

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, FEBRUARY 6, 2020 IN THE COUNCIL CHAMBERS  
OF THE ONOWAY CIVIC OFFICE AT 9:30 A.M.**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

- as is, or with additions or deletions

**3. ADOPTION OF MINUTES**

Pg 1-3 - January 22, 2020 Regular Council Meeting

**4. APPOINTMENTS/PUBLIC HEARINGS**

Pg 4-5 - 10:00 a.m. – Mr. Praise Abraham/Mr. Mark Johnson, Bridge to Care  
Fire Invoice

**5. FINANCIAL REPORTS – n/a**

**6. POLICIES & BYLAWS - n/a**

**7. ACTION ITEMS**

- a) Alberta Emergency Management – Further to Administration’s meeting with the Director of Emergency Management (DEM) and Alberta Emergency Management Agency on February 3, 2020, would the Town of Onoway be agreeable to offer our Council Chambers and Administration Office as an Emergency Operations Centre (EOC) for our municipal partners (Alberta Beach and Summer Villages)? *(for discussion and direction of Council at meeting time)*

Pg 6  
b) Onoway Lagoon Request - please refer to the February 3, 2020 email from David Schwindt, Smoky Mountain Contracting, requesting use of the Onoway Lagoon to dispose of 15,000 – 30,000 gallons of sewage per year from the immediate Onoway area. *(for discussion and direction of Council at meeting time)*

Pg 7-10  
c) Alberta Urban Municipalities Association (AUMA) – Spring Leaders' Caucus – please refer to the January 30, 2020 email from Barry Morishita, President advising of registration for the Spring Municipal Leaders' Caucus being held in Edmonton on Wednesday, March 25, 2020 to Thursday, March 26, 2020 at a cost of \$165.00. *(to authorize the attendance of Council and Administration, to accept for information, or some other direction as given by Council at meeting time)*

Pg 11-31  
d) Vision Statement, Slogan and Logo for the Town of Onoway – please refer to the attached information that includes the vision statement for Onoway and other municipalities and a 2019 quote for developing a new logo and slogan. Council had previously discussed rebranding at meetings in 2018 and 2019 and had considered involving the public in a contest. Administration is bringing this forward for further discussion with Council given our budget constraints and priorities. *(for discussion and direction of Council at meeting time)*

Pg 32-40  
e) Onoway Public Library Manager's Year End Report – please refer to the attached report prepared by Librarian Huxley that requires the approval of Council prior to providing it to the Government of Alberta, Library Services Branch. The OPL Board members have recommended approval of the report. The Government deadline for receipt is February 28, 2020. *(for approval of Council or some other direction as given by Council at meeting time)*

Pg 41-42  
f) Lac Ste. Anne East End Bus Society – please refer to the February 4, 2020 notice of their Annual General Meeting which is taking place on Wednesday, March 25, 2020 at the Town of Onoway Civic Centre at 11:00 a.m. *(to authorize attendance)*

g)

h)

i)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
  - truck parking in Town
  - Lemonade Day – Saturday, June 20, 2020
- e) Public Works Report

## 9. INFORMATION ITEMS

Pg 43 a) Alberta Order of Excellence – January 10, 2020 letter from Chair, Andrew Sims, advising that nominations are open and the deadline for submission is Friday, February 15, 2020

Pg 44-46 b) CN Public Inquiry and Police Line Phone Numbers – January 20, 2020 Public Inquiry Line Team asking that the information sheet be shared with residents

Pg 47-54 c) AUMA Fair Deal Panel Submission – February 2, 2020 email from Fayrell Wheeler, AUMA Director, Towns West, attaching the letter sent to the Fair Deal Panel

d)

e)

f)

**10. CLOSED SESSION – n/a**

**11. ADJOURNMENT**

**12. UPCOMING EVENTS:**

- February 7, 2020 – Reynolds Mirth Muni Law      Edmonton
- February 13, 2020 – Brownlee LLP Muni Law      Edmonton
- February 20, 2020 – Regular Council Meeting      9:30 p.m.
- March 1-3, 2020 – Rural Education Symposium      Edmonton
- March 5, 2020 – Regular Council Meeting      9:30 a.m.
- March 19, 2020 – Regular Council Meeting      9:30 a.m.
- April 2, 2020 – Regular Council Meeting      9:30 a.m.
- April 16, 2020 – Regular Council Meeting      9:30 a.m.

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JANUARY 22, 2020  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<b>PRESENT</b>	<p>Mayor: Judy Tracy  Deputy Mayor: Lynne Tonita  Councillor: Lisa Johnson  Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer  Jason Madge, Public Works Manager  Debbie Giroux, Recording Secretary</p>
	<b>ABSENT</b>	Councillor: Jeff Mickle
1.	<b>CALL TO ORDER</b>	Mayor Judy Tracy called the meeting to order at 9:35 a.m.
2.	<b>AGENDA</b> Motion #020/20	<p><b>MOVED</b> by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Wednesday, January 22, 2020 as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
3.	<b>MINUTES</b> Motion #021/20	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the minutes of the Monday, January 6, 2020 special Council meeting be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	Motion #022/20	<p><b>MOVED</b> by Councillor Lisa Johnson that the minutes of the Thursday, January 9, 2020 regular Council meeting be adopted as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
4.	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	n/a
5.	<b>FINANCIAL REPORTS</b>	n/a
6.	<b>POLICIES &amp; BYLAWS</b>	n/a
7.	<b>ACTION ITEMS</b> Motion #023/20	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Council approve the attendance of 2-3 Administration employees at the 2020 Emergency Management Stakeholder Summit being hosted by the Alberta Emergency Management Agency (AEMA) and NAIT on February 19-20, 2020 in Edmonton.</p> <p style="text-align: right;"><b>CARRIED</b></p>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JANUARY 22, 2020  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p><b>Motion #024/20</b></p> <p><b>Motion #025/20</b></p>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that Council and Administration be authorized to attend the Rural Municipalities Association of Alberta (RMA) 2020 Spring Convention and Trade Show being held in Edmonton from March 16-18, 2020.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Onoway provide support to Alberta Beach for their 100<sup>th</sup> Anniversary Celebration on August 22, 2020 in the amount of \$1,000.00 to sponsor either the horse drawn wagon rides or the express train.</p> <p style="text-align: right;"><b>CARRIED</b></p>
8.	<p><b>COUNCIL, COMMITTEE &amp; STAFF REPORTS</b></p> <p><b>Motion #026/20</b></p>	<p><b>MOVED</b> by Councillor Pat St. Hilaire 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;"><b>CARRIED</b></p>
9.	<p><b>INFORMATION ITEMS</b></p> <p><b>Motion #027/20</b></p>	<p><b>MOVED</b> by Councillor Lisa Johnson that Council accept the following items for information as presented:</p> <p>a) Town of Onoway Development Permit 20DP01-24 – January 8, 2020 approval for UFA to replace fuel storage tanks at 5340 Lac Ste. Anne Trail South</p> <p>b) Alberta Blue Cross Healthy Communities Grant Program – January 2020 letter from Vice President Brian Geislinger advising that Onoway’s application to redevelop Bretzlaff Park was not chosen</p> <p style="text-align: right;"><b>CARRIED</b></p>
10.	<p><b>CLOSED SESSION</b></p> <p><b>Motion #028/20</b></p>	<p><b>MOVED</b> 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;"><b>CARRIED</b></p> <p>Council recessed from 10:55 a.m. to 11:00 a.m.</p>

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
WEDNESDAY, JANUARY 22, 2020  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p><b>CLOSED SESSION:</b></p> <p>The following individuals were present for the Closed Session:            Mayor Judy Tracy            Deputy Mayor Lynne Tonita            Councillor Lisa Johnson            Councillor Pat St. Hilaire            Chief Administrative Officer Wendy Wildman            Public Works Manager Jason Madge            Recording Secretary Debbie Giroux</p> <p><b>Motion #029/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that Council move out of Closed Session at 11:30 a.m.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 11:30 a.m. to 11:35 a.m.            The meeting reconvened at 11:35 a.m.</p>																											
<b>12.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 11:35 a.m.																											
<b>13.</b>	<b>UPCOMING EVENTS</b>	<table> <tr> <td>January 22-23, 2020</td> <td>AUMA President's Summit</td> <td>Edmonton</td> </tr> <tr> <td>February 3, 2020</td> <td>Rural Mental Health Workshop</td> <td>Onoway</td> </tr> <tr> <td>February 6, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 7, 2020</td> <td>Reynolds Mirth Muni Law</td> <td>Edmonton</td> </tr> <tr> <td>February 13, 2020</td> <td>Brownlee LLP Muni Law</td> <td>Edmonton</td> </tr> <tr> <td>February 20, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 1-3, 2020</td> <td>Rural Education Symposium</td> <td>Edmonton</td> </tr> <tr> <td>March 5, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 19, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	January 22-23, 2020	AUMA President's Summit	Edmonton	February 3, 2020	Rural Mental Health Workshop	Onoway	February 6, 2020	Regular Council Meeting	9:30 a.m.	February 7, 2020	Reynolds Mirth Muni Law	Edmonton	February 13, 2020	Brownlee LLP Muni Law	Edmonton	February 20, 2020	Regular Council Meeting	9:30 a.m.	March 1-3, 2020	Rural Education Symposium	Edmonton	March 5, 2020	Regular Council Meeting	9:30 a.m.	March 19, 2020	Regular Council Meeting	9:30 a.m.
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\_\_\_\_\_  
 Mayor Judy Tracy

\_\_\_\_\_  
 Debbie Giroux  
 Recording Secretary

**Shelley Vaughan**

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**From:** no-reply@webguidecms.ca on behalf of Town of Onoway <no-reply@webguidecms.ca>  
**Sent:** January 20, 2020 1:24 PM  
**To:** shelly@...  
**Subject:** Website Submission: Contact Us - onoway.ca

Town of Onoway - Website Submission: Contact Us - onoway.ca

## Website Submission: Contact Us - onoway.ca

### Form Submission Info

#### Contact Us

**Name:** P. A

**Email:** bridgetocare.

**Phone:** !

**Message:** Hi I am the Director of Bridge to Care. We are a non profit organization that support special need children. We received an invoice from town for \$1273.20/ ref 20190273 There was gas leakage smell. Therefore my employees at work did call the fire department. We request you to waive this amount or at least give us some rebate on this huge invoice. Thanks  
Town of Onoway



TOWN OF ONOWAY  
 4812 - 51 STREET  
 P. O. BOX 540  
 ONOWAY, AB T0E 1V0  
 (780) 967-5338



Invoice #	20190273
GST #	129873048R
Date	2019-Nov-21
P.O. #	
Location	5236 - 49 AVENUE
Account #	198

EDMONTON, AB T5Z 0A6

### AR Invoice

Service Provided: NWFR JOB: 2019-182 INVOICE #1674  
 Date of Service: 2019-11-21

Code	Description	Quantity	Price	GST	Extended	GST
FIRE INC. REC.	FIRE INCIDENT RECOVERY	1.0000	1,273.2000	0.00	1,273.20	<input type="checkbox"/>
<b>Subtotal</b>					1,273.20	
<b>Total GST</b>					0.00	
<b>Invoice Total</b>					1,273.20	

Terms : Net On Invoice A rate of 15.00% per annum (1.25% per month) interest will be charged on overdue accounts.

