public works operation center, landfill, and waste collection program. A specific plan has been developed for the disposal of decaying garbage, hazardous debris, white goods, electronics, large amounts of construction and vegetation debris, and household hazardous waste.
- Hotels / Motels / Lodging / Accommodations
- Banks / Financial Institutions
- Childcare / daycare / education facilities, if applicable

It is important to note that this new level of services is not likely to be at the same level services were BEFORE the evacuation. These necessities represent the bare minimum; full restoration will begin as soon as practical.

### Stage 3 Objective: Re-Entry of Community Evacuees

Stage 3 may commence once the status and capacity of essential services and critical infrastructure has been determined to be sustainable to service the community. The re-entry planning team will provide this analysis for approval by the Director of Emergency Management or designate prior to commencing this stage. During Stage 3, impacted individuals may return to the community in an orderly fashion, determined by geographical location.

The Re-Entry Plan for the community shall be provided to the Provincial Operations Centre prior to commencing this stage. Access restrictions may remain in place in portions of the community or may be lifted entirely, based on assessed risk and damage.

Minimal requirements to commence the Stage 3 re-entry process will include:

- The incident is no longer a threat to the community (All Clear)
- OR
- Evacuation required by incident re-escalation can be accomplished within an acceptable timeframe.
- Utilities: Gas & Power have been adequately restored.
- Access to 9-1-1 / Emergency Services (Police, Fire, and EMS).
- Water (Boil Water Advisory may be present) and wastewater (sewer) are functioning (if applicable)
- Fuel / Gas are available.
- Food / Grocery services are available and approved as functional by AHS Public Health Inspector.

As indicated in the approved Communications Plan attached supplemental to the Re-Entry Plan, release times and locations for the occupation of the affected area to the public.

#### Communications.

Upon re-entering the community, impacted individuals will have the re-entry process explained to them, they will be provided the following information.

- ⇒ Clean up procedures and resources available to assist.
- ⇒ Where to get further assistance.

## INCIDENT MANAGEMENT TEAM TASKS

- Access control – 24-hour security implemented within the mandatory evacuation area. Checkpoints and roadblocks as needed based on the level of damage that has occurred.
  - **NO ACCESS** – Access is limited to only those personnel necessary to conduct an evaluation of the area or to respond to ongoing incidents/emergencies in the area. The area is deemed too dangerous for the public either because of a known or suspected hazard. Engage law enforcement personnel to restrict access during this phase to the following agencies and groups:
    - Law Enforcement and security agencies (including private security for incident support facilities, businesses, and residential areas)
    - Emergency responders (Fire-Rescue, EMS, Search and Rescue, etc.)
    - Service agencies/contractors providing direct support to incident management personnel or emergency responder.
  
  - **RESTRICTED ACCESS** – Access to the area is limited to those personnel or agencies/organizations necessary to address the safety or service issues or conditions preventing impacted individuals from returning safely. Hazards in restricted access areas can typically be mitigated to the satisfaction of the Incident Management Team (IMT) to ensure the safety of personnel in this area. The IMT will determine who is authorized to enter restricted access areas on an incident-specific or case-by-case basis; a typical list of authorized personnel includes the following:
    - Law Enforcement and security agencies (including private security for incident support facilities, businesses, and residential areas)
    - Emergency responders (Fire-Rescue, EMS, Search and Rescue, etc.)
    - Facility/Industry Emergency Response Teams
    - Contracted debris clearing and removal crews
    - Infrastructure and utility repair personnel
    - Approved Damage Assessment Teams
    - Government agencies or representatives (Federal, Provincial, Municipal)
    - Other personnel at the direction of the Director of Emergency Management

## APPENDICES

### Appendix A

#### Damage Assessment

Service	Provider	Name	Number	Email	Other
Structural Assessment					
Assessment of hazardous Material					
Utilities - Gas	Gas	Atco Gas	1.800-511.3477		
Utilities - Electric	Electric	Fortis Alberta	1.866.717.3113		
Utilities - Water					
Utilities - sewage					
Cellular/ Landline Communications	Landline	Telus	1.866.558.2273		
Other					

## Appendix C

### Considerations for Community Re-Entry

Purpose: This tool is designed to support the Incident Management Team in making decisions regarding lifting an evacuation order and allowing impacted individuals to return to their homes. Fire services will make recommendations that the area is safe from fire-related hazards. Once the threat has passed, the Incident Management Team will decide on when and how to authorize community entry. The following includes considerations in making this decision, and which agency may be able to provide support and advice. Some items to be considered shortly after re-entry. It is up to the Incident Management Team to determine the minimum level of service required prior to community re-entry. Consideration should be given to ensuring impacted individuals are informed of the level of services available and what they should prepare for before going home.

