

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, DECEMBER 5, 2019 AT 9:30 A.M.
IN THE COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- as is, or with additions or deletions

3. ADOPTION OF MINUTES

Pg 1-4 - November 21, 2019 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS - n/a

7. ACTION ITEMS

- Pg 5-8
- a) CARES Program Application / Community Photograph Project – Inquiry from Karen St. Martin, CAO, Town of Mayerthorpe, on November 19, 2019 for the Town and Alberta Beach to Partner in a Community Photograph Project at a cost of \$2,416.67 for high quality resolution photographs to be taken of the Town. Extra costs of \$850.00 per half day would be incurred if the photographer attends key community events in Onoway. Alberta Beach Council has chosen not to participate. Administration feels that the Town has options for this sort of endeavor through our existing partnership work with Lac Ste. Anne County. (*for discussion and direction of Council at meeting time*)

b)

c)

d)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

c) Councillor's Reports (x 2)

d) CAO Report

Pg 9-14 - Government of Alberta MSI and GTF Allocations 2019, 2020 and 2021
- 2020 Draft Budget
- CAO Review

e) Public Works Report

- Christmas Light Up

Pg 15 - Sand and Salt - Lac Ste. Anne County

9. INFORMATION ITEMS

a) Alberta Municipal Affairs – Undated letter from Minister Madu to Mayors advising that Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) processes and requirements will be streamlined and providing a summary of the changes

Pg 16-23

b) Onoway Junior Senior High School – November 4, 2019 letter from John Lobo, Principal, thanking the Town for support of the school's Annual Awards Night

Pg 24

c) Lac Ste. Anne Foundation – October 23, 2019 Board meeting minutes

Pg 25-27

d)

e)

f)

10. CLOSED SESSION – Pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP)–Disclosure Harmful to Personal Privacy

11. ADJOURNMENT

12. UPCOMING EVENTS:

- December 19, 2019 – Regular Council Meeting 9:30 a.m.
- January 9, 2020 – Regular Council Meeting 9:30 a.m.
- January 23, 2020 – Regular Council Meeting 9:30 a.m.
- February 6, 2020 – Regular Council Meeting 9:30 a.m.
- February 13, 2010 – Brownlee LLP Muni Law Edmonton
- February 20, 2020 – Regular Council Meeting 9:30 a.m.
- March 1-3, 2020 – Rural Education Symposium Edmonton

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, NOVEMBER 21, 2019
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Jeff Mickle Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Public Works Manager Debbie Giroux, Recording Secretary</p>
	ABSENT	5th member of Council (Vacancy)
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:30 a.m. 2 members of the public were in attendance.
2.	AGENDA Motion #358/19	<p>MOVED by Councillor Jeff Mickle that Council adopt the agenda of the regular Council meeting of Thursday, November 21, 2019 with the following addition:</p> <p>7f) Request from Gordon Adams</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #359/19	<p>MOVED by Deputy Mayor Lynne Tonita that the minutes of the Thursday, November 7, 2019 regular Council meeting be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Deferred until later in the meeting.
5.	FINANCIAL REPORTS Motion #360/19	<p>MOVED by Councillor Pat St. Hilaire that the October 31, 2019 Revenue and Expense Report be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>
6.	POLICIES & BYLAWS Motion #361/19	<p>MOVED by Deputy Mayor Lynne Tonita that Bylaw 767-19, a bylaw for the purpose of establishing the position of Designated Officer – Assessment Review Board Clerk, be given first reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion #362/19	<p>MOVED by Councillor Pat St. Hilaire that Bylaw 767-19 be given second reading.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
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	Motion #363/19	MOVED by Councillor Jeff Mickle that Bylaw 767-19 be considered for third reading. CARRIED UNANIMOUSLY
	Motion #364/19	MOVED by Deputy Mayor Lynne Tonita that Bylaw 767-19 be given third and final reading. CARRIED
7.	ACTION ITEMS	
	Motion #365/19	MOVED by Deputy Mayor Lynne Tonita that Council and Administration be authorized to attend the Alberta Rural Education Symposium being held in Edmonton from March 1-3, 2020. CARRIED
	Motion #366/19	MOVED by Councillor Pat St. Hilaire that the Town provide a door prize consisting of Town promotional items for the 10 th Annual Onoway Children's Health Fair being held on March 20, 2020. CARRIED
	Motion #367/19	MOVED by Councillor Pat St. Hilaire that Council and Administration be authorized to attend the Thursday, November 28, 2019 Onoway Interagency Meeting on the Social Needs Assessment being held at the Onoway Heritage Centre. CARRIED
	Motion #368/19	MOVED by Deputy Mayor Lynne Tonita that Council and Administration be authorized to attend the Brownlee LLP Emerging Trends in Municipal Law Seminar in Edmonton on Thursday, February 13, 2020. CARRIED
	Motion #369/19	MOVED by Deputy Mayor Lynne Tonita that the information received regarding the EQUUS Alberta Forward Forum being held in Olds on February 24-25, 2020 be accepted for information. CARRIED
	Motion #370/19	MOVED by Councillor Jeff Mickle that, as there are no agreements to the contrary, Administration advise Mr. Gordon Adams that any requests for maintenance (sanding, plowing, grading, gravel) on the road accessing the Onoway Feed and Seed property as well as the County residence at SE34-54-2-W5M, is on private property (CN road), be directed to Lac Ste. Anne County and further that Town of Onoway Public Works staff will not be providing such services. CARRIED