(5)

To whom it may concern,

I am writing to you in regards to getting access to haul into the Onoway lagoon. If accepted, we will only be disposing of sewage from the immediate Onoway area into the lagoon. We will also only be hauling sewage for holding tanks and septic tanks from local residents. We are estimating that we will be hauling approximately fifteen to thirty thousand gallons into the lagoon a year. We carry five million general liability insurance, two million auto insurance, and two million pollution and contamination insurance. If you have any questions or concerns please do not hesitate to contact me at [smokymountaincontracting@mail.com](mailto:smokymountaincontracting@mail.com) or at 780-908-1044

Thank you,

David Schwindt

Owner of Smoky Mountain Contracting

**Agenda for Spring 2020 Municipal Leaders' Caucus**  
**March 25 and 26, 2020**  
**Westin Hotel, 10135 100 Street NW, Edmonton**  
**\*Subject to Change\***

<b>Wednesday, March 25</b>	
<b>7:00 a.m.</b>	<b>Registration Opens; Buffet Breakfast Available</b>
<b>8:00 a.m.</b>	<b>President's Opening Remarks</b>
<b>8:15 a.m.</b>	<b>Minister of Municipal Affairs' Remarks</b>
<b>8:30 a.m.</b>	<b>Ministers' Dialogue Session I</b>
<b>9:15 a.m.</b>	<b>Ministers' Dialogue Session II</b>
<b>10:00 a.m.</b>	<b>Break</b>
<b>10:15 a.m.</b>	<b>Ministers' Dialogue Session III</b>
<b>11:00 a.m.</b>	<b>Ministers' Dialogue Session IV</b>
<b>11:45 a.m.</b>	<b>Premier's Remarks</b>
<b>12:00 p.m.</b>	<b>Provincial Leaders' Lunch (Premier and all MLAs invited)</b>
<b>1:00 p.m.</b>	<b>RCMP Presentation and Q&amp;A</b>
<b>2:00 p.m.</b>	<b>Session I – Media Panel</b> In this session, political analysts from the media share their thoughts on the federal and provincial political landscape.
<b>3:00 p.m.</b>	<b>Break</b>
<b>3:15 p.m.</b>	<b>Session II – Partisan Politics and Municipal Elections</b> Proposed changes to the <i>Local Authorities Election Act</i> could increase the involvement of political parties and slates of like-minded candidates in municipal elections. Join a discussion on how to preserve and enhance the democratic, non-partisan nature of municipalities.
<b>4:15 p.m.</b>	<b>Closing Remarks</b>
<b>4:30 to 6:30 p.m.</b>	<b>Networking session</b>

<b>Thursday, March 26</b>	
<b>7:00 a.m.</b>	<b>Registration and Buffet Breakfast</b>
<b>8:00 a.m.</b>	<p><b>Session III – Red Tape Reduction</b>            This session will feature an update on the province’s Red Tape Reduction initiatives and AUMA’s submissions to date. It will also provide the chance for members to discuss other potential changes to the Muncipial Government Act, and opportunities for the province and municipalities to reduce red tape and the footprint of government.</p>
<b>9:30 a.m.</b>	<b>AUMA President’s Report</b>
<b>9:45 a.m.</b>	<b>Executive Committee Dialogue Session</b>
<b>10:15 a.m.</b>	<b>Opposition Leader’s Remarks</b>
<b>10:30 a.m.</b>	<b>Break</b>
<b>10:45 a.m.</b>	<p><b>Session IV – A Province in Search of Autonomy: Making Sense of Alberta’s Fair Deal Panel</b>            Speakers in this session will weigh in on the feasibility of proposals put forward by Alberta’s Fair Deal Panel, as well as potential outcomes for governments, business, and Albertans.</p>
<b>11:45 a.m.</b>	<p><b>Requests for Decision</b>            Members can bring forward requests for decisions (RFDs) on emerging issues that cannot wait to be debated at Convention. The deadline to submit an RFD is February 26, 2020.</p>
<b>12:00 p.m.</b>	<b>Closing Remarks and Buffet Lunch</b>

## Debbie Giroux

---

**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** January 30, 2020 4:59 PM  
**To:** 'Debbie Giroux'  
**Subject:** FW: Registration now open for Spring 2020 Municipal Leaders' Caucus  
**Attachments:** Agenda - Spring 2020 MLC.pdf

Deb – for 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](mailto:cao@onoway.ca)

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**From:** Penny Frizzell <penny@onoway.ca>  
**Sent:** January 30, 2020 9:10 AM  
**To:** 'Wendy Wildman' <cao@onoway.ca>  
**Subject:** FW: Registration now open for Spring 2020 Municipal Leaders' Caucus

Penny Frizzell

[penny@onoway.ca](mailto:penny@onoway.ca)

Municipal Clerk & Records Management  
Town of Onoway  
Box 540  
Onoway AB  
T0E 1V0  
780-967-5338

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**From:** President <[President@auma.ca](mailto:President@auma.ca)>

**Sent:** January 30, 2020 9:06 AM

**Subject:** Registration now open for Spring 2020 Municipal Leaders' Caucus

Mayors, Councillors, and CAOs are invited to [register](#) for AUMA's spring Municipal Leaders' Caucus being held March 25 and 26 at the Westin Hotel, 10135-100 Street NW, Edmonton.

This event is an opportunity to open a dialogue with Ministers and provincial decision-makers, as well as collaborate with neighbours and colleagues on important issues affecting municipalities. Attached is a copy of the draft agenda, which will be updated over the coming weeks as speakers are confirmed. Please visit the [Municipal Leaders' Caucus Events page](#) for more information on hotels and registration, as well as the latest copy of the agenda. The deadline for online registration is 5:00 p.m., Thursday, March 21.

Remember that you are welcome to invite your colleagues from municipal districts and counties to attend the Caucus as well.

We hope to see you there!

**Barry Morishita** | President  
Mayor, City of Brooks

---

C: 403.363.9224 | [president@auma.ca](mailto:president@auma.ca)

Alberta Municipal Place | 300 8616-51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | [www.auma.ca](http://www.auma.ca)



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## The Road Ahead:

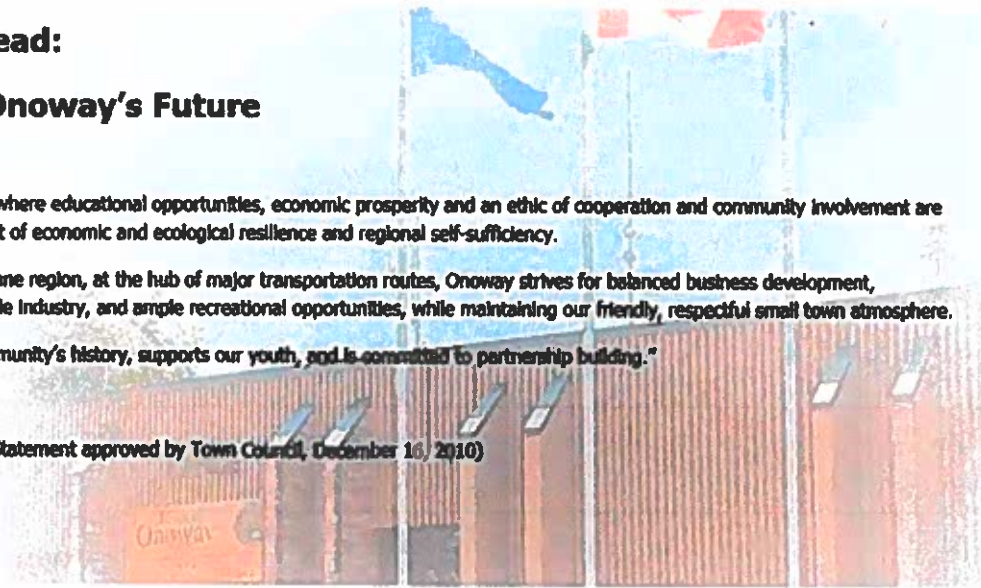
### A Vision for Onoway's Future

"Onoway is a community where educational opportunities, economic prosperity and an ethic of cooperation and community involvement are pursued within the context of economic and ecological resilience and regional self-sufficiency.

Situated in the Lac Ste. Anne region, at the hub of major transportation routes, Onoway strives for balanced business development, environmentally sustainable industry, and ample recreational opportunities, while maintaining our friendly, respectful small town atmosphere.

Onoway honours our community's history, supports our youth, and is committed to partnership building."

(Town of Onoway Vision Statement approved by Town Council, December 16, 2010)



## **VISION STATEMENTS**

### **MAYERTHORPE**

*Mayerthorpe will adapt and evolve to celebrate its history while growing its future.*

### **COUNTY OF BARRHEAD**

*To foster a strong, healthy, and proud rural community*

### **TOWN OF BARRHEAD**

*Live. Play. Thrive.*

### **TOWN OF MORINVILLE**

*Embracing our past; building pride in our future*

### **BRAZEAU COUNTY**

*Brazeau County fosters RURAL VALUES, INNOVATION, CREATIVITY, LEADERSHIP and is a place where a DIVERSE ECONOMY offers QUALITY OF LIFE for our citizens.*

### **TOWN OF STONY PLAIN**

*"A strong, vibrant community where we respect our heritage, embrace the present, and are excited about our future."*



## **CITY OF SPRUCE GROVE**

*The City of Spruce Grove is the best place to live, to experience community and to grow a strong, successful business.*

## **YELLOWHEAD COUNTY**

*Recognized as a place of choice for those who want to be where great things happen.*

## **BROOKS ALBERTA**

*Brooks. A community that people are proud to call home.*

## **CLARESHOLM, ALBERTA**

*"Claresholm, a thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking."*

## **EDSON**

*A healthy, thriving, engaged community.*

## **HINTON, ALBERTA**

*Respectful of our past, creating our future, Hinton is a community of opportunity – as an active, culturally rich, safe environment in which to grow.*

## Wendy Wildman

---

**From:** seanm@rdecagroup.com  
**Sent:** January 2, 2019 8:20 AM  
**To:** 'Wendy Wildman'  
**Subject:** RE: Communications Firm - New Logo  
**Attachments:** Proposal\_Onoway\_010119.pdf

Good morning Wendy,

Happy new year! As requested, please find attached my recommendations and budget estimate for rebranding the Town of Onoway. I look forward to discussing this project with you further.

