

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, FEBRUARY 20, 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 1-4 - February 6, 2020 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS - n/a

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS - n/a

7. ACTION ITEMS

Pg 5-6 a) Minister's Awards for Municipal Excellence – please refer to the attached undated letter from Honourable Kaycee Madu, Minister of Municipal Affairs, encouraging nominations for the 19th annual Minister's awards. *(for discussion and direction of Council at meeting time)*

Pg 7-8 b) Onoway Community Hall Property Condition Assessment – please refer to the attached February 7, 2020 letter from Marilyn Buechner, Treasurer of the Onoway Facility Enhancement Association providing their prioritization of the repairs suggested in the assessment report. *(for discussion and direction of Council at meeting time)*

Pg 9

- c) GROWTH Alberta Strategic Planning Session – please refer to the attached February 4, 2020 letter from David Truckey, Chairman, requesting participation in their Strategic Planning Session scheduled for Monday, February 24, 2020 at the Barrhead Golf Club from 10:00 a.m. to 3:00 p.m. *(to authorize the attendance of Council and Administration or to accept for information)*

Pg 10-18

- d) Lac Ste. Anne County/ Town of Onoway draft Emergency Management Mutual Aid Assistance Agreement – attached please find a draft Agreement, provided by the County, for review and comment of Council. The County has initiated the contact after discussions with Mark Pickford of the Alberta Emergency Management Agency. The Agreement speaks to each municipality providing assistance if requested, when a major emergency or disaster requires additional resources. *(to approve and authorize execution of the Agreement)*

Pg 19-24

- e) Memorandum of Agreement – East End Bus Society, Lac Ste. Anne County, Town of Onoway and the Village of Alberta Beach – please refer to the attached draft agreement between the 3 municipalities and the East End Bus Society. Alberta Beach provides funding to the Summer Village of Sunset Point to store the bus, Onoway provides administrative support and Lac Ste. Anne County pays insurance and repairs. *(for discussion and direction of Council at meeting time)*

Pg 25

- f) Scouts Canada – please refer to the February 17, 2020 letter from Dave Roberts, 1st Onoway Scouts inviting Council to attend their banquet on February 24, 2020 at the Royal Canadian Legion. *(to authorize the attendance of Council or to accept for information)*

- g) Bretzlaff Park – further to the notification that Onoway's application to develop Bretzlaff Park was not chosen for an Alberta Blue Cross Healthy Communities Grant, Council was to consider their vision for the Park. *(to accept for information)*

h)

i)

j)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
- e) Public Works Report

9. INFORMATION ITEMS

- a) Alberta Urban Municipalities Association (AUMA) – February 7, 2020 email to municipalities from President Barry Morishita attaching AUMA's February 5, 2020 letter to Premier Kenny outlining municipal concerns and requesting a meeting
Pg 26-32
- b) Victims of Crime Week 2020 Student Video Competition – February 10, 2020 emails from Mayor Tracy and Councillor Johnson attaching information from the Department of Justice Canada, Policy Centre for Victim Issues, inviting students to submit a video entry for a Student Video Competition for Victims Week 2020
Pg 33-41
- c)
- d)
- e)

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:

- 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.
- March 25-26, 2020 – AUMA Spring Caucus Edmonton
- 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
THURSDAY, FEBRUARY 6, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Jeff Mickle (arrived at 9:40 a.m.) Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Public Works Manager Debbie Giroux, Recording Secretary</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:30 a.m.
2.	AGENDA Motion #030/20	<p>MOVED by Deputy Mayor Lynne Tonita that Council adopt the agenda of the regular Council meeting of Thursday, February 6, 2020 with the following addition:</p> <p>7g) Waste Water Disposal Fees</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #031/20	<p>MOVED by Councillor Pat St. Hilaire that the minutes of the Wednesday, January 22, 2020 regular Council meeting be adopted as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Deferred to later in the meeting.
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS Motion #032/20	<p>Councillor Jeff Mickle arrived at the meeting at 9:40 a.m.</p> <p>MOVED by Councillor Pat St. Hilaire that Council approve the use of the Town of Onoway Council Chambers and the Administration Office as an Emergency Operations Centre for Alberta Beach and the Summer Villages (our municipal partners) in the event it is requested.</p> <p style="text-align: right;">CARRIED</p> <p>Mark Johnson arrived at the meeting at 9:50 a.m.</p>