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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #371/19	<p>MOVED by Deputy Mayor Lynne Tonita that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and Public Works Manager be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS Motion #372/19	<p>MOVED by Councillor Pat St. Hilaire that, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 10:55 a.m. to discuss the following item:</p> <p style="padding-left: 40px;">1. "Disclosure Harmful to Personal Privacy"</p> <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION	<p>CLOSED SESSION:</p> <p>The following individuals were present for the Closed Session: Mayor Judy Tracy Deputy Mayor Lynne Tonita Councillor Jeff Mickle Councillor Pat St. Hilaire Chief Administrative Officer Wendy Wildman Recording Secretary Debbie Giroux Montgomery Wall</p> <p>Council recessed from 10:55 a.m. to 11:00 a.m.</p> <p>Motion #373/19 MOVED by Councillor Jeff Mickle that Council move out of Closed Session at 11:30 a.m.</p> <p style="text-align: right;">CARRIED</p> <p>Montgomery Wall left the meeting at 11:30 a.m. Council recessed from 11:30 a.m. to 11:35 a.m.</p> <p>The meeting reconvened at 11:35 a.m.</p>
4.	APPOINTMENTS/PUBLIC HEARINGS Motion #374/19	<p>MOVED by Councillor Pat St. Hilaire that the matter discussed in the Closed Session be brought back to the next Council meeting on December 5, 2019 for discussion and Administration gather additional information for this meeting.</p> <p style="text-align: right;">CARRIED</p>

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9.	INFORMATION ITEMS Motion #375/19	<p>MOVED by Deputy Mayor Lynne Tonita that Council accept the following items for information as presented:</p> <ul style="list-style-type: none"> a) Alberta Municipal Affairs – November 14, 2019 letter from Paul Wynnyk, Deputy Minister, regarding the Towns’ October 28, 2019 interim response to the MAP Report. b) Alberta Capital Finance Authority (ACFA) – November 7, 2019 letter from Bernadiene Hsie, Vice President and Senior Financial Officer, advising that the Government of Alberta has indicated their intent to dissolve the ACFA. c) Trans Canada Yellowhead Association – November 8, 2019 letter advising that the 50th Anniversary of the Yellowhead Highway is in 2020 and encourages municipalities to incorporate this anniversary into their 2020 community events d) Community Futures Yellowhead East – Minutes of their October 17, 2019 and July 18, 2019 Regular Board meetings <p style="text-align: right;">CARRIED</p>																		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 11:40 a.m.																		
12.	UPCOMING EVENTS	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">December 5, 2019</td> <td style="width: 40%;">Regular Council Meeting</td> <td style="width: 30%;">9:30 a.m.</td> </tr> <tr> <td>December 19, 2019</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 9, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 23, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 6, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 20, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	December 5, 2019	Regular Council Meeting	9:30 a.m.	December 19, 2019	Regular Council Meeting	9:30 a.m.	January 9, 2020	Regular Council Meeting	9:30 a.m.	January 23, 2020	Regular Council Meeting	9:30 a.m.	February 6, 2020	Regular Council Meeting	9:30 a.m.	February 20, 2020	Regular Council Meeting	9:30 a.m.
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Mayor Judy Tracy

Debbie Giroux
Recording Secretary

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: November 22, 2019 11:28 AM
To: 'Deb Giroux'
Subject: FW: CARES Program Application - Community Photograph Project

Deb – for our meeting, with the original request

Wendy Wildman

CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: aboffice@albertabeach.com <aboffice@albertabeach.com>
Sent: November 21, 2019 11:12 AM
To: 'Town CAO' <cao@mayerthorpe.ca>
Cc: Wendy Wildman <cao@onoway.ca>
Subject: RE: CARES Program Application - Community Photograph Project

Good Morning Karen,

At the last regular Council Meeting held on November 19, Council has chosen not to participate in this project. However, they do thank you for the opportunity to participate.