Thank you again for the opportunity to present our proposal, and I hope to chat with you soon.

Best Regards,

Sean Mellis  
President, Chief Creative Officer

**rdecagroup.**

**STRATEGIC COMMUNICATION MANAGEMENT**  
ENGAGE | INFORM | EMERGE

2319A Richmond Road SW | Calgary AB Canada T2T 5E3  
Telephone 403.286.2104 | Mobile 403.613.9871

[seanm@rdecagroup.com](mailto:seanm@rdecagroup.com) [www.rdecagroup.com](http://www.rdecagroup.com)



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**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** December 17, 2018 8:07 AM  
**To:** seanm@rdecagroup.com  
**Subject:** FW: Communications Firm - New Logo

Good morning Sean. I got your contact info from Lac Ste. Anne County.

Would like to have a conversation about you designing a new logo for the Town of Onoway.

Look forward to starting the conversation!

W

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

14

**rdeca**group.

# Logo Redesign & Brand Management Support Proposal

**Submitted in confidence to:**

**Wendy Wildman**  
*Chief Administrative Officer*  
Town of Onoway  
cao@onoway.ca

January 1, 2019

**Rdeca Group Inc.**  
1025 10 Street SE  
Calgary, Alberta T2G 3E1  
Tel.: 403.286.2104  
Fax: 403.206.7061  
Email: seanm@rdecagroup.com

# Logo Redesign & Brand Management Support Proposal

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Corporate Profile

<b>ABOUT RDECA GROUP</b>	<b>7</b>
<b>HELPING THE TOWN OF ONOWAY THROUGH INSIGHT &amp; EXPERTISE</b>	<b>7</b>

Relevant Experience

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# Response to Requirements

**BACKGROUND**

The Town of Onoway is contemplating a refinement of its legacy brand, beginning with a redesigned logo. In this document we have provided a set of recommendations and associated fees for the design and deployment of a new branding program, including consideration for designing some initial brand assets such as stationery, business collateral, fleet decals, or other touchpoints the Town deems important.

Please note that some of the cost assumptions herein are subject to a better understanding of project scope. Further dialogue is required in order to determine specific parameters for elements such as sub-brands, touchpoints and overall brand strategy. However, this document provides a baseline for how we would undertake a municipal rebranding project such as this.

**PROJECT METHODOLOGY**

We propose the following methodology for the design and deployment of a new brand program for the Town of Onoway. Three sets of deliverables have been identified in order to achieve project success:

**1. Current State Research**

- Audit and evaluation of legacy brand identity and brand touchpoints; and
- Distillation of research into an actionable set of recommendations

We will provide seasoned, non-judgmental assessment of the legacy Onoway brand and associated touchpoints. The outcome of our research and recommendations will provide a baseline for the Town’s brand strategy.

**2. Creative Development**

- Creation of the Town of Onoway brand identity and design system

We will work with the Client to design a new logo and develop the visual language for the Town of Onoway brand family. Deliverables in this phase include, but are not limited to, logo design; and design of key brand touchpoints such as stationery, business collateral and other brand assets (to be explored further).

**3. Brand Management**

- Development of brand guidelines; and
- Post-launch design recommendations and support

We will work with the Client to create a framework for ongoing brand management. Deliverables include development of brand usage specifications (the brand bible); and the short-term provision of post-launch branding recommendations and support.

**ESTIMATED BUDGET**

Our objective is to create a brand foundation that will empower the Town of Onoway to communicate with greater professionalism, consistency and impact. We aim to achieve this result by providing common sense brand strategy; professional logo design; brand management tools and procedures; and related design support services. An itemized cost analysis for the deliverables outlined in this document is indicated below.

These costs do not include heretofore unforeseen hard costs for ancillary goods or services that may be required. These costs will be explored with the Client, and will be itemized separately in our accounts.

**Current State Research**

Strategy session(s), brand audit and touchpoint audit 2,250

**Creative Development**

Logo and brand system design 7,500

Design of initial branded materials (5 touchpoints) 4,000

**Brand Management**

Development of brand usage guidelines 3,000

Post-launch communications support (10 hrs.) 1,100

**Total Estimated Budget Before Tax 17,850**

**rdeca**group.

# Corporate Profile



## **ABOUT RDECA GROUP**

Rdeca Group helps local governments develop communications programs that are resourceful, professional and designed to deliver measurable value. From brand management, web development and content creation to public engagement, crisis communications and more, we deliver a spectrum of media solutions designed to help the public sector prosper.

Under the leadership of Sean Mellis, Rdeca Group's hybrid team of media professionals helps a variety of western Canadian clients navigate the ever-shifting waters of civic branding, communications and stakeholder relations. We leverage our services and technologies to maintain the highest standards of excellence and efficiency for progressive organizations seeking to do more to engage ratepayers, employees and municipal partners. Our commitment to setting the standard in civic communications is evident in every client engagement we hold.

- **More than 20 years of progressive experience in visual identity design and brand management**
- **Considerable dedicated expertise with municipal branding and communication design**
- **A proven ability to design and produce consistent and professional branded touchpoints**
- **A keen understanding of the importance of strict adherence to brand standards**
- **Considerable dedicated expertise in developing, launching and maintaining brand strategies**

## **HELPING THE TOWN OF ONOWAY THROUGH INSIGHT & EXPERTISE**

We're confident in the significant value we can bring to the Town of Onoway. First and foremost, our firm has a lengthy and successful track record of providing exceptional service to municipalities across western Canada through brand management, strategic marketing, and communication design.

Our expertise in helping our municipal clients position themselves properly and communicate professionally is evident in our work for municipal organizations such as Rocky View County, the MD of Lesser Slave River, Lac Ste. Anne County, Gitksan First Nation, the RM of Wilton and the Town of Slave Lake.

**rdeca**group.

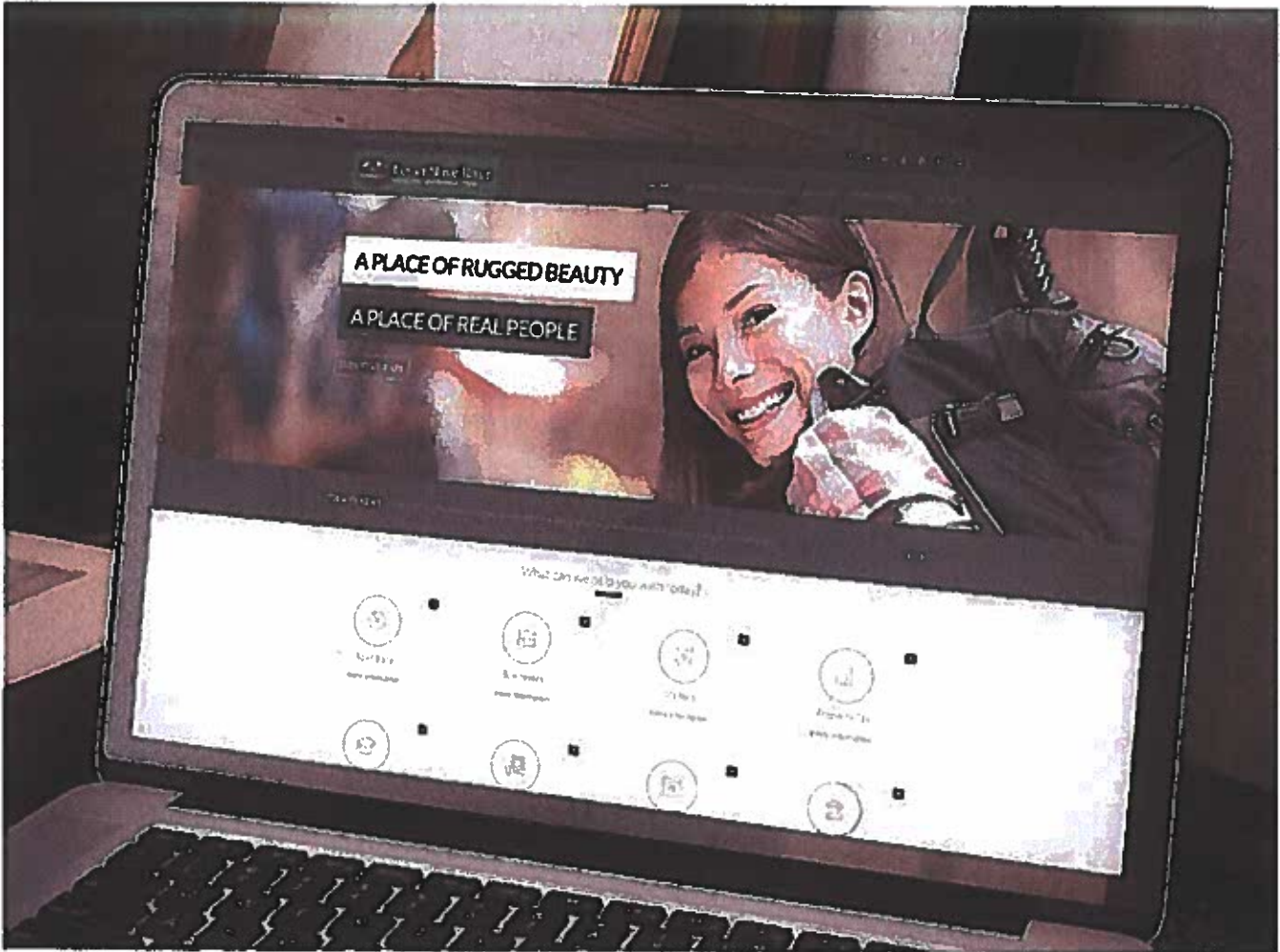
# Relevant Experience

### CASE STUDY 1: MUNICIPAL DISTRICT OF LESSER SLAVE RIVER

ENGAGEMENT PERIOD: 2011 - Present

WEBSITE: [www.mdlsr.ca](http://www.mdlsr.ca)

In the early spring of 2011, Rdeca Group had begun talks with Lesser Slave River to develop a strategic, professional and consistent communications plan for the northern Alberta municipality. Following the mid-May wildfires that ravaged the Lesser Slave region, the role of communicating more effectively with residents, internal stakeholders and neighbouring municipalities became exponentially more critical.



