

February 16, 2022

Dear Reeve/Mayor & CAO,

Re: RMA 2022 Member Visit Scheduling

As you are aware, the RMA schedules council member visits with all our member councils on a three-year rotation. This year there are 23 municipalities across the province up for a visit with your municipality being one of them.

The purpose of these visits is for the RMA President, District Director, and Executive Director to travel to each municipality to meet in the member's home base to experience and learn about each member as your representatives at the Association. It is our opportunity to focus on you and for you to have direct access to us.

In 2022 this is particularly important for me as a new president, as I have not much opportunity to travel to and learn about our members in the province outside of my region. Being restricted in doing visits in person due to Covid cramped my style but that is no longer the case. I am excited about the opportunity to meet you all in person and get to learn about all our members. I know our board members, including our newly elected ones in District 3 & 5, are excited about meeting, and getting to know our members.

Scheduling Options

We schedule these roundtable meetings with your council and senior staff to take place at your offices either as part of a council meeting, a committee meeting, or as a separate stand-alone meeting.

We have appreciated those that have chosen the stand alone or non-council dates as far too many of you all meet on the same dates each month, or on the same date as our board member home councils, to allow us to participate via council meetings alone. These stand-alone meetings have been more relaxed and provided more time for discussion and learning and as such should be considered as an option.

We offer you two options for member visits:

1. A standard 1-hour meeting; either attached to a council meeting, committee meeting, or stand alone; or
2. A longer meeting (2 – 3 hours) where we can learn more about your operations and what makes your municipality unique.

To make our visits cost and time effective, it would be beneficial to meet with two municipalities on one day that are within driving distance of each other (i.e., usually within the same district). As such we have limited the longer meeting option to 3 hours or less to facilitate scheduling and we will be seeking out opportunities to meet with more than one member in a district per day. Below is the 2022 RMA Member Visit chart which identifies the municipalities in addition to your own that we will be coordinating visits with.

Your Availability

To get started we request a response as to your general availability. Specifically, we require the following information from you:

- a) Your general council availability per month up to and including September (i.e., every Wednesday, 2nd & 4th Tuesdays, etc.), plus any other meetings when all council will be together. Include potential stand-alone dates separate from your meetings if possible.

- b) Your preference of Member Visit option:
1. Standard 1 hour meeting
 2. Longer familiarization meeting (up to 3 hours)

c) The key contact's name, email address, and phone number to schedule the meeting with.

In the table attached we have identified typical monthly dates that will prove difficult for either myself or your district director to attend so that other date options can be considered.

We ask that you please provide your answers to the above noted questions to my assistant Susan Valentine at susan@RMAAlberta.com or 780.955.4076 as member visits will commence as soon as possible. Susan will follow up with your contact directly.

Your attention to this matter is greatly appreciated. I look forward to our upcoming visit.

Sincerely,

Paul McLauchlin

President

| District 1 | District 2 | District 3 | District 4 | District 5 |
|------------|------------|--------------|-------------|------------|
| Cypress | Lacombe | Athabasca | Peace | Lamont |
| Lethbridge | Kneehill | Lesser Slave | Birch Hills | Smoky Lake |
| Warner | Starland | Parkland | Clear Hills | St Paul |
| Cardston | Acadia | Sturgeon | Greenview | Minburn |
| Newell | Ponoka | Wetaskiwin | N. Lights | |

| Monthly Conflict dates for President & District 1 Director | Monthly Conflict dates for President & District 2 Director | Monthly Conflict dates for President & District 3 Director | Monthly Conflict dates for President & District 4 Director | Monthly Conflict dates for President & District 5 Director |
|--|--|--|--|--|
| 2 nd & 4 th Tues | 2 nd & 4 th Tues | 2 nd & 4 th Tues | 2 nd & 4 th Tues | 2 nd & 4 th Tues |
| 1 st & 3 rd Wed | 1 st & 3 rd Tues | Every 2 nd Wednesday | 2 nd Tuesday | 3 rd Wed |