Kathy Skwarchuk,
CAO
Alberta Beach
Box 278
Alberta Beach, AB
T0E 0A0
Phone: 780-924-3181
Fax: 780-924-3313
aboffice@albertabeach.com

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: November 20, 2019 12:12 PM
To: 'Debbie Giroux'
Subject: FW: CARES Program Application - Community Photograph Project
Attachments: mayerthorpe photography.pdf

Importance: High

Deb – for our next agenda

Wendy Wildman
CAO
Town of Onoway
Box 540
Onoway, AB. T0E 1V0
780-967-5338 Fax: 780-967-3226
cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Town CAO <cao@mayerthorpe.ca>
Sent: November 19, 2019 3:35 PM
To: Wendy Wildman - Town of Onoway (cao@onoway.ca) <cao@onoway.ca>; Kathy Skwarchuk <aboffice@albertabeach.com>
Subject: CARES Program Application - Community Photograph Project
Importance: High

Good Afternoon Ladies,

Mayerthorpe would like to establish quality high resolution photos within the Town to utilize for marketing and promotion. Over the years, we have held multiple photo contests which have not resulted in quality photos depicting images in the town. With this being said, I was wondering if you would be interested in partnering in a Community Photograph Project. A photographer would be engaged to create high quality resolution photos for each of our communities. Attached is a quote obtained to include in a CARES Grant Application. The partners to this project would be responsible for contributing 50% towards the overall cost. Based on this quote, if we each picked up a 1/3 of the cost, it would be approximately \$2,416.67 per partner. The photographer also reported that if each community wanted pictures taken during key events, the cost would be an additional \$850.00 per ½ day.

Let me know if this is something your municipality would be interested in partnering on. The deadline to apply to the CARES Program is December 2, 2019 so I would need to know as quickly as possible.

If you have any questions, please feel free to contact me.

Thank you,

Karen St. Martin, CAO, CPM, CLGM
Town of Mayerthorpe
Box 420
Mayerthorpe, Alberta, T0E 1N0
Phone: 780-786-2416 (Ext. 222)
Fax: 780-786-4590
cao@mayerthorpe.ca



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"Success isn't magic or hocus-pocus; it's simply learning how to focus."

REQUESTED QUOTE: TOWN OF MAYERTHORPE – PHOTOGRAPHY

Unlimited Exclusive rights of the final digital files are released for no additional charges.

Deliverables

- *PDF Contact Sheet / Web gallery of proof images for easy image selection*
- *High & low res fully optimized files, digitally enhanced and retouched*
- *12 final high res per day x 5 days -*
- *Release of RAW Photography*
- *File management, archiving*
- *Unlimited and Exclusive World Wide usage rights of final images*

Creative Photography Fee

Photography Creative Fees per day - \$1400.00

Post Production per day – \$400.00

Downloading
Editing
Color Correction/ Cropping / Converting
Image Delivery

Assistant Fee per day – \$200.00

Incidentals – Props, Rentals such as bikes, ect – \$500.00

Models

X 4 models \$200 each x 5 days photography - \$4000.00

Expenses – Travel kms for models, Food for talent etc may vary depending on locations to be photographed.