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	Motion #033/20	MOVED by Deputy Mayor Lynne Tonita that David Schwindt of Smoky Mountain Contracting be granted access to the Onoway Lagoon to dispose of 15,000-30,000 gallons of sewage per year subject to the execution and submission of all required documents, and that this be reviewed after a 6-month trial basis. CARRIED
4.	APPOINTMENTS/PUBLIC HEARINGS	At 10:00 a.m., Mr. Mark Johnson of Bridge to Care attended the meeting to discuss the request that the Town received from Bridge to Care to waive or reduce the amount of the invoice they received for a fire incident at their group home at 5236 – 49 Avenue. Mr. Johnson left the meeting at 10:15 a.m. Motion #034/20 MOVED by Deputy Mayor Lynne Tonita that Council deny the request from Bridge to Care to waive or reduce Invoice #20190273. CARRIED
7.	ACTION ITEMS	
	Motion #035/20	MOVED by Councillor Jeff Mickle that Council and Administration be authorized to attend the Alberta Urban Municipalities Association (AUMA) Spring Leaders' Caucus being held in Edmonton from Wednesday, March 25, 2020 to Thursday, March 26, 2020 at a cost of \$165.00 per registration. CARRIED
	Motion #036/20	MOVED by Deputy Mayor Lynne Tonita that Council defer a decision on a vision statement, logo and slogan until after the Lac Ste. Anne County/Onoway Partnership meeting scheduled for March with Tangent Civic, then bring this item forward to a future Council meeting. CARRIED
	Motion #037/20	MOVED by Councillor Pat St. Hilaire that, as per the recommended approval by the Onoway Public Library (OPL) Board on January 30, 2020, the OPL Library Manager's Year End Report be approved for submission to the Government of Alberta. CARRIED
	Motion #038/20	MOVED by Councillor Jeff Mickle that Council be authorized to attend the Lac Ste. Anne East End Bus Society General meeting on Wednesday, March 25, 2020 at the Onoway Civic Centre. . . CARRIED

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	Motion #039/20	MOVED by Deputy Mayor Lynne Tonita that the waste water disposal fee for the Town of Onoway Lagoon be increased from \$30.00 to \$45.00 per load effective April 1, 2020; and that an estimated rate of \$55.00 per load be effective January 1, 2021; and \$65.00 per load effective January 1, 2022. CARRIED																					
9.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #040/20	MOVED by Councillor Jeff Mickle 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. CARRIED																					
10.	INFORMATION ITEMS Motion #041/20	MOVED by Councillor Lisa Johnson that Council accept the following items for information as presented: a) Alberta Order of Excellence – January 10, 2020 letter from Chair, Andrew Sims, advising that nominations are open and the deadline for submissions is Friday, February 15, 2020 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 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 CARRIED																					
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 border="0"> <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 16-28, 2020</td> <td>RMA 2020 Spring Conf.</td> <td>Edmonton</td> </tr> <tr> <td>March 19, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 25-26, 2020</td> <td>AUMA Spring Caucus</td> <td>Edmonton</td> </tr> </table>	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 16-28, 2020	RMA 2020 Spring Conf.	Edmonton	March 19, 2020	Regular Council Meeting	9:30 a.m.	March 25-26, 2020	AUMA Spring Caucus	Edmonton
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

DRAFT



ALBERTA
MUNICIPAL AFFAIRS

AR98851

*Office of the Minister
MLA, Edmonton - South West*

Dear Chief Elected Official:

I am pleased to invite your municipality to provide submissions for the 19th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

For 2020, the program features new categories:

Partnership (open to all municipalities)

Award will be given for an innovative initiative involving a local or regional partnership that achieves results that could not have otherwise been accomplished by the municipality alone. This could involve cooperation, coordination, and collaboration with other municipalities, businesses, Indigenous communities, non-profit organizations, community groups, and other orders of government to achieve a specific outcome.