We were given the ambitious task of branding a client who was still reeling from one of the worst natural disasters in Canadian history; a client who arguably had issues that trumped Pantone values or typographic standards. Following visits to the region and strategy sessions with the Lesser Slave team, Rdeca Group's recommendation was to evolve and realign a brand that, while flawed and fragmented, had achieved iconic status worldwide as a result of the tragedy.

At the core of the new Lesser Slave River communications strategy is an expansive website that engages locals in an authentic two-way conversation; that promotes the unique region to travelers and career-seekers; and that accurately and respectfully recounts the May 2011 wildfires.

**CASE STUDY 1: MUNICIPAL DISTRICT OF LESSER SLAVE RIVER (CONT.)**

The Lesser Slave River brand identity was evolved in tandem with the main deliverables of its communications program. While retaining the same graphic features and highly apropos "Rugged and Real" tagline, the new identity addresses fundamental deficiencies inherent in the legacy brand. Reworked with graphic coherence, typographic specs and a standardized colour palette, the massaged Lesser Slave River brand identity stands shoulder-to-shoulder with any progressive county or municipal district in North America.



When you're planning your next holiday or searching for a more permanent home, Lesser Slave River is a treasure of natural beauty, a world of opportunities, a life anyone with a good mind and an adventurous spirit.

Participation is the cornerstone of a thriving community. Volunteer, become a board or committee member, join our team of professionals or lend your voice to a community planning initiative. However you choose to contribute, your hard work can have a direct, positive impact on the quality of life in your community.

[Become a Volunteer](#)

Lesser Slave River employees are a passionate group of individuals who provide a variety of programs and services to the community at large. If you've got a bold work ethic and want to help make our rugged-and-real region an even better place to teach, work and play, consider a career at the MSRD.

[Get your Dream Job](#)

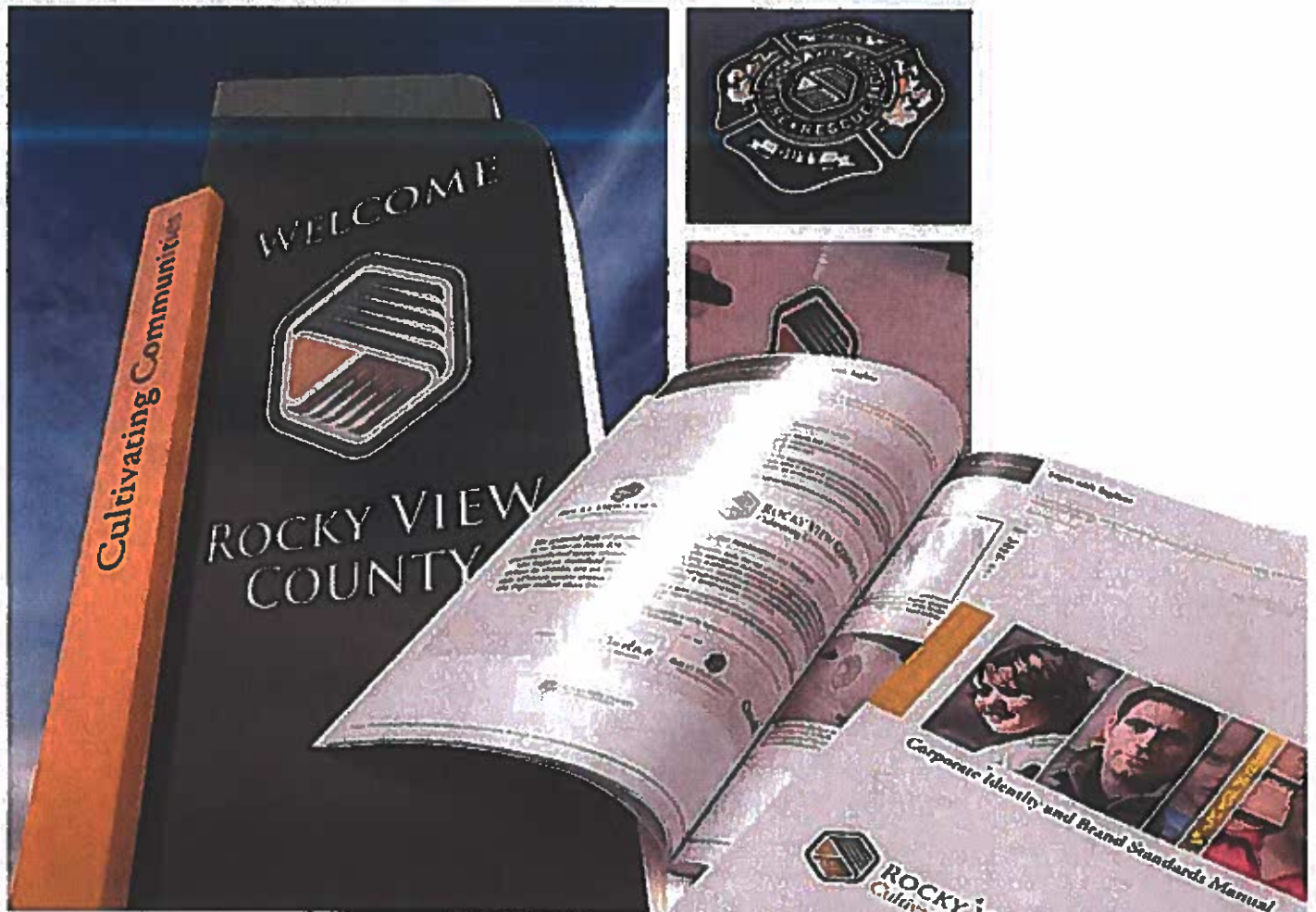
**KEY DELIVERABLES**

- Stakeholder Engagement
- Brand Identity Redesign
- Website / CMS Development
- Content Management
- Brand Standards Development
- Brand Management Consultation
- Proprietary Photography / Videography
- Marketing Communications
- Social Media Management

**CASE STUDY 2: ROCKY VIEW COUNTY**

ENGAGEMENT PERIOD: 2009 - 2013

WEBSITE: [www.rockyview.ca](http://www.rockyview.ca)



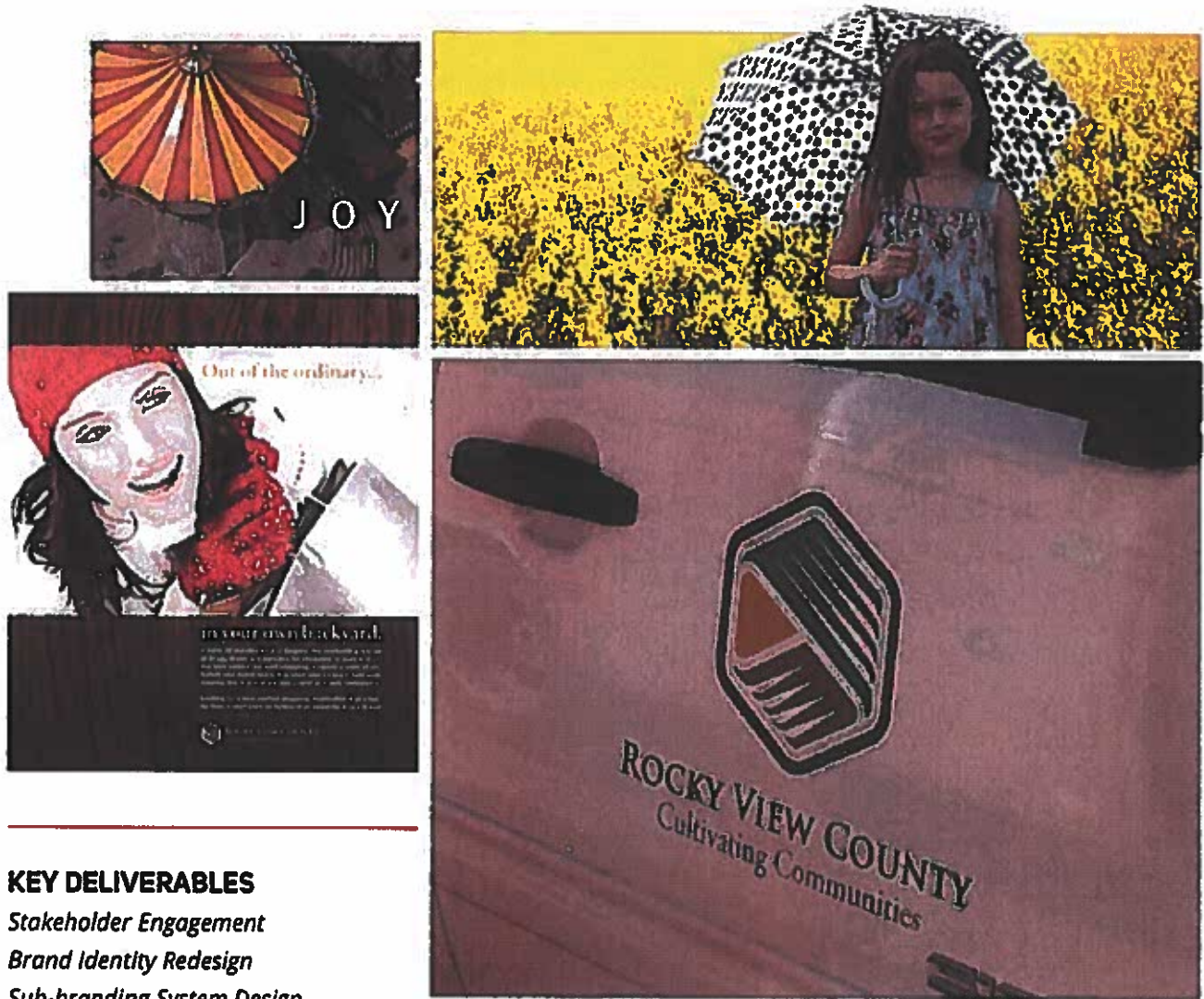
Several factors — including a change in designation from Municipal District to County; increasing pressure to engage a rapidly growing constituency; and a progressive management team that recognized the value of clarity and consistency — fueled Rocky View County’s strategic communications program.