Copyright Release (included)

TOTAL COST: Photography –\$10,000
Models - \$4000.00
Props \$500.00

Onoway

2019 ALLOCATIONS (MSI & GTF)

Year	Description		Amount
2019	MSI-Capital Allocation - August 2019	\$	225,486
2019	MSI-Capital Allocation - October 2019 Additional Funding	\$	13,636
2019	MSI-Operating Allocation	\$	46,764
2019	Gas Tax Fund Allocation	\$	116,278
2019	Total	\$	402,164

2020 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description		Amount
2020	MSI-Capital Allocation	\$	304,655
2020	MSI-Operating Allocation	\$	43,359
2020	Total	\$	348,014

2021 MSI ALLOCATION ESTIMATES ONLY FOR BUDGETING PURPOSES

Year	Description		Amount
2021	MSI-Capital Allocation	\$	291,578
2021	MSI-Operating Allocation	\$	43,749
2021	Total	\$	335,327

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: December 3, 2019 12:30 PM
To: Debbie Giroux
Subject: Fwd: (MSI)-2020 Budget Allocation Approach
Attachments: Onoway 2019 2020 2021 Allocations each muni.pdf; Untitled attachment 00025.html

Sent from my iPhone

Begin forwarded message:

From: <administration@wildwillowenterprises.com>
Date: December 2, 2019 at 6:50:59 PM PST
To: "Wendy Wildman" <cao@onoway.ca>, "Robin Murray" <robin@onoway.ca>
Subject: (MSI)-2020 Budget Allocation Approach

Wendy/Robin, further to the below email, attached is a spreadsheet for Onoway with the estimated 2020 and 2021 MSI Allocations.

Thanks,

Heather Luhtala,
Asst. CAO
S.V. of South View
S.V. of Silver Sands
S.V. of Yellowstone
Phone: 587-873-5765
Fax: 780-967-0431
Website: www.wildwillowenterprises.com
Email: administration@wildwillowenterprises.com

----- Original Message -----

Subject: (MSI)-2020 Budget Allocation Approach
From: <Ethan.Bayne@gov.ab.ca>
Date: Mon, December 02, 2019 3:56 pm
To: Wendy Wildman <administration@wildwillowenterprises.com>

Dear CAO:

I am pleased to inform you that the Minister has released [MSI allocation estimates for the 2020 and 2021 program years](#). We know that municipalities are in the process of developing their 2020 budgets and we are hopeful that these estimates will assist in that process. The estimates are based on the MSI program budget targets set out in the Budget 2019 Capital Plan, and were calculated using the 2019 program year formula factors (primary population, education tax requisitions and road length).

Please keep in mind that these are estimates only. Actual allocations for 2020

and 2021 will be calculated using updated formula factors. Program budget targets set out in the Capital Plan are also subject to Legislature approval through the annual budget cycle, and all allocations are subject to approval by the Minister.

If you have any questions about these estimates please do not hesitate to call the Grants and Education Property Tax Branch at 780-422-7125.

Ethan Bayne

ADM, Municipal Assessment and Grants

Municipal Affairs

Government of Alberta

Cell: 780-217-1826

Email: ethan.bayne@gov.ab.ca



Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: December 3, 2019 12:51 PM
To: Debbie Giroux
Subject: Fwd: [FWD: MSI and GTF Program Guidelines]

We can add this with heather other email on grant funding

Sent from my iPhone

Begin forwarded message:

From: <administration@wildwillowenterprises.com>
Date: November 29, 2019 at 12:31:26 PM PST
To: "Wendy Wildman" <cao@onoway.ca>
Subject: [FWD: MSI and GTF Program Guidelines]

This is all great news, (except for the Muniware part).

AND, see specifically this change below ^~

- *The maximum project commitment limit (75 per cent) has been revised. Municipalities may now commit all of their historical funding allocated, plus up to five times their current-year allocation (MSI capital Section 8.4). This change eliminates reliance on previous estimates and should reduce the need to amend projects to stay within the prior limit.*

H.

S.V. of South View

S.V. of Silver Sands

S.V. of Yellowstone

Phone: 587-873-5765

Fax: 780-967-0431

Website: www.wildwillowenterprises.com

Email: administration@wildwillowenterprises.com

----- Original Message -----

Subject: MSI and GTF Program Guidelines

From: <MA.MSICapitalGrants@gov.ab.ca>

Date: Fri, November 29, 2019 1:24 pm

To: Wendy Wildman <administration@wildwillowenterprises.com>

I am pleased to advise the Municipal Sustainability Initiative (MSI) capital and operating program guidelines are now available on the MSI website at www.alberta.ca/municipal-sustainability-initiative.aspx. As well, the federal Gas Tax Fund (GTF) program guidelines are available on the GTF website at www.alberta.ca/federal-gas-tax-fund.aspx. These materials apply to all applications received as of January 1, 2019.