Building Economic Strength (open to all municipalities)

Award will be given for an innovative initiative involving the municipality and business community that addresses a challenge affecting community economic strength.

Service Delivery Innovation (Open to all municipalities)

Award will be given for an innovative initiative that improves the delivery or reduces the cost of a program or service through a more efficient process or through the use of an alternate delivery approach.

Enhancing Community Safety (open to all municipalities)

Award will be given for an innovative initiative that engages the community to address a safety issue. This could involve crime prevention, infrastructure enhancements (e.g. lighting, accessibility, traffic calming measures), and community services initiatives.

.../2

Smaller Municipalities (open to municipalities with populations less than 5,000)

Award will be given for a municipal initiative that demonstrates leadership, resourcefulness, and/or innovation to better the community.

Further details regarding eligibility and submission requirements may be found on the Municipal Excellence Awards webpage. A direct link is provided in the covering email. The deadline for submission is **March 31, 2020**.

Should you have any questions regarding the Municipal Excellence Awards, please contact the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

I encourage you to share your success stories, and look forward to celebrating these successes with your communities.

Yours very truly,



Kaycee Madu
Minister

Onoway Facility Enhancement Association
PO Box 524 Onoway, AB. T0E 1V0

February 7, 2020

Town of Onoway
Attention: Wendy Wildman

RE: Onoway Community Hall Inspection Report

I have read the full report and have prioritized the suggested repairs and upgrade into 4 different areas.

RED: Priority requiring immediate action. Some of these actions are required to complete some of the following items.

YELLOW: These are secondary repairs or replacements.

BLUE: These are the third priority requests.

GREEN: These are the least important but the most easily repaired or replaced.

Each item in the report has been financially itemized by the inspection company.
The pricing is fairly accurate as to pricing.

When the new executive took over last year we discovered that quite a few of the obligations between The Town of Onoway and the Onoway Facility Enhancement Association had not been adhered to. As a new Executive we have implemented a number of corrections and amendments to help alleviate any discrepancies concerning our obligations.

All inspections are to be completed in a timely manner and meet all renewal dates.
We have provided a key to the Town manager to allow access for inspections and site visits.
All emergency repairs will be corrected as soon as possible and the Town notified. IE: Sewer back up.

There will be **NO** repairs or renovations without the prior notification of the Town or its representative. This is already in place as we applied for a grant for to replace the aging elevator at the hall. We were not successful in achieving this grant but all applications and notifications were submitted to the Town prior to submission of application.

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All repairs must be completed by licensed contractors with confirmation of current WCB coverage as they cannot work under our insurance.

We hope to continue to work together with the Town of Onoway towards the preservation of the Community Hall.

We do appreciate the improvements that the Town has made to the Hall. The new front doors and furnaces are extremely beneficial to all who enter the hall.

With regards,

Marilyn Buechner
Treasurer
OFEA



GROWTH Alberta
Your Business. Our Future.

t 780.674.3140 f 780.674.2777 www.growthalberta.com

5306 - 49 Street, Barrhead, AB T7N 1N5



February 4, 2020

Town of Onoway
4812 51 Street, PO Box 540
Onoway, Alberta
T0E 1V0

RE: GROWTH Alberta Strategic Planning Session

GROWTH Alberta is a Regional Economic Development Alliance that adds value to the region by initiating projects that build capacity, foster collaboration for growth and entice entrepreneurship, business retention, expansion and attraction. Under this mandate, we are currently delivering several initiatives including broadband, finalizing investment readiness projects, tourism development (semi-annual travel guides, regional summit, regional history assets, etc.). These projects leverage and pool resources to ensure our vision of working together to provide tools to grow our regional economy, especially in challenging fiscal times.