The client required a comprehensive, professionally executed strategy that would resonate with the various segments of its audience, that would align internal stakeholders, and that would position the million-acre municipality shoulder to shoulder with its regional partners. Following extensive research, stakeholder counsel and public engagement, we crafted a visual language that connotes agriculture, tradition and collaboration, and that also pays homage to the geography that provide the county’s namesake.

**CASE STUDY 2: ROCKY VIEW COUNTY (CONT.)**

The brand strategy for Rocky View County extends far beyond a logo and tagline. Rdeca Group designed touchpoints that span stationery, fleet graphics, trade show displays, apparel, marketing communications templates, brand movie, and countless other applications. Wherever possible, proprietary photography was used to further pin the new brand to the those who live and work within the county's borders.

A comprehensive brand standards manual was developed to ensure consistent identity management throughout the organization and across all touchpoints.



**KEY DELIVERABLES**

- Stakeholder Engagement*
- Brand Identity Redesign*
- Sub-branding System Design*
- Brand Standards Development*
- Brand Management Consultation*
- Marketing Communications*
- Media Relations*

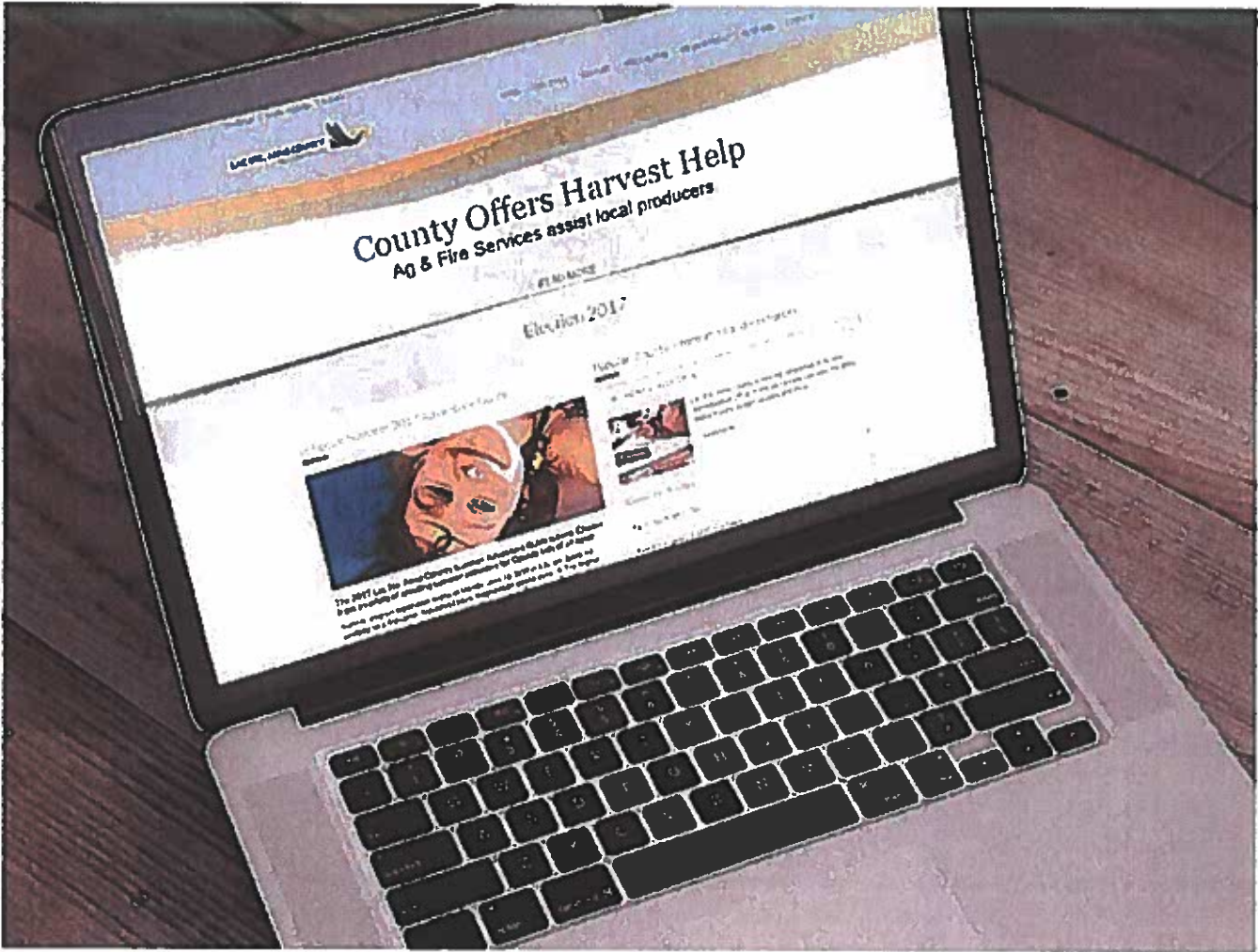
26

### CASE STUDY 3: LAC STE. ANNE COUNTY

ENGAGEMENT PERIOD: 2015 - Present

WEBSITE: [www.lfac.ca](http://www.lfac.ca)

Lac Ste. Anne County is a rural municipality located about an hour due west of Edmonton, Alberta. Like many rural municipalities in Western Canada, they consistently strive to do more with less in many areas, including business development and stakeholder engagement. Faced with evolving communications needs and lacking the in-house resources to achieve their goals, the County reached out to Rdeca Group.

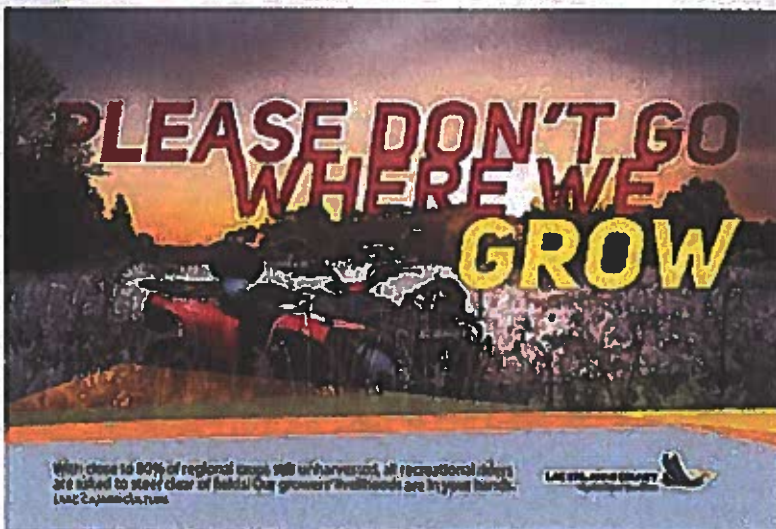
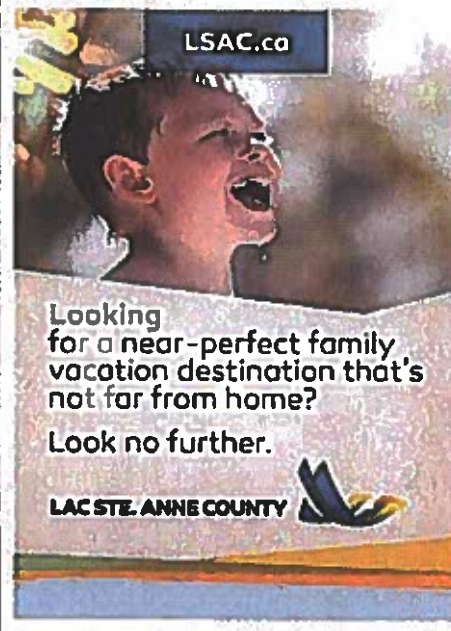
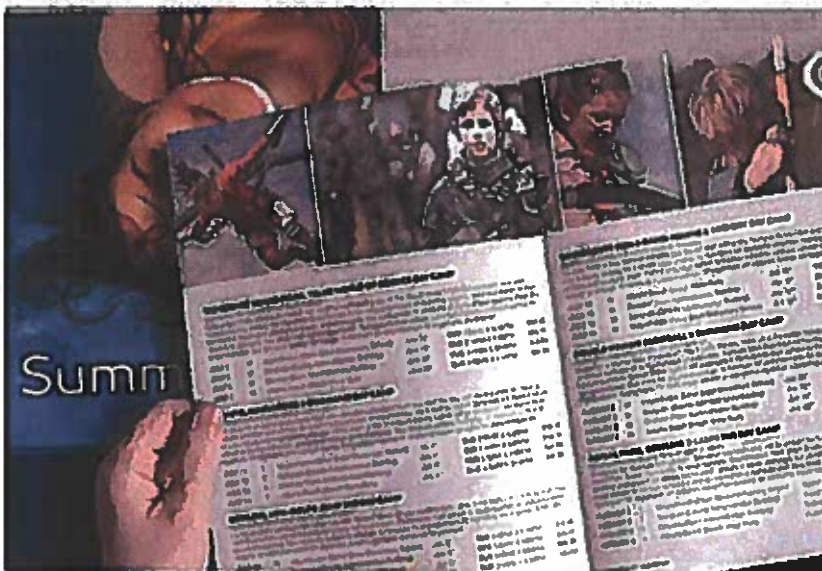


The overarching objective of our engagement with Lac Ste. Anne County was to help the client grow a sensible, manageable and scalable communications program with a redesigned County website at its core. We began by meeting with the County's management team to take an inventory of wants, needs and must-haves for the new website. These initial strategy sessions helped us develop a practical informational hierarchy - a vital foundation to support the breadth and depth of any municipal website.

**CASE STUDY 3: LAC STE. ANNE COUNTY (CONT.)**

We worked with the client on evolving the Lac Ste. Anne County brand in tandem with the website redesign project. While this additional requirement added time and complexity to the initial stages of the engagement, it also provided the client with a more professional and engaging user experience that continues to pay dividends in terms of professionalism and overall goodwill.

By employing best-practices branding and professional communication design, and by implementing a powerful database-driven CMS and intuitive client-side editing tools, Rdeca Group has helped the client to engage and inform its constituency like never before possible.



**KEY DELIVERABLES**

- Brand Identity Redesign*
- Brand Management*
- Website / CMS Development*
- Content Management*
- Proprietary Database Development*
- Marketing Communications*
- Publication Design*
- Copywriting*



# Professional References

## **rdeca**group.

"From managing the media and mentoring our in-house resources to providing hands-on assistance during critical events, Rdeca Group helps the MD of Lesser Slave River with all aspects of its branding and communications programs. Enhanced professionalism, efficiencies and community engagement abilities are all by-products of their ongoing involvement with our municipality."