In support of the Red Tape Reduction initiative, there have been some changes to the program guidelines, specifically the following:

General Updates to MSI and GTF Guidelines

- MSI and GTF program guidelines are no longer program year-specific and will not be updated annually. Municipalities will be notified of any significant program changes that will be reflected in an Addendum to the guidelines.
- Municipalities will now be notified of project and amendment approvals by email rather than formal notification letters from the Minister.
- MSI capital and GTF Statement of Funding and Expenditures (SFEs) sections have been updated to reflect that on an annual basis, Municipal Affairs will compare a sample of SFEs against municipal audited financial statements to ensure financial reporting alignment (MSI capital Section 10.2 and GTF Section 5.1).

MSI Operating Guidelines

- Municipalities are no longer required to submit an annual operating spending plan. The MSI operating payment conditions have been updated to reflect this change (MSI operating Section 8.1). Municipalities will now only report how they used the MSI operating funding.

MSI Capital Guidelines

- The maximum project commitment limit (75 per cent) has been revised. Municipalities may now commit all of their historical funding allocated, plus up to five times their current-year allocation (MSI capital Section 8.4). This change eliminates reliance on previous estimates and should reduce the need to amend projects to stay within the prior limit.
- Borrowing Costs/Interest Expense has been updated (MSI capital Section 8.5). Specifically, borrowing costs are now limited to seven per cent of each project's costs being funded by MSI, rather than cumulatively across all project applications. Additionally, the borrowing limit (borrowing for projects cannot exceed 50 per cent of a municipality's estimated funding over the course of the program) has been removed.
- Communications and Project Requirements has been updated to reflect provincial signage requirements (MSI capital and operating Section 12).
- Schedule 1, Eligible Capital Project Activities, has been updated to remove beautification and cosmetic activities, including artistic components of buildings and facilities, community welcome signs, and decorative lighting as an eligible expenditure effective January 1, 2020.
- Schedule 2, Ineligible Capital Project Activities, was updated to clarify the following costs are ineligible: IT software purchases (Muniware, except for the asset management component); project costs to be financed by an established, long term funding strategy (e.g., Off-site or Community Revitalization levies); and beautification and cosmetic activities.

Should you have any questions regarding MSI and GTF and/or the program guidelines, please contact a program advisor in the Grants and Education Property Tax Branch, toll-free at 310-0000, then 780-422-7125

I wish you all the best with your projects.

Sincerely,
Ethan Bayne
Assistant Deputy Minister
Municipal Assessment and Grants

November 26, 2019

Jason Madge:

Public Works Manager

Town of Onoway AB.

Re; 2019/2020 Winter Sand

Dear Jason:

Thank you for permitting Lac Ste Anne County to utilize the Town of Onoway's Sand and Salt stockpile at the Public Works shop, located at 5104 41 St. Onoway.

As indicated Lac Ste. Anne County is prepared to accept a monthly invoice from the Town of the use of sand at _____ and for salt _____ for sand and salt used.

The County will provide their own tractor for loading of material at the Town yard.

The County would like to begin using the Town yard starting Monday December 2nd, 2019. Please advise should this be acceptable.

Regards

D.R. (Bob) Stephen C.E.T.

Acting Manager of Public Works



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR99186

To Mayors and Reeves,

Since my appointment as Minister of Municipal Affairs last spring, I have had the opportunity to travel to many communities within Alberta, to hear about your priorities and perspectives. I am very grateful for the way in which you have welcomed me into your communities and shared your thoughts with me. I have also had the pleasure of meeting with many of you during the fall conventions of the Alberta Urban Municipalities Association (AUMA) and Rural Municipalities of Alberta (RMA) and, again, I thank you for the gift of your time and wisdom.

One of the consistent messages I have heard over the past several months is concern regarding Intermunicipal Collaborative Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) - both in terms of the challenges you are facing in building these frameworks and plans, and the challenges posed by the legislated deadline for completion of April 1, 2020.

Intermunicipal collaboration is a priority for me, and for the Government of Alberta; all Albertans benefit when our communities collaborate to share services, create efficiencies, and reduce overall costs for their residents. Therefore, my government colleagues and I agree that it is important to maintain the overall requirements for ICFs and IDPs.

We very much appreciate the work that many of you have done to date, but we also recognize that the current legislative requirements are overly complex and onerous. Based on your feedback, I am proposing important changes to the ICF process as well as IDP requirements. These changes will streamline and clarify the process for building ICFs and IDPs, and I believe will make it much easier for all of you to complete the process by April 1, 2020.

.../2

Earlier this week, these changes were introduced to the Legislative Assembly as part of Bill 25, the *Red Tape Reduction Implementation Act*. The bill contains various amendments to reduce red tape affecting municipalities, with the most substantive changes focused on streamlining and clarifying the ICF/IDP requirements. In particular, I am proposing the following important changes:

- Simplifying reporting to the province;
- Enabling municipalities to adopt ICFs by resolution (or bylaw), to recognize the way in which many municipalities typically adopt cost-sharing agreements;
- Simplifying the process of developing an ICF, so municipalities can focus on discussing and reaching agreement on how to share services that benefit residents in both municipalities, instead of spending too much time on meeting specific process requirements that overcomplicate their discussions;
- Streamlining and clarifying the arbitration process, to more closely align ICF arbitrations with the standard provisions of the *Arbitration Act*, and to very clearly limit the scope of an arbitrator's authority; and
- Enabling municipalities to be exempted from the requirement to develop an IDP, where both municipalities agree that one is not necessary.

None of the proposed amendments will require municipalities to go back and make changes to already completed ICFs and IDPs. For those requiring further work, the proposed legislative changes will make it easier to get this work done. As you move forward, I would like to take this opportunity to remind you of a few key points in relation to ICFs:

1. The deadline of April 1, 2020 remains in place. I am expecting all municipalities to meet this deadline. I am prepared to consider short-term extensions of the deadline in exceptional circumstances, or where municipalities simply need an additional one to two months to be able to complete the process. However, beyond these exceptions, I do not intend to provide time extensions; I encourage all municipalities to act accordingly in order to avoid arbitration and retain local control of ICF content.
2. ICFs are about the cost sharing of services that benefit residents in more than one municipality. They are not about revenue sharing, and I do not support any attempt to leverage the ICF negotiations in an effort to extract a revenue sharing agreement.
3. I do expect municipalities to negotiate in good faith, and to make decisions based on concrete facts. If municipal residents utilize a service in meaningful numbers and/or account for a meaningful proportion of those service costs, I would expect the municipality to compensate the municipality providing those services accordingly.
4. Municipal Affairs will not be evaluating individual ICFs to determine whether they are "a good deal" or not. As Minister, my interest is that you have conversations with your neighbours about shared services, and reach an agreement that makes sense at the local level.

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ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

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I am optimistic that the legislative changes I am proposing will help ease the way for you to fulfill your legislated obligations to complete ICFs by April 1, 2020. However, the success of these negotiations depends on each of you, and your willingness to engage with your municipal neighbours respectfully and with an openness to reasonable compromise. A locally developed solution is always best, so I encourage all of you to take this opportunity to shape these agreements for yourselves, and for the overall betterment of your regions.

Yours very truly,

Kaycee Madu
Minister

Attachment: Changes to the ICF and IDP requirements

cc: Alberta Urban Municipalities Association
Rural Municipalities of Alberta
Paul Wynnyk, Deputy Minister

Summary of Changes to Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) Requirements, and Q&A Reference

Recently announced changes to ICF and IDP legislation will streamline and simplify the requirements. This summary is intended to provide information about the changes and how the requirements will apply going forward. The information is intended to describe the general nature of the most significant changes, but municipalities should refer to the *Municipal Government Act (MGA)* as amended for complete specifics.

The changes will simplify reporting to the province, allow municipalities to adopt an ICF by council resolution, simplify the ICF content requirements, streamline the *MGA*-prescribed arbitration process that applies when municipalities cannot reach agreement, limit the scope of arbitration to issues of disagreement, and exempt municipalities from the IDP requirement where both municipalities agree.

Comparative Summary of the Changes

Requirement / Process	Previously	Now
Municipal neighbours that must adopt an IDP	<p>An IDP exemption was available to municipalities with boundaries composed of crown land by mutual agreement.</p> <p>Agreement was to be made by council resolution, and copies of the resolutions were to be filed with the Minister.</p>	<p>An IDP exemption is now available to all municipalities by mutual agreement.</p> <p>There is no requirement to file copies of the council resolutions with the Minister.</p> <p>Any municipality can revoke its agreement by written notice, in which case the municipalities are required to adopt an IDP within one year.</p>

Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
Contents of an ICF	ICFs were previously required to list all services provided by each municipality; identify how each of those services were best provided, delivered, funded, or discontinued; and set time frames for implementation.	<p>The ICF must now describe the services that benefit residents in more than one of the municipalities.</p> <p>The ICF must identify which municipality is responsible for providing these services and how the service will be delivered and funded.</p> <p>Other services that do not benefit residents in more than one of the municipalities do not have to be listed or addressed in the ICF.</p>
Listed services to be addressed in an ICF	ICFs were required to address a specific list of services which included transportation, water and wastewater, solid waste, emergency services, and recreation.	There is now no requirement to address listed services; just the general requirement above to describe services that benefit residents in more than one of the municipalities.
Method of creating an ICF	ICFs were required to be adopted by bylaw.	ICFs can now be adopted by bylaw or resolution.
Relationship of ICF to IDP	An ICF was not complete until an IDP was also adopted.	The completion of an ICF is now independent of the IDP process. An ICF can be completed before an IDP is completed, or in the absence of an IDP.
Filing an ICF and IDP with the Minister	A copy of the ICF and IDP was required to be filed with the Minister.	There is now no requirement to file copies of the ICF or IDP with the Minister. However, the Minister must be notified that the ICF is completed.
Arbitration process for ICFs	<p>The <i>MGA</i> and ICF Regulation previously set out a detailed arbitration process that applied where municipalities are not able to create a framework or where a dispute is not resolved within one year.</p> <p>The <i>Arbitration Act</i> did not apply to these arbitrations.</p>	Arbitration still applies where municipalities are not able to create a framework or where a dispute is not resolved within one year. However, the <i>Arbitration Act</i> now applies to the arbitration, except as modified by the <i>MGA</i> .

Summary of Changes to ICF and IDP Requirements

Requirement / Process	Previously	Now
Arbitration process for IDPs	The ICF arbitration process applied to IDPs.	Where municipalities are not able to agree on an IDP by the due date, the Minister will now refer the matter to the Municipal Government Board for recommendations. The Minister may subsequently order the municipalities to establish an IDP in accordance with the Minister's order.
Role of the arbitrator	The arbitrator was required to create the ICF.	The arbitrator is now required to make an award that resolves the issues in dispute. The municipal parties will have the responsibility to create and adopt the ICF in accordance with the arbitrator's award.

Questions and Answers

Why were the requirements for ICFs changed?

- The original ICF content requirements were very prescriptive; the changes simplify the process and allow municipalities to focus on results that will benefit residents and businesses.
- The original ICF rules set out a complete arbitration process, even though the province already has an established process in the *Arbitration Act*. To be consistent and avoid duplication, ICF arbitrations will follow the *Arbitration Act* process except as modified by the *MGA*.

Are the ICF requirements still mandatory for all municipalities?

- Municipalities are still required to complete ICFs.
- It is in the best interest of municipalities across the province to work together to reduce duplication of services and infrastructure by creating ICFs.

Summary of Changes to ICF and IDP Requirements

What will happen to ICFs that have been completed, or that are almost completed, using the old rules?

- No new requirements have been added, so ICFs that have been completed following the previous rules will meet the requirements under the new rules.
- Municipalities that are still in the process of negotiating their ICFs should continue on as scheduled, since any results that meet the current requirements will more than meet the new requirements.

Do ICFs address revenue sharing?

- ICFs are only required to address the sharing of costs for services that are intermunicipally delivered or that are provided by one municipality and utilized by the residents of one or more other municipalities.
- ICFs are to be negotiated in good faith based on sharing of costs.
- Municipalities have the autonomy to negotiate revenue sharing agreements on a voluntary basis, but these agreements are not part of the ICF process.

Under the revised requirements, when do we have to complete our ICFs?

- The April 1, 2020 deadline to complete ICFs remains in effect.
- This reflects the priority the Government of Alberta places on intermunicipal cooperation, as a means of ensuring that all Albertans benefit from the efficient delivery of local services.
- Changes to the ICF requirements will streamline the process, which may support earlier completion.
- A one-year extension continues to be available for ICFs between municipal districts and improvement districts; between growth management board members; and between a municipality that is a growth management board member and a municipality within its boundary. This extension is available on the condition that all parties agree by resolution and file copies of the resolutions with the Minister within 90 days of passage.
- The Minister of Municipal Affairs has the authority to authorize additional time extensions; however, the Minister has been very clear that he does not intend to approve extensions except in exceptional circumstances.

Summary of Changes to ICF and IDP Requirements

What happens if we can't come to an agreement with our municipal neighbour on our ICF?

- If the ICF is not completed by the required date, the municipalities involved must refer the matter to an arbitrator.
- A list of private sector arbitrators is available at <https://www.alberta.ca/mediator-and-arbitrator-rosters.aspx> . The roster is not a certification of competency or a credentialing process. It is intended to provide municipalities with a list of arbitrators who have relevant training and experience and who have expressed an interest in intermunicipal arbitration.
- The arbitrator has one year to make an award that resolves the issues in dispute.
- The municipal parties are bound by the arbitrator's award, and must adopt an ICF in accordance with the award.

Where can we get more information or resources to assist with the changes?

- For more information,

Phone:	780-427-2225
Toll-free in Alberta:	310-0000
Fax:	780-420-1016
Email:	lgsmail@gov.ab.ca



November 4, 2019

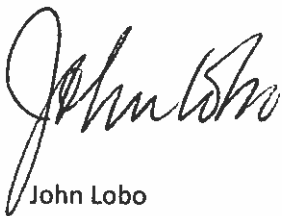
Dear Town of Onoway,

On behalf of our students, parents and staff, I would like to thank you for your continued support of our annual Awards Night, this year held Friday October 18, 2019. The event was well attended by students, parents, staff and community members. We especially appreciated the attendance of Mayor Tracy in presenting the Town of Onoway's sponsored citizenship awards. This year's recipients were truly deserving of the awards.

Your support helps our school to recognize our students' accomplishments and contributes to their continuing academic endeavours after graduation.

We are very fortunate to have your support and we sincerely appreciate your efforts to help empower our learners.

Kindest Regards,



John Lobo
Principal

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
October 23, 2019
Spruce View Lodge, Whitecourt, AB
1:00 p.m.**

1. Call to Order- 1:00 p.m. by Ross Bohnet

Present: Ross Bohnet, Ray Hilts, Sandy Morton, Pat St. Hilaire, Daryl Weber, Ann Morrison, Bernie Poulin and Sylvia Bonnett.

Staff: Dena Krysik –CAO, Betty Gale –Recording Secretary, Robin Strome- Finance Officer

2. Approval of Agenda

Board Member Ray Hilts moves:

Motion #19-081: To approve the Agenda as presented.

Carried

3. Minutes

Board Member Ann Morrison moves:

Motion #19-082: The Board approves the September 24, 2019 Board Meeting minutes as presented.

Carried

4. Financial Reports

Board Member Daryl Weber moves:

Motion #19-083: The Board approves the Financial Report at August 31, 2019 as presented.

Carried

5. New/Other Business

Board Member Bernie Poulin moves:

Motion #19-084: The Board approves the 2019 Amended Foundation Budget as presented.

Carried

Board Member Sylvia Bonnett moves:

Motion #19-085: The Board approves the 2019 Amended Management Budget as presented.

Carried

Board Member Ann Morrison moves:

Motion #19-086: The Board approves the 2020 Draft Foundation Budget as information.

Carried

Board Member Pat St. Hilaire moves:

Motion #19-087: The Board approves the 2020 Management Budget as presented.

Carried

6. Policy Review

Board Member Bernie Poulin moves:

Motion #19-088: The Board approves the Lac Ste. Anne Foundation Personnel Policy as information.

Carried

7. Whitecourt Project

Board Member Ann Morrison moves:

Motion #19-089: The Board accepts 7a regarding the Whitecourt Project as presented.

Carried

8. Information Items

Board Member Ray Hilts moves:

Motion #19-090: The Board accepts agenda items 8a and 8d for the October 23, 2019 meeting as information.

Carried

9. In Camera

Board Member Sylvia Bonnett moves:

Motion #19-091: The Board moves to go in camera at 2:49 p.m.

Carried

Board Member Ray Hilts moves:

Motion #19-092: The Board moves to come out of camera at 3:30 p.m.

Carried

10. Date, Place & Time of Next Meeting

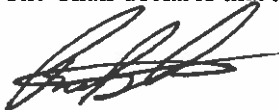
All Board Members moves:

Motion #19-093: The Board moves that the next board meeting will be held on October 27, 2019 at Pleasant View Lodge in Mayerthorpe at 1:00 p.m.


Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 3:32 p.m.



Chairperson



Date



Chief Administrator Officer



Date