Communities are strengthened by regional partnerships and we welcome your input and participation in developing a strategic plan and assist in forming direction for GROWTH Alberta moving forward. The session is being held on **February 24th from 10:00am to 3:00pm at the Barrhead Golf Club**. Here we will highlight past successes, review our current project load and look for new and exciting initiatives that will assist in growing the regional economy.

Please send your input with up to four elected representatives and/or administrative staff as we strive to continue to undertake projects that add community and regional economic development value. If there are any questions and to **RSVP**, please feel free to reach out to our administrative office via email at manager@growthalberta.com or alternately by telephone at the number indicated above.

We look forward to hearing from you and working together to ensure we maximize the value that GROWTH Alberta can bring to the region.

Sincerely,

David Truckey,
Chairman, GROWTH Alberta

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Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: February 10, 2020 4:33 PM
To: 'Janice Christiansen'; 'Dwight Moskalyk'; 'Debbie Giroux'
Cc: 'Mark Pickford'
Subject: FW: Emergency Management Mutual Aid
Attachments: Scan from a Samsung MFP (337 KB); Scan from a Samsung MFP (39.7 KB); Scan from a Samsung MFP (47.8 KB)

Thanks Mark, Trista and I had also discussed this at the law seminar last week we were at.

Perfect timing.

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.

From: Carole Peacock <cpeacock@lsac.ca>
Sent: February 10, 2020 3:20 PM
To: Wendy Wildman <cao@onoway.ca>
Cc: Trista Court <tcourt@lsac.ca>
Subject: Emergency Management Mutual Aid

Good Afternoon Wendy,

In conversation with Mark Pickford today, I offered to initiate another conversation regarding a Mutual Aid Agreement for Emergency Management with the Town of Onoway as you are moving forward with a game plan for Emergency Management in the Town and he concurred that this would be a great time to present the agreement to you and your elected officials for further discussion. Trista and I chatted briefly as well and by sending you an updated copy of the Mutual Aid Agreement we have in place with several of our neighbouring partners we could open the door to further collaboration in Emergency Management for our area. We can look at setting up a meeting in the upcoming months to discuss the agreement in more detail if you like.

As a side note – this is virtually the same proposed agreement that I sent out back in 2018. Let me know if you have any questions regarding the proposed agreement or for general conversation regarding emergency management.

Thanks and looking forward to further discussions!

Carole Marciszyn-Peacock, RMHSA

Fire Services Administrative Assistant / Director of Emergency Management

Lac Ste. Anne County

President and Zone 2 Director/Rural Utilities Safety Association (RUSA)

Toll Free: 1-866-880-5722

Office: 1-780-785-3411

Fax: 1-780-785-2985

E-mail: cpeacock@lsac.ca



LAC STE. ANNE COUNTY

 Please consider the environment before printing this email

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 strict 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.

EMERGENCY MANAGEMENT MUTUAL AID ASSISTANCE AGREEMENT

THIS AGREEMENT made this _____ day of _____ A.D. 20 _____

BETWEEN:

Town of Onoway
Box 540
Onoway, Alberta TOE 1V0

OF THE FIRST PART

-AND-

Lac Ste. Anne County
Box 219
Sangudo, Alberta TOE 2A0

OF THE SECOND PART

WHEREAS the parties to this Agreement are Municipal Corporations within the Province of Alberta, incorporated pursuant to the *Municipal Government Act* as amended;

WHEREAS a major emergency or disaster could affect a party to this Agreement to such a degree that their resources would be inadequate to cope with the situation;

AND WHEREAS the municipalities that are a party to this Agreement wish to make pre-arrangements for immediate emergency action in support of the other party, should it be affected or threatened by an emergency or disaster and require assistance;

NOW THEREFORE this Agreement witnesseth that in consideration of the mutual covenants, agreements and premises set out herein, the parties hereto hereby agree as follows:

1. In this Agreement, the following words and terms shall have the following meaning:
 - a) "Cost" shall mean the deployment, mobilization or movement of equipment, and include salaries, wages, and out-of-pocket expenses, but shall not include rental rates for equipment or any indirect or overhead charges;
 - b) "Director of Emergency Management" shall mean an individual appointed or designated by the municipality to take the lead role in an emergency or disaster;

(12)

- c) "Disaster" shall mean an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
 - d) "Emergency" shall mean an event that requires prompt co-ordination of action or special regulations of persons or property to protect the safety, health or welfare of people or to limit damage to property;
 - e) "Emergency Services" shall mean first responder assistance provided by a party's fire department or other municipal employees;
 - f) "Municipal Employee" shall mean employees of the parties to this Agreement, including recognized members of the volunteer fire departments of the parties;
 - g) "Mutual Aid Assistance" shall mean help or aid by way of emergency management assistance or support by a Responding Party to a Requesting Party under this Agreement;
 - h) "Requesting Party" shall mean that party to this Agreement which requests Mutual Aid Assistance from the other party to this Agreement;
 - i) "Responding Party" shall mean a party to this Agreement which responds to the request for Mutual Aid Assistance made by a Requesting Party;
 - j) The word "shall" is to be read and interpreted as mandatory;
 - k) The word "may" is to be read and interpreted as permissive; and
 - l) The words "Party" or "Parties" shall be read and interpreted as meaning those parties to this Agreement and such party's successors and permitted assigns.
2. This Agreement is not inclusive of a regional emergency management plan, and as such any potential for a regional unified command will be contemplated during a regional Emergency or Disaster.
3. It is the expectation of each Party that communication between the Parties is of utmost importance, and as such it is paramount that a Party notify the other Party of the potential of an Emergency or Disaster that has potential to impact to the other Party. Formal communication, where it is reasonable to assume that such an Emergency or Disaster may affect people, property or the environment outside of the impacted municipality, should result. Formal communication shall mean via telephone, radio, face-to-face or electronic communication between the Directors of Emergency Management for the Parties.
4. Either Party to this Agreement, if and when in need of help to combat an Emergency or Disaster, may request Mutual Aid Assistance from the other Party, subject to the following conditions:
- a) Any calls for Mutual Aid Assistance shall be made by the appointed Director of Emergency Management, or designate, of the Requesting Party, and must be directed to the appointed Director of Emergency Management of the Responding Party;
 - b) Requests for Mutual Aid Assistance shall be restricted to services, equipment and Municipal Employees which are, at the time of the request for Mutual Aid Assistance, under the exclusive control of the Responding Party;
 - c) Parties to this Agreement may, at any time, request Mutual Aid Assistance in accordance with the provisions of this Agreement. For greater clarity, the provision of Mutual Aid Assistance

- is intended to apply to emergent circumstances, and will not be requested to compensate for service level or resource shortfalls in either Party's normal course of business;
- d) Upon receipt of a request for Mutual Aid Assistance, the extent of Mutual Aid Assistance given will be at the discretion of the Responding Party, having regard to its own local situation at the time;
 - e) Any cost incurred for Mutual Aid Assistance resources will be borne by the Requesting Party. Mutual Aid Assistance resources shall be invoiced to the Requesting Party at cost. Cost shall be calculated as follows:
 - equipment depreciation (from the Parties' respective Tangible Capital Assets (TCA) Depreciation Policy) + labour (labour includes hourly wage plus 25% in the form of employer contributions and other benefits) + consumables, and
 - will not include rental or any other indirect overhead costs;
 - f) Any loss, equipment or other assets as identified by the Responding Party, shall be replaced on a cost-recovery basis by the Requesting Party, unless the loss is as a result of negligence on the part of the Responding Party;
 - g) The Requesting Party shall implement its Municipal Emergency Management Plan and program for the duration of the emergency operations, and will assume command over equipment and manpower contributed by the Responding Party; and
 - h) Furthermore, the municipalities that are party to this Agreement will provide resource listings either annually or upon request.
5. The Responding Party is responsible to provide supporting financial documentation for any costs invoiced for