Considerations	Initial Screen Complete Y/N	Lead Agency	Comments	Date
<b>1. Incident/related risks no longer pose an imminent threat.</b>				
Fire services confirms it is safe to return.				
Danger tree assessment				
Hazardous material identified and mitigated				
The hazard area is secure				
<b>2. Safe transportation available to/within the community.</b>				
Road				
Rail				
Bridges				
<b>3. Impacted individuals are informed</b>				
Controlled resident tour				
Controlled media tour				
Public Information Meeting				
<b>4. Access to utilities</b>				
Electricity restoration plans underway				
No power lines are down				
Access to potable water				
Access to water for firefighting				
Access to sewage or temporary toilets				
Telephone systems working				
Safety of natural gas				
Fuel station open				

Appendix D  
Re-Entry Notice Template



Re-Entry Notice

Due to changing conditions that have reduced the potential risks to evacuees, The Village of Alix is rescinding the evacuation order for impacted individuals in the \_\_\_\_\_ area as of \_\_\_\_\_ (time) on \_\_\_\_\_, 20\_\_.

Please note that while the evacuation order has been rescinded, the **State of Local Emergency remains in effect.**

The Village of Alix understands that the previous several days have caused considerable inconvenience to all involved, and we wish to make it clear that the decision to maintain the evacuation order until this time was a decision that was based solely on public safety. Thank you for your cooperation in this matter and we appreciate everyone's patience and assistance.

Returning to your home after this volatile period will be a difficult endeavor, both emotionally and logistically. Foreseeing this, The Village of Alix Emergency Management Team, in conjunction with supporting agencies, has developed an information package to ensure safe and efficient re-entry for all evacuees. Included within the information package is safety information from Alberta Health Services, as well as utility information from local service providers.

To gain re-entry, please visit us at the Village of Alix office building at 4849 50 street.

Those returning will be required to sign in and confirm that they have received an information package.

If you have any questions, please call the Village of Alix at 403-747-2495.

## WHEN YOU GET THERE

Water – Check the village’s website to ensure there is no boil water advisory in effect.

Power – Power utility crews have restored power. If you have questions, no service or are experiencing fluctuations in electrical service quality contact \_\_\_\_\_ at \_\_\_\_\_

Propane/Natural Gas - If you have concerns regarding your propane or natural gas, please contact your service provider

Traffic - Give way to all emergency and firefighting vehicles, and observe all signs for road closures or detours.

Trees - Damaged trees are unstable and may be a hazard. Be aware of where you park your vehicle and/or where your walking.

Buildings - Damaged buildings may be a hazard. Standing chimneys are a hazard.

## TAKE CARE OF YOURSELF AND YOUR FAMILY

Fear, stress, and anxiety are natural reactions to a traumatic event. Eventually, these feelings will diminish and, for most people, completely subside. To help yourself and your loved ones:

- Accept and offer help and comfort; seek counseling if necessary.
- Focus on positive memories and the skills you have used to get through other tough times.
- Be aware of your child’s reactions: reassure them and encourage them to express themselves.
- Give yourself and your family permission to grieve and time to heal.
- Get physical activity, but rest as needed, Eat well, hydrate, and keep a manageable schedule.

## RE-ENTERING YOUR HOME

Your home and its surroundings may not look like they did before you left. As you arrive, it is important to obey all signage and understand the Damage Assessment Placards.

- Damage Assessment Placards are notices that the Village of Alix has placed on buildings within the damaged area. They tell you whether a structure is suitable for re-entry and whether access is restricted or unsafe to enter entirely.

- Discard damaged, dented, or bulging cans.
- Clean and sanitize canned foods/drinks exposed to smoke only.
- Photograph foods that are discarded as the information may be required for insurance purposes.
- Contact your insurance provider for specific details and requirements.
- Follow current local guidelines on where food waste may be discarded.
- Do not drink tap water unless local officials have assured you that it's safe for drinking. Obtain bottled water, or boil or disinfect tap water with tablets (or chlorine bleach for non-drinking needs).
- If you are on a well or cistern and it has been damaged, assume the water is not safe to drink. Contact your local authority for instructions.

### **CLEANING UP AFTER A WILDFIRE**

Your insurance policy may cover house cleaning by a fire restoration specialist. If you are going to clean your residence yourself:

- Wear gloves and goggles, keep children and pets away, and ventilate the area you are cleaning well.
- Smoke odors can last a long time, and you may need to clean everything several times.
- Vacuum all surfaces, change heating, and air conditioning filters, and have ducts cleaned.
- Soot/smoke can be removed from painted walls with trisodium phosphate, but wallpaper may not be salvageable.
- Clean dirt off furniture, remove drawers and scrub wooden surfaces; let dry thoroughly.
- Linoleum flooring may require replacement, but wood and carpet can be vacuumed and washed.
- To remove odors from fridges and freezers, wash with baking soda/water, vinegar, or ammonia.
- Locks and hinges should be taken apart, thoroughly cleaned, and oiled.
- Dispose of hazardous materials like solvents and garden chemicals if they show signs of damage.
- Separate hazardous materials from landfill waste and dispose of them appropriately.

### **REPLACING DOCUMENTS AND MONEY**

- If your documents are in a safe, do not attempt to open them until it is cool to the touch.
- Keep track of lost documents, including birth certificates, passports, and tax records.

## Appendix F

### Suggested Contents for “Clean up Kit”

Clean-Up kits with cleaning and sanitation supplies, personal protective equipment, and information on safe practices related to housing, food, sanitation, water, and smoke damage.

- 5-liter bucket
- Mop
- Long-handled broom
- Hand brush
- Cleaning fluid/detergent
- Sponges
- Heavy-duty garbage bags
- Disposable gloves
- Work gloves
- Dust particulate masks
- Safety glasses

Add any other equipment deemed necessary or useful to the specific incident

Kits can also include signs to be placed in home windows that alert utility providers of the need to re-establish gas, power, water, and phone services.

## Appendix G

### Contact Information:

This list of contact information may assist with the production of information packages. Please note that these links were correct at the time of production of this template and are subject to amendment without advisement.

#### Alberta Health Services

Telephone: Health Link –811  
Website: [albertahealthservices.ca/](http://albertahealthservices.ca/)  
Guides: Returning to Your Home Guide  
[albertahealthservices.ca/assets/wf/eph/wf-eh-returning-to-your-home.pdf](http://albertahealthservices.ca/assets/wf/eph/wf-eh-returning-to-your-home.pdf)

#### Atco Gas

Telephone: 1.800.511.3477  
Website: [gas.atco.com](http://gas.atco.com)

#### Fortis Alberta

Telephone: 1.866.717.3113  
Website: [fortisalberta.com/](http://fortisalberta.com/)  
Guides: Municipalities Facility Map - [fortisalberta.com/for-business-industry/municipalities](http://fortisalberta.com/for-business-industry/municipalities)

#### Insurance Board of Canada

Telephone: 1.844.227.5422  
Website: <http://www.ibc.ca>

#### Prentiss Transfer Station

Telephone: 403.782.5300  
Website: <https://www.lrwsc.ca/index.php/contact-us>

#### Telus

Telephone: 1.866.558.2273  
Website: <https://www.telus.com/en/ab/support>

#### The Village of Alix

Telephone: 403.747.2495  
Website: [info@villageofalix.ca](mailto:info@villageofalix.ca)

Appendix I

Post Disaster Needs Assessment

Event:
Date:

<p>Are essential local or provincial services likely to be significantly disrupted beyond the response phase?</p>		
<p>Assessment: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>Source of Information: Possible sources: SITREPs, Planning Section, Subject Matter Experts</p>		
<p>Please provide an assessment of the current situation in relation to the criteria.</p>		
<p>Objective: To determine if the impacts of the disaster are temporary or long-term in nature</p>		
<p>Assessment should consider:</p> <ul style="list-style-type: none"> <li>• Extent of impacts on local authority and provincial services</li> <li>• Number of services impacted in a geographic area</li> <li>• Essential services requiring support beyond local capacity</li> <li>• Anticipated length of service disruption</li> </ul>		
<p>Assessment:</p>		
<p>Is infrastructure impacted beyond capacity to repair?</p>		
<p>Assessment: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>		
<p>Source of Information: Possible sources: SITREPs, Planning Section, Subject Matter Experts</p>		

**Is long-term economic sustainability of a region or sector threatened?**

Assessment:  YES  NO

**Source of Information:**

Possible sources: SITREPs, Planning Section, Subject Matter Experts

**Please provide an assessment of the current situation in relation to the criteria.**

**Objective:** To determine if there could be long-term economic implications for a local authority.

Assessment should consider:

- Region impacted and approximate number of businesses affected
- Consequence of impacts on critical infrastructure that businesses rely on (e.g., transportation networks, communications, etc.)
- Expected length of time business could face significant disruptions
- If known, the number of businesses without business interruption insurance
- Number of parks or other attractions closed

Assessment:

**What is the local capacity to recover beyond the response phase (including local financial capacity)?**

**Source of Information:**

Possible sources: SITREPs, Planning Section, Subject Matter Experts

**Please provide an assessment of the current situation in relation to the criteria.**

**Objective:** To determine whether longer-term provincial support may be required to augment local authority capacity.

Assessment should consider:

- High-level capacity assessment for an affected local authority based on the magnitude of impacts and expected recovery timelines
- Whether Disaster Recovery Program assistance is likely required/has been requested
- Whether the local authority has the capacity to manage the disruption and undertake repairs
- If concerns exist regarding the impacted local authority's capacity to respond over the long term in relation to the severity of the disaster, a detailed analysis can be conducted by Municipal Affairs
- Whether the local authority has a Recovery Plan
- Number of local non-governmental organizations available to support recovery

Assessment:

# Alix Briefs

by the Alix and Area Community Resource Centre

## 2021 Year in Review

Following the Alix Mirror Wellness Supports Society AGM, hosted at the end of May, we would like to share some of the highlights from 2021.

Our community participated in many new events, activities, services and programs. To review a complete summary of 2021, stop by to have a look at the 2021 Annual Report, or find it linked to online (<https://alixcrc.com/our-story>).

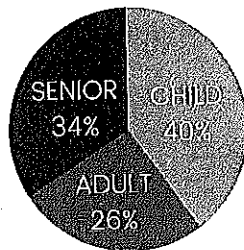
Below is a sample of the services accessed by children & youth, adults and seniors during last year.

### Information & Referral Engagements

**3731**  
PARTICIPANTS

Village of Alix: 60%  
Lacombe County: 34%  
Other: 6%

Forms & Technology Support: 9%  
Program Assistance: 52%  
Health & Wellness: 3%  
Client Care: 12%  
Other: 14%  
Food Bank: 10%



**3958**  
# of Needs Served

### Resource Navigation



**149**  
CLIENTS

Mental Health: 12%  
Addictions: 5%  
Food Bank: 6%  
Form Support: 40%  
Housing: 4%  
RCMP: 2%  
Emergency, Medical & Other: 30%

### Home Support

**9**

CLIENTS

### Meals on Wheels

**510**

MEALS DELIVERED

18 Clients  
8 Volunteers



### FOOD BANK

Children: 121  
Adults: 184  
Seniors: 146

**189**

HOUSEHOLDS



## Services Available

- Information & Referral
- Resource Navigation
- Family Wellness
- Alix Food Bank
- Meals on Wheels
- Home Support
- Community Services
- Adult Learning
- Volunteer Services



**Monday to Thursday**  
**10:00 AM - 4:00 PM**

\*Closed all statutory holidays\*

Bay 1, 5008 50 Ave, Alix, AB

**403-396-3369**

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

Follow us on social  
@AlixandAreaCommunityResourceCentre

[www.alixcrc.com](http://www.alixcrc.com)



Good afternoon,

Alberta Health Services (AHS) has heard from more than 1,000 Albertans in response to our EMS Current State Survey. The survey findings will be used to direct the development of the Provincial EMS Service Plan.

Attached please find a document highlighting 'What We Heard', as well as a detailed outline of six priority areas that have emerged from our EMS current state engagement, to date.

As noted in the attached, the learnings from our survey and engagement will be used to inform the development of the EMS Provincial Service Plan. This Plan, which will be forward-looking and focused on continued improvement, is one element of the AHS EMS 10-Point Plan which has been implemented to address system pressures. Keep up to date on how these initiatives are progressing [here](#).

To kick off the Future Planning Process, we are forming working groups to address the six priorities that emerged from the current state work. Members of these groups will integrate the feedback provided by Albertans, and provide subject matter expertise to guide our next steps.

As we continue to consider ideas to address these six priorities, AHS invites Albertans to [share their ideas for EMS innovation on Together4Health](#), by **June 24**.

Please feel free to share this link with others who may have interest in helping to shape the future of EMS in Alberta.

Thank you, and we look forward to receiving your input.

Sincerely,

Provincial EMS Service Planning Team

# Provincial EMS Service Planning Current State Survey

## March 17 to April 8, 2022

### What We Heard Summary

Alberta Health Services (AHS) has heard from hundreds of Albertans as part of our EMS Current State Survey. This survey is one step in creating the long-term EMS Service Plan, and is a component of the engagement work being undertaken, provincially, to inform the future of EMS. This work also aligns with the more immediate work already underway, via the AHS EMS 10 point plan. For the latest news on all ongoing EMS work, click [here](#).

## Background

Emergency Medical Services (EMS) is a critical component in Alberta's healthcare system. EMS provides emergency response to 911 calls for patients across the province, treats patients in their homes, as well as handling transfers for patients needing medical care between hospitals and medical facilities.

AHS has been experiencing extremely high call volumes, resulting in longer response times and impacts on both patients and staff.

As one component of the EMS 10 Point Plan, the Minister of Health asked AHS EMS to work with Alberta Health to create a long-term Service Plan for EMS; this plan is to be completed by September 30, 2022. The EMS Service Plan is to be inclusive of all EMS services (AHS direct delivery and those provided by contracted service partners), and to reflect how EMS integrates into Alberta's health system. It will provide the vision and direction for EMS in Alberta for the next five years and set out a clear roadmap on how to get there.

## Current State Survey & Engagement

In order for AHS to understand where we need to go and how best to serve Albertans, we first needed to hear from Albertans to understand our current state and identify priorities. To do this, we began targeted focus group discussions with Indigenous communities and AHS clinical operations; and invited Albertans to share their views by taking the Current State Survey online. From March 17 to April 8, Albertans were asked to share what they thought was working, and what isn't, to help us build on strengths and plan for improvements. 1946 responses were received.

In the Current State Survey, we asked respondents to share their perspectives on a series of questions, including:

- What EMS is doing well and where they could improve
- What the role of EMS in Alberta should be
- What would help EMS better respond and prepare for the future

# What We Heard – Provincial EMS Service Planning Current State Survey

## Where people identified areas of concern and need of improvement

*"I live rural – I want my ambulances available for the area."*

While respondents agreed that EMS staff are very good at what they do, they are also very concerned that the current workload is unsustainable, acknowledging there has been a 30 percent increase in call volumes.

*"Response times need to improve, communities need coverage."*

People expressed that they felt that additional ambulances, staffing and funding are necessary to allay the current pressures, and they believe this would in turn increase community ambulance availability and lower response times.

Another large area of concern had to do with patient flow through the health system. The process of transferring a patient from EMS care to hospital care was an area that Albertans felt needed to be greatly improved. The Interfacility Transfer (IFT) process was also cited as a process that could be improved.

*"When you go to an emergency room and see all the EMS waiting with patients while someone in the community needs them it is frustrating."*

There were also concerns expressed about how ambulances are dispatched, and that more clarity could be provided regarding how calls are triaged and prioritized.

Communication to both EMS staff and communities was highlighted as an area that could be improved.

*"Better public education, more non-ambulance options, more responsibilities for paramedics."*

*"Planning for growth matches population group, increasing and enhancing paramedic skills to provide more meaningful treatments and care. Providing ongoing and value-added training to keep paramedics at the top of their skill level and continuously improving with changes in medical research."*

## Where people felt we should focus for future planning

As we look to plan for the next 5 to 10 years, Albertans told us that they think EMS should focus on:

- Our people
- Paramedic scope of practice
- Increasing use of virtual health care options
- Exploring other patient care pathways and options other than transport to emergency departments
- Building and strengthening relationships with Indigenous partners
- Connecting with the public and leveraging partnerships
- Preparing for population growth and an aging population

## What We Heard – Provincial EMS Service Planning Current State Survey

Thank you

Thank you to everyone who took the time to share your perspectives. We received a lot of insightful feedback, and we appreciate your honesty, candor and advice.

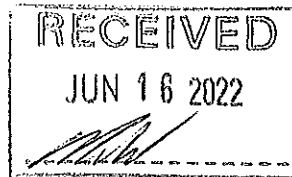
EMS continues to be here for all Albertans. We are working together with our people, our patients and our partners, to ensure our system is robust and sustainable. We thank everyone for their involvement and support, and hope that you will continue to work with us as we progress through the Service Planning process.

If you have further reflections, please feel free to reach out to us via the [Provincial EMS Service Planning Together4Health Page](#).



ALBERTA  
SENIORS AND HOUSING

Office of the Minister  
MLA, Calgary-Beddington



AR52823

May 31, 2022

Dear Housing Management Body Board Chairs:

Alberta's government has embarked on a process to transform affordable housing over the next decade through *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing*. The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

In response to recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of *Stronger Foundations* commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based." This action recognizes the importance of strong governance and expertise on housing management body (HMB) boards to support strategic shifts under *Stronger Foundations* that will increase local decision-making and flexibility, and meet the diverse needs of Albertans.

To fulfill this commitment, the *Alberta Housing Amendment Act, 2021* was proclaimed on April 20, 2022, and amendments to the *Management Body Operation and Administration Regulation* (MBOAR) have come into effect. Subsection 5.01 (2) requires HMBs to determine the competencies required for board members, which must include any required by the Minister. In this section, "competencies" means knowledge, skills, experience, expertise, or qualifications.


Alberta's HMB boards are comprised of passionate and committed members who provide valuable leadership and expertise to achieve the best outcomes for people in need of affordable and social housing.

.../2

These documents are to be submitted to your housing advisor at the same time as your annual business plan. If your recruitment plan will require amendments to your Ministerial Order, your housing advisor is available to support you through the amendment process. Please contact your housing advisor for any other questions.

Thank you for your continued commitment to Alberta's affordable housing system, and for your cooperation and support as we implement *Stronger Foundations*. I look forward to continuing to work with you toward these goals.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josephine Pon', written over a circular stamp or seal.

Josephine Pon  
Minister of Seniors and Housing

Attachment

cc: Housing Management Body Chief Administrative Officers

## Housing Management Body Board Skills Requirements

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

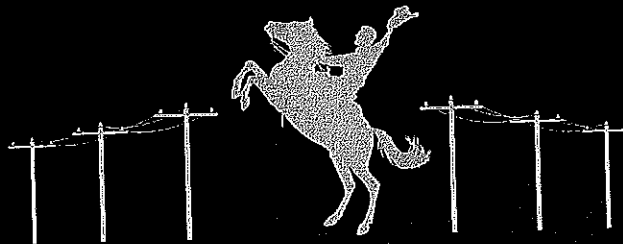
The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

<b>STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.</b>	
Category	Description
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision-making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.

# Emerging Electricity Needs of Central Alberta Communities

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## FortisAlberta Customer Event



Please join us and learn more about how FortisAlberta is readying the electricity grid for the future needs of Albertans at a western themed event in honour of Westerner Days.

**Wednesday, July 20, 2022**

4:30-6:30 p.m.

Cambridge Hotel

3310-50 Ave., Red Deer, AB

*Dress Code: Western encouraged*

*Appetizers and cocktails will be served*

We are inviting municipalities and customers in central Alberta to discuss the future of the electricity grid. We are seeing consumer demand for renewable energy resources and are working towards a grid that is ready to meet electrification needs, while ensuring a safe, reliable and affordable electricity distribution system. We'd like to hear how we can align on future customer needs that will be supported by the grid in an affordable manner.

FortisAlberta leaders and board members will be on hand, along with interactive displays to chat about how we can respond to the emerging needs of central Albertans together.

Please RSVP by July 15 by emailing [stakeholderrelations@fortisalberta.com](mailto:stakeholderrelations@fortisalberta.com)

**FORTIS  
ALBERTA**



## North America's Railroad

### **NEWS RELEASE**

# **CN to Invest \$365 Million in Alberta Enabling Sustainable Growth, Improving Capacity and Advancing the Company's Commitment to Safety**

***CN is building the premier railway of the 21st century by investing in Alberta***

**MONTREAL, June 22, 2022** – CN (TSX : CNR) (NYSE : CNI) announced today plans to invest approximately C\$365 million in Alberta in 2022. This includes investments in technology, capacity, rolling stock units and company-wide decarbonization initiatives, as well as network improvements. These investments will power sustainable growth and ensure the continued safe movement of goods in Alberta and everywhere on CN's transcontinental network.

"We continue to make significant investments in our network, technology, and capacity. We are building the premier railroad of the 21st century to do even more for our customers, railroaders, shareholders, and the communities in which we operate. "

- Sean Finn, Executive Vice-President, Corporate Services and Chief Legal Officer of CN

"At a time when the resilience of our supply chains is more important than ever, investing in our rail transportation system ensures essential goods can reach Canadians on time. Railways play an important role in growing our economy, and I am pleased to see CN taking this important step to strengthen our rail networks. Today's announcement will help improve the fluidity of our rail network against the unprecedented disruptions to service we have seen in the last two years, and is good news for Canadians."

- The Honourable Omar Alghabra, Minister of Transport, Government of Canada

"CN's significant investment in Alberta is another sign that our economy is on a roll. CN's commitment will help keep our supply chain moving, ensuring Albertans continue to receive the goods they rely on without delay. A safe and sustainable rail network will support Alberta's efforts to diversify and create jobs."

- Prasad Panda, Minister of Transportation, Government of Alberta

cn.ca

Dear Mayor Fehr:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Every one of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent injuries and fatalities on or near railway property.

Safety is a core value at CN and we continue to take all necessary steps to protect our employees, communities, customers, vendors and partners with the objective of reducing rail related injuries and fatalities to zero. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 19-25, 2022. Once again this year, efforts to get the rail safety message out will be stronger than ever and represent a unique opportunity to work together with you, *Operation Lifesaver*, local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings in your community, and ensure everyone's safety on and around railroad infrastructure year-round.

**Rail Safety is a shared responsibility**

As leaders in your community, your council can play a key role in preventing incidents and saving lives by adopting the attached draft proclamation. Please send a copy of your proclamation by e-mail to [Marie-Pier.Triganne@cn.ca](mailto:Marie-Pier.Triganne@cn.ca) and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2022, please consult [cn.ca/railsafety](http://cn.ca/railsafety) or [operationlifesaver.ca](http://operationlifesaver.ca).

Stephen Covey

Cyrus Reporter

Chief of Police and  
Chief Security Officer

Vice-President, Public, Government & Regulatory Affairs

# COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4  
www.county.stpaul.ab.ca



*Our Mission - To create desirable rural experiences*

June 14, 2022

Alberta Utilities Commission  
106 Street Building  
10<sup>th</sup> Floor, 10055-106th  
Edmonton, AB  
T5J 2Y2

## **RE: Rising Cost of Alberta Utility Fees**

There have been numerous municipalities throughout Alberta that have voiced their concern to the AUC about the current rising cost of utility fees for both electricity and natural gas.

The County of St. Paul No.19 is echoing and supporting those municipalities by submitting this correspondence and is asking for the Commission to reevaluate the fees being charged on top of the actual usage fees, and the amount of profit corporations are making off our County residents and all Albertans. The fundamentals of utilities shouldn't be an opportunity for corporate profit.

Over the past couple of years, Albertans have been faced with an extreme economic recession, the stress of the pandemic combined with rising employment uncertainty and inflation impacting food, fuel, supply shortages and housing. Individual residents are not the only ones stricken by the current utility fees, business big and small, including non-profits are struggling to keep their doors open due to the ever-increasing cost of utilities.

We urge you to take the time to consider what the rising cost of Alberta's utility fees are doing to our residents. Now is not the time to be financially stressing Albertans more by increasing utility fees, but rather a time to support all Albertans through this difficult economic time.

Sincerely,

Glen Ockerman  
Reeve  
Cc: David Hanson, MLA  
RMA Membership  
AUMA Membership