**ALLAN WINARSKI**  
Chief Administrative Officer  
Municipal District of Lesser Slave River no.124

"Since 2015, Rdeca Group has managed our regional branding and communications initiatives with exceptional breadth, skill and attention to detail. From rebranding the County to providing day-to-day strategic and tactical communications support, their work is executed to the highest standards. I wouldn't hesitate to recommend Rdeca Group to any municipal organization in need of creative excellence."

**MIKE PRIMEAU**  
County Manager  
Lac Ste. Anne County

"Rdeca Group expertly guided our branding and media relations in perfect alignment with our strategic goals. I'm happy to endorse Sean and his team for their professional and effective management of our strategic communications initiatives."

**ROB COON**  
Former Chief Administrative Officer  
Rocky View County

We look forward  
to helping you tell your story  
to the world.

## Debbie Giroux

---

**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** January 24, 2020 12:15 PM  
**To:** 'Debbie Giroux'; 'Shelley Vaughan'  
**Cc:** 'Onoway Library'  
**Subject:** FW: Library Manager's Year End Report  
**Attachments:** Xerox Scan\_01242020112626.pdf

Deb - I know you were trying to reschedule that meeting and the Chair was talking March.

This has to be in before that. Let's discuss further on Monday.

Thanks Kelly!

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

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

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

**From:** Onoway Library <onowaylibrary@yrl.ab.ca>  
**Sent:** January 24, 2020 11:35 AM  
**To:** Wendy Wildman (cao@onoway.ca) <cao@onoway.ca>  
**Subject:** Library Manager's Year End Report

Hi Wendy,

Here is a copy of the year end report that I have to submit to Municipal Affairs PLSB before Feb 28th. This report needs to be sent to the board for review prior to being sent in. I have also included a infographic which is the same numbers contained in the report in a simpler version.

Please let me know if you have any questions.

Kelly Huxley (Mrs.)  
Library Manager  
Onoway Public Library

# TOWN OF ONOWAY PUBLIC LIBRARY

## • BY THE NUMBERS •

2019



39,700

VISITORS TO THE LIBRARY



963

ACTIVE CARDHOLDERS



17,294

ITEMS CHECKED OUT  
(PRINT, MEDIA, AUDIO)



31,414

COMPUTER & WIFI HOURS



14,054

ITEMS WERE SENT OUT OR  
REQUESTED IN



4395

PEOPLE ATTENDED 77  
PROGRAMS OR AN EVENT



20

PEOPLE RECEIVED EDUCATION  
RELATED ASSISTANCE



39,893

PEOPLE REACHED ON SOCIAL  
MEDIA AND WEBSITE



**Onoway Public Library**

4708 Lac Ste. Anne Trail North Box 484  
Onoway, AB, Alberta T0E 1V0 | (780) 967-2445  
<http://www.onowaylibrary.ab.ca/>

**Onoway Library Board, Town of - Onoway 2019**

**Approval**

The report and survey must be approved by the library board before it is submitted to Alberta Municipal Affairs. This is a required field.

	Date approved by library board

**Alberta Public Library Survey**

For the Alberta Public Library Survey (up to but not including the Personnel section), please report current year details.

The Annual Report (reporting on the previous calendar year) begins at the Personnel section and carries through to the end of the report.

**Directory**

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at [http://www.municipalaffairs.alberta.ca/plsb\\_directory](http://www.municipalaffairs.alberta.ca/plsb_directory).

	Name of library board	Name of library (or libraries)
	Town of Onoway Library Board	Onoway Public Library

**Phone, Fax, Email, Website**

	Library phone	Library fax	Library email	Library website
	780-967-2445	(888) 467-1389	onowaylibrary@yrl.ab.ca	www.onowaylibrary.ab.ca

**Address**

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
	4708 Lac Ste. Anne Trail	484	Onoway	Alberta	T0E 1V0

**Contacts**

	Name	Email	Phone	Alternate phone
Library Manager	Kelly Huxley	onowaylibrary@yrl.ab.ca	780-967-2445	780-967-3705
Respondent (if different than above)	Kelly Huxley	onowaylibrary@yrl.ab.ca	780-967-2445	780-967-3705

**Onoway Library Board, Town of - Onoway 2019**

**Library Management - Board Members**

Please provide full names, addresses, phone numbers and email addresses for **CURRENT** board members (i.e. members at the time of filling in this report). Indicate the chairperson (it is not necessary to provide positions for other than chairperson). As well, indicate any board member who is also on the local municipal council. Give the term expiry date (month/day/year) for each board member. **Library board term expiry dates (month/day/year) MUST be provided for ALL board members, including those board members who are also councillors.** *Note:* While names of board members are public information, addresses, phone numbers and email addresses are for the use of the Public Library Services Branch only and are not made available to the public.

The Libraries Act requires **ALL** library board members to be **APPOINTED BY MUNICIPAL COUNCIL** (Part 1, Section 4). When the municipal council appoints members to the library board there should be written documentation regarding the term of appointment. If there is uncertainty about board member term expiration dates, contact the municipal administrator. If there is no record of library board appointments, please contact Public Library Services Branch.

	Name	Address	Phone	Email	Library board term expiry (month/day/year)	Councillor
Chairperson	Lorne Olsvik	Box 631, Onoway, AB T0E 1V0	780-967-5242	lolsvik@lsac.ca	2021-01-01	
Board Member 1	Larry Viineff	Box 1405, Onoway, AB T0E 1V0	780-967-0607	ltv336@gmail.com	2021-01-01	
Board Member 2	Marge Hanssen	Site 3, RR1, Comp 34, Onoway, AB T0E 1V0	587-986-7885	marge.hanssen@svna kamun.com	2022-01-01	
Board Member 3	Mary Rehill	Box 555, Onoway, AB T0E 1V0	780-967-3007	mrehill@telus.net	2021-01-01	
Board Member 4	Lynne Tonita	Box 1364, Onoway, AB T0E 1V0	780-239-3323	ltonita@onoway.ca	2022-01-01	Yes
Board Member 5	Glen Usselman	Site 1, RR 1, Comp 172, Sunrise Beach, AB T0E 1V0	780-967-4760	glen@ifservices.ca	2021-01-01	
Board Member 6	George Vaughan	Box 9, Site 10, RR 1, Gunn, AB T0E 1A0	780-967-3469	GVaughan@lsac.ca	2022-01-01	
Board Member 7	Pat St. Hilaire	Box 762, Onoway, AB T0E 1V0	780-967-5050	psthilaire@onoway.ca	2021-01-01	
Board Member 8						
Board Member 9						

**Onoway Library Board, Town of - Onoway 2019**

**Library Management - General**

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meeting dates (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	onowaylibrary@yrl.ab.ca	Jan 30, Feb 26, Mar 21, Apr 17, Apr 29, May 13, May 27, Jun 25, Aug 22, Oct 9, Nov 26	118	Other

**Library Hours**

**Hours of Service**

Provide the actual open hours for the library for each day of the week at the time of completing this report using the following format: 10:00-5:00; 1:30-8:30; etc. DO NOT JUST ENTER THE TOTAL NUMBER OF HOURS OPEN EACH DAY. Only enter summer hours if they differ from regular hours.

Also, enter the total number of hours open per week based on the indicated library open hours.

This information will be used for the provincial directory.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hours per week
Regular Hours	closed	1:30-7:30	10:30-4:30	10:30-4:30	10:30-4:30	10:30-2:30	closed	28.00
Summer Hours								

**Hours Open Per Year**

Total number of library hours open per year. There are two possible calculations:

1. If your library hours are the same all year: 50 x total hours per week
2. If summer hours differ from regular hours: [(50 - # summer weeks) x total regular hours per week] + (# summer weeks x total summer hours per week)

	Hours Open per Year
	1,420

**Personnel**

Paid and unpaid staff that worked in the library during the reporting period.



**Onoway Library Board, Town of - Onoway 2019**

**Staff**

Report qualifications and the number of all paid staff (full and part time) who work for the library whether they are paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (you may need to get this figure from the individual or agency that does your staff payroll).

**Note:** Do not include individuals who provide service through a contract, such as the library audit, custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	0	0.00
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	3	2,259.98
<b>Total staff</b>	<b>3</b>	<b>2,259.98</b>

**Volunteers**

Report the number of volunteers assisting with library activities, and the total number of volunteer hours per year.

If a board member is volunteer at the library to provide programming, fundraising, outreach or operations (e.g. shelving books), record those hours here. Do not include volunteer hours contributed by board members on library business (e.g. board meetings, committee meetings, etc.). Record those hours in the Alberta Public Library Survey section: Library Management - General > Board volunteer hours.

Friends of the Library groups are separate fundraising societies and are therefore counted separately from volunteers.

	# Volunteers	Volunteer Hours/Yr
Library Operations	2	93.00
Library Programming	4	24.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
<b>Total Volunteers</b>	<b>6</b>	<b>117.00</b>
<b>Friends of the Library</b>	<b>43</b>	<b>407.00</b>

**Collections/Resources**

**Onoway Library Board, Town of - Onoway 2019**

**Collection Management**

	Acquired	Withdrawn
Print items	708	82
Non-print items	33	6
<b>Total</b>	<b>741</b>	<b>88</b>

**Print Items**

In this section, include all materials/books (in all categories) in print format. Include both catalogued and uncatalogued print materials/books. Do not include audiobooks, Ebooks or MP3 books. They will be recorded in subsequent categories.

	Print Volumes	Periodicals (number of issues)	Total Print
	9,722	186	9,908

**Non-Print Items**

Provide a count of each physical unit for a non-print item by category. DEFINITION: A physical unit of library material distinguished from other single units by a separate binding, encasement or other clear distinction.

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	289	47	1,286	3	75	1	28	1,729

**Virtual Items (Licensed by your board)**

If your library board licenses any virtual resources such as eBooks, MP3 audiobooks, online magazine subscriptions, movies or games, include those items in this section. Count only items licensed by your board. If you are a node library, include licenses brokered by The Alberta Library (TAL).

Do not count databases licensed by your library system or the Public Library Services Branch (PLSB) in this section.

	eBooks	Periodicals	Audiobooks	Music	Video	Games	Databases	Other	Total licensed virtual items
	0	0	0	0	0	0	0	0	0

**Library Board Contributions**

If your library board has contributed money to your library system for licensing virtual materials (e.g. eBooks, virtual magazine subscriptions, etc.), please indicate the dollar amount contributed. The items that have been licensed on behalf of your board will be counted in the annual report completed by your library system.

