



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR98536

Dear Chief Elected Officials and Chief Administrative Officers:

I am writing regarding a potential opportunity for municipal officials and representatives to meet with the Honourable Kaycee Madu, Minister of Municipal Affairs, at the 2019 Rural Municipalities of Alberta (RMA) fall convention, scheduled from November 12 to 15, 2019, at the Edmonton Convention Centre.

Should your council wish to meet with Minister Madu at the 2019 RMA fall convention, I invite you to submit your meeting request to Laura Wiljala, Stakeholder Relations Advisor, Municipal Affairs, at MA.MSLEngagementGroup@gov.ab.ca, on or before **Tuesday, October 15, 2019**.

In your meeting request, please be sure to include two to three specific policy items or issues you would like to discuss with the Minister, as well as an estimate of how many people will attend the meeting on behalf of your municipality. In order to plan effectively for the Minister's time at the convention, we will not be able to consider requests that arrive past October 15 or honour requests that do not specifically include agenda items.

We generally receive more requests to meet with the Minister than can be reasonably accommodated over the course of the convention. Therefore, to ensure suitable consideration of your request, please be mindful of the following criteria:

- Policy items or issues directly relevant to the Minister of Municipal Affairs and the department will be given priority.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year; therefore, priority will be given to requests from municipalities at a distance from Edmonton and to those municipalities with which Minister Madu has not yet had an opportunity to meet.

Meeting times with the Minister are scheduled for approximately 20 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipalities as possible.

.../2

All municipalities submitting meeting requests will be notified the week of October 28, 2019, as to the status of their request.

Our ministry will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities we are unable to accommodate during the fall convention.

Regards,

A handwritten signature in blue ink, consisting of a stylized 'W' followed by a long horizontal stroke.

Bill Bewick, PhD
Chief of Staff