	Contribution
	\$0.00

**Onoway Library Board, Town of - Onoway 2019**

**Totals**

	Total physical collection	Total licensed virtual collection	Total collections
	11,637	0	11,637

**Circulation**

**Direct Circulations**

Report number of items circulated directly to library users. Include all items that are charged out for use, whether the use is inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	4,730	370	7,454	3,061	10	1,534

**Direct Circulations, continued...**

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	0	135	0	17,294	0	17,294

**Interlibrary Loan**

Interlibrary loan is the loan of a library item (or items) from the collection of one library to another library in order to fill a request for a patron. Providing a substitute for the requested item (e.g. a photocopy) is also considered to be an interlibrary loan.

	Borrowed	Lent
Within Alberta (including within library system)	9,711	4,343
Outside of Alberta, but within Canada	0	0
Outside of Canada	0	0
<b>Total</b>	<b>9,711</b>	<b>4,343</b>

**Information Services & Use**

**Onoway Library Board, Town of - Onoway 2019**

**Reference Transactions**

A reference transaction is an encounter between a library user and a member of the library staff which involves an attempt to supply factual or bibliographic information requiring knowledge, use, recommendation or interpretation of an information source or bibliographic tool. It includes informal technology training sessions, such as how to use email, demonstrating a URL or how to print a document. It does NOT include a directional or administrative question.

Report the number of reference transactions for the reporting year (either from an actual count or 1 week's worth x 50 to provide an estimate).

	Total reference transactions	Count method
	118	Estimate (1 week x 50)

**Examination Services**

If examination services are provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year.

	20

**Library Use**

Library visits and in-house use of materials.

	In person visits	Count method (in person visits)	Virtual visits	In library material use	Count method (in library material use)
	39,700	Estimate (1 week x 50)	8,146	38,050	Estimate (1 week x 50)

**LAC STE. ANNE**  
**EAST END BUS**  
**SOCIETY**

**2020 Notice of Annual Meeting**

To be held on Wednesday March 25th, 2020

A notice convening the Annual Meeting of East End Bus Society to be held at Onoway Civic Center 4812 51 St, Onoway, AB T0E 1V0 on Wednesday, March 25<sup>th</sup> 2020 at 11:00 am.

Please RSVP to Lorna Porter at [eastendbus@gmail.com](mailto:eastendbus@gmail.com) by Monday, March 11<sup>th</sup> 2020 if you are attending.

## Debbie Giroux

---

**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** February 4, 2020 11:42 AM  
**To:** 'Debbie Giroux'  
**Subject:** FW: East End Bus Society Annual Meeting  
**Attachments:** NOTICE OF ANNUAL MEETING.docx

**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](mailto:cao@onoway.ca)**

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in the strictest confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying, or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

**From:** lorna porter <eastendbus@gmail.com>  
**Sent:** February 4, 2020 11:17 AM  
**To:** undisclosed-recipients:  
**Subject:** East End Bus Society Annual Meeting

Good Morning,

Please find attached the notice of Annual Meeting for East End Bus Society.

At the meeting, directors share the societies insights with stakeholders about the past year's performance, strategies and outlook going forward. This will allow interested parties to higher gains by staying invested in the operations of Lac Ste. Anne East End Bus Society in the following year.

Please RSVP by Wednesday, March 25<sup>TH</sup>, 2020 if attending the AGM for Lac Ste. Anne East End Bus Society. If you need further information please feel free to contact me.

--  
**Lorna Porter**  
Seniors Event Coordinator  
Lac Ste. Anne East End Bus Society  
780 905-3934  
[eastendbus@gmail.com](mailto:eastendbus@gmail.com)



# THE ALBERTA ORDER OF EXCELLENCE

January 10, 2020



Her Worship Judith Tracy  
Town of Onoway  
PO Box 540  
Onoway AB T0E 1V0

Dear Her Worship Tracy,

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.*

*Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2020. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.*

*More information and nomination forms are available on our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe). The deadline for submission is Friday, February 15, 2020.*

Sincerely,

Andrew C.L. Sims  
Chair

Facebook: @AlbertaOrderofExcellence  
Twitter: @AOEalberta



# Here for you

## CN Public Inquiry Line

CN's Public Inquiry Line is the central point of contact for the public with non-emergency concerns, such as:

- Noise
- Train whistling
- General property maintenance
- Etc.

To contact the team:

(Monday to Friday, from 8 a.m. to 6 p.m., ET)

**1-888-888-5909** | [contact@cn.ca](mailto:contact@cn.ca)

## CN Police

CN Police staff will answer emergency calls and dispatch officers when appropriate.

There are many reasons to call CN Police, such as:

- Trespassing on tracks
- Unlawful activity
- Crossing signal defect
- Etc.

To contact CN Police

Emergencies: **1-800-465-9239** (24/7)

Non-urgent suspicious activities: [CNPoliceTipLine@cn.ca](mailto:CNPoliceTipLine@cn.ca)



### CN Public Inquiry Line

Monday to Friday

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### CN Police

24/7

**1-800-465-9239**

[CNPoliceTipLine@cn.ca](mailto:CNPoliceTipLine@cn.ca)



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## Debbie Giroux

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**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** January 20, 2020 3:09 PM  
**To:** 'Jason Madge'; 'Penny Frizzell'; 'Shelley Vaughan'; 'Debbie Giroux'  
**Subject:** FW: CN's contact information  
**Attachments:** CN PublicInquiry and PoliceLineENG.pdf

Please note these phone numbers.

Deb lets put on our agenda for information.

Penny please put a copy in the file.

Shelley lets put in our Onowaves and on our website.

Thx

**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](mailto:cao@onoway.ca)**

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**From:** Public Inquiry Line <CONTACT@cn.ca>  
**Sent:** January 20, 2020 12:44 PM  
**To:** Wendy Wildman <cao@onoway.ca>  
**Subject:** CN's contact information

Dear Ms. Wildman:

CN is committed to maintaining positive and proactive communications with the communities in which we operate. We would appreciate it if you would share the following information with your communications officer and/or residents of Town of Onoway.

For questions or non-emergency concerns, such as:

- Condition of property and crossings (e.g. grade crossings, rail ties, etc.)
- Environment (e.g. vegetation, grass cutting, trees, etc.)

- Permits and/or flag persons
- Noise (e.g. whistling)
- General operations (e.g. train speeds, hours of operation, etc.)

Please contact the CN's Public Inquiry Line (PIL) either by phone at 1-888-888-5909 or by email at [contact@cn.ca](mailto:contact@cn.ca). It is important that all citizens' inquiries go through the PIL in order for CN to accurately monitor and analyze concerns and resolutions across our network.

CN Police staff are also available for emergency or safety related issues, such as trespassing on tracks, unlawful activity, crossing signal defect, etc. Residents should contact CN Police either by email at [CNPoliceTipLine@cn.ca](mailto:CNPoliceTipLine@cn.ca) for non-urgent suspicious activities or by phone at 1-800-465-9239 for emergencies.

We have also enclosed an information sheet with the above information that can also be shared with the public.

Thank you in advance for sharing this information with your residents.

Kind regards,



**Public Inquiry Line Team**

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CN Public Inquiry Line

Renseignements généraux du CN

T:1-888-888-5909

[contact@cn.ca](mailto:contact@cn.ca)

## Debbie Giroux

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**From:** Wendy Wildman <cao@onoway.ca>  
**Sent:** February 3, 2020 7:41 AM  
**To:** 'Debbie Giroux'  
**Subject:** FW: AUMA Update- Jan 2020  
**Attachments:** Fair Deal Panel Submission v.2.docx

Info for agenda

### Wendy Wildman

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

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**From:** Fayrell Wheeler <fwheeler@draytonvalley.ca>  
**Sent:** February 2, 2020 9:30 PM  
**To:** 'admin@rainowlake.ca'; 'admin@wembley.ca'; 'ageorget@council.tosr.ca'; 'aparker@falher.ca'; 'bill@townofswanhills.com'; 'bowdenmayor@gmail.com'; 'brian@slavelake.ca'; 'cao@fairview.ca'; 'cao@grimshaw.ca'; 'cao@highprairie.ca'; 'cao@manning.ca'; 'cao@mayerthorpe.ca'; 'cao@mclennan.ca'; 'cao@onoway.ca'; 'cao@town.bowden.ab.ca'; 'cao@townofspiriteriver.ca'; 'cburke@thorsby.ca'; 'cmcateer@highlevel.ca'; 'cparker@peaceriver.ca'; 'craigwilson@townofswanhills.com'; 'dkrause@rockymtnhouse.com'; 'dmckenzie@barrhead.ca'; 'donna.buchinski@falher.ca'; 'grathjen@bentleycouncil.ca'; 'grycroft@beaverlodge.ca'; 'helen@eckville.com'; 'info@manning.ca'; 'info@onoway.ca'; 'jackramsdn@eckville.com'; 'jim.h@foxcreek.ca'; 'krodberg@calmar.ca'; 'liz.bentley@telus.net'; 'lori@rimbey.com'; 'maryannchichak@whitecourt.ca'; Mayor Kate Potter <mayorpotter@sexsmith.ca>; 'mayor@devon.ca'; 'mayor@edson.ca'; 'mayor@highprairie.ca'; 'mayor@hinton.ca'; 'mayor@valleyview.ca'; 'mayorturnmire@wembley.ca'; 'mfercho@town.jasper.ab.ca'; Michael Doerksen <mayor@draytonvalley.ca>; 'miked@edson.ca'; 'mkoziol@hinton.ca'; 'mtaylor@barrhead.ca'; 'myargeau@townofpenhold.ca'; 'operations@foxcreek.ca'; 'petersmyl@whitecourt.ca'; 'rbinnendyk@townofpenhold.ca'; 'rcard@rainowlake.ca'; 'rick.pankiw@rimbey.com'; 'rireland@town.jasper.ab.ca'; 'rlriger@westlock.ca'; 'rodraymond@thorsby.ca'; 'sandys10@telus.net'; 'smcintyre@sylvanlake.ca'; 'staylor@valleyview.ca'; 't.goulden@stonyplain.com'; 'tburke@rockymtnhouse.com'; 'tkulbisky@devon.ca'; 'tletendre@beaverlodge.ca'; 'tosadmin@sexsmith.ca'; 'ttarpey@peaceriver.ca'; 'tyler@slavelake.ca'; 'w.choy@stonyplain.com'; 'wferris@sylvanlake.ca'; Winston Rossouw <wrossouw@draytonvalley.ca>; 'wyachimetz@calmar.ca'  
**Cc:** Trina Jones <tjones@legal.ca>; Tanya Thorn <tthorn@okotoks.ca>  
**Subject:** AUMA Update- Jan 2020

Dear Friends and Colleagues:

It's been a busy month for the AUMA, with that in mind there are a number of issues I'd like to bring to your attention.

**The President's Summit:**

These are challenging times for many Alberta municipalities. Now more than ever, we need our message to be clear and unequivocal. We are the fiercest defenders of our communities and it's time to stand up and show those communities and the world the important work we do. We need to make it clear where we stand and what we can achieve together. This is about supporting our neighbours, our friends and our communities. We need to plan for a healthy and sustainable future. We need to stand together and remain strong.

We have been operating from a position of fear. Fear of the provincial budget; fear of cuts and the trickle-down effect that they will have. That fear makes councils shrink their budgets, be less progressive, and become overly cautious. There's a very real danger that the impact of fear will erode not just our own confidence and that of our citizens, but investor confidence as well.

This is the time when municipalities should be looking at new ways of leveraging existing funding. Don't forget that our job is to plan for the future while we are coping with the realities of today. If we put off making necessary improvements to infrastructure it will create significant problems further down the road that the next generation will have to deal with.

So what can we do?

Aside from bundling tenders to get a better deal or creating focus groups on major projects to get community feedback and reviewing franchise agreements there are three ideas from around the province that I wanted to share with you.

**Financially Fit for the Future (Medicine Hat)**

<https://www.medicinehat.ca/government/departments/corporate-communications/financially-fit-for-the-future>

"We will need multiple solutions to help become financially fit for the future. We are examining how we can increase our return on investments, where we can cut costs and how we can generate increased revenue. We will also examine service levels."

**Change the Amortization period (Grand Prairie)**

- In this process the City refinanced a consolidated debenture for a 30-year term, to match the lifespan of the assets concerned. This generated \$3.3M in positive cash flow each year for the first five years and then on a reducing scale for the following six years for an average of \$2.9M over 11 years. Funds were used to increase reserve funds and contribute to the 4.1% tax reduction approved by Council during Budget 2019 deliberations. By doing this they are ensuring the residents of today are only paying their share versus the residents of the future.
- 19 individual loans the City held with interest rates of 3.9-5.15% were combined into a single debenture with a lower rate.

**Lean process philosophy (Grand Prairie) <https://leankit.com/learn/lean/lean-methodology/>**

There are two primary concepts that guide all practice of Lean methodology, they are: continuous improvement and respect for people.

"So how do we create value? We become learning organizations. We set out to learn what our customers want and need -- and how to eliminate what they don't. We work to continuously improve so that our value stream, from end to end, is continuously optimizing to create more value for the customer."

**The Board Meeting:**

The province's Fair Deal panel appeared as a delegation. They came to listen and have been tasked to report back on what they hear by making recommendations to the province. There are two topics that AUMA feels will have severe impacts on municipalities and we have responded to the panel, the letter is attached.

The first issue is having to get approval from the province on any federal contract. If that is implemented it would lead to a significant slowdown in approval time when we should be trying to get our tax dollars back from the federal level as quickly as possible.

The second issue is the possible establishment of a provincial police force to replace the work currently carried out by the RCMP.

These are important issues and your feedback is vital to this process. The panel has an open survey, PLEASE fill it out and give them any input you have. <https://www.alberta.ca/fair-deal-panel.aspx>

If you'd like to discuss these issues or anything else related to the smooth running of your town I'm always available.

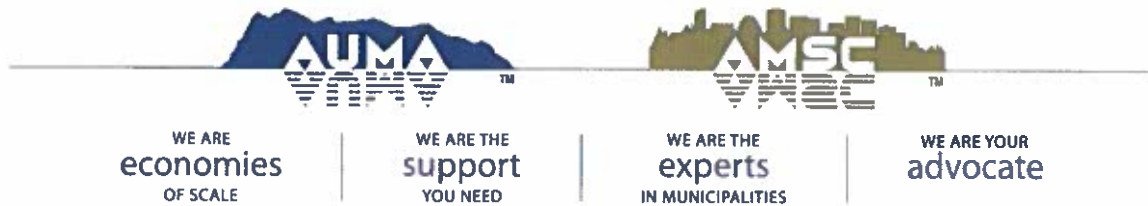
-Fayrell Wheeler

**Fayrell Wheeler**  
Councillor/AUMA Director Towns West  
Town of Drayton Valley  
5120-52 Street, Box 6837 Drayton Valley, AB T7A 1A1  
P: 780-898-3655 | F: 780-542-5753  
E: [fwheeler@draytonvalley.ca](mailto:fwheeler@draytonvalley.ca)

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February 3, 2020

Oryssia Lennie, Panel Chair  
Fair Deal Panel  
Email: info@fairdeal.ca

Dear Ms. Lennie:

Established in 1905, the Alberta Urban Municipalities Association (AUMA) represents Alberta's urban municipalities, including cities, towns, villages, summer villages, and specialized municipalities, where over 85% of Albertans live. AUMA works with the elected and administrative leaders of our member municipalities to help them build thriving communities. We advocate for solutions to municipal issues and identify and develop opportunities that contribute to community wellbeing.

AUMA would like to thank the Fair Deal Panel members who attended our Board meeting on January 24, 2020. We appreciated your receptiveness to hearing our input and the insightful questions that you asked. The municipal leaders that AUMA represents have extensive knowledge and experience to offer in relation to the measures that the panel is considering.

The Fair Deal Panel has the mandate of considering potential measures to advance the Province's interests. As discussed on January 24, the two measures that are currently of the most concern to AUMA members are:

- Emulating Quebec's legal requirement that public bodies, including municipalities and school boards, obtain the approval of the provincial government before they can enter into agreements with the federal government; and
- Establishing a provincial police force by ending the Alberta Police Service Agreement with the Government of Canada.

#### Provincial approval of municipal-federal agreements

A requirement to obtain provincial government approval before a municipality can enter into an agreement with the federal government would create significant administrative delays, most importantly in relation to receipt of federal funding. Additionally, the most important municipal-federal relationships are already coordinated by the Province, such as funding arrangements through the Investing in Canada Infrastructure Plan (ICIP) and the federal Gas Tax Fund.

Further, the proposed approval process would be inconsistent with both the Province's current focus on municipalities being accountable to meet their legislated mandate as efficiently and effectively as possible, and the red tape reduction initiative, which is intended to reduce and simplify administrative processes.

300 - 8616 51 Avenue, Edmonton, AB T6E 6E6 Toll Free: 310-AUMA (2862) Phone: 780-433-4431 Fax: 780-433-4454 [auma.ca](http://auma.ca)



Communication with colleagues in the municipal sphere confirms the challenges faced by municipalities in Quebec as a result of the province approving municipal-federal agreements. For example, the Federation of Canadian Municipalities (FCM) advised that approval and sign off on grant agreements with Quebec municipalities is consistently delayed and FCM often provides exceptions to grant application requirements and timelines, otherwise these municipalities cannot meet them. The City of Montreal shared similar comments about delays and inconveniences resulting from the provincial approval process. AUMA also learned that, in Quebec, both the province and municipalities require additional staff to administer these approvals.

During our meeting on January 24<sup>th</sup>, the Fair Deal Panel asked the AUMA Board if municipalities in Alberta receive a fair share of federal funding in relation to municipalities in other provinces, and if there is role for the province to advocate for municipalities in Alberta to receive a fairer share. You also asked if there were better federal-provincial-municipal arrangements in other provinces.

Our Board indicated that Alberta is allocated a fair share of federal funding, however there are challenges with ICIP money actually flowing to municipalities as the provincial and municipal funds that must be contributed under the ICIP program requirements are not consistently available. Manitoba's model was identified as an example of a more effective approach. Manitoba has an advisory committee, made up of representatives of municipalities, that provides input on the roll out of funds from their ICIP agreement. Additionally, it was noted that the arrangement in British Columbia has the Federal Gas Tax Funds flowing through and administered by the Municipal Association instead of the province.

Overall, the Board suggested that the Gas Tax Fund model, where funding is allocated on a predictable basis, facilitates the most efficient and effective investment of taxes Albertans pay to the federal government back into our communities. We also noted that opportunities to improve coordination between municipalities and the province and better manage large scale infrastructure investment need to be identified; for example, enabling municipalities to provide input on the Province's 20-year capital plan in order to allow for more effective planning related to municipal infrastructure needs and projects.

As an alternative to placing additional requirements on public bodies that don't provide value for money, we recommend the Province establish efficient mechanisms that ensure more timely and strategic coordination of the investment of taxpayer dollars.

#### Provincial police force

Although the establishment of a provincial police force could increase focus on Alberta law enforcement priorities, as opposed to those directed by the RCMP headquarters in Ottawa, the cost and administrative effort that would be required to transition to a provincial police force would be substantial. Given the current fiscal restraint measures underway in Alberta, the expenditure required to make this change would not likely be feasible for the provincial government. This leaves AUMA concerned that the costs of a new policing approach would be downloaded to municipalities, as has been seen in other areas in Budget 2019. Further, the shift in cost responsibilities from the federal to the provincial government could compromise current



policing service levels and divert funding from enhancing Alberta's broader criminal justice system, such as the addition of Crown prosecutors, that may be more impactful in reducing crime than any change to current police funding or operations.

General comments

AUMA urges the Fair Deal Panel to evaluate any increased administrative burden and cost to municipalities when considering each of the measures. We also ask the panel to consider the value for money and the best interests of Albertans in determining what recommendations to put forward to the Province.

AUMA recognizes that Alberta must be treated fairly by the federal government, but we are uncertain that these measures are the way to accomplish that objective. Municipalities and the Province need to work together to create a stronger more unified relationship that will allow us to approach the federal government with requests and ideas that will create efficiencies related to the flow of federal funding and the fair treatment of Alberta within the confederacy. We are also pleased to support the Province in standing up for Alberta through participation in the Resource Communities of Canada Coalition, which will bring together communities across Canada to engage in dialogue about the importance of the energy sector. Let's work in partnership to break down the barriers to getting Albertans back to work.

Lastly, AUMA encourages the Fair Deal Panel to include opportunities for the Province to engage with AUMA and municipalities directly, in any panel recommendations that may impact municipalities.

If you would like to discuss these matters further, please feel free to contact me by email at [president@auma.ca](mailto:president@auma.ca) or on my cell phone at (403) 363-9224.

Sincerely,

Barry Morishita  
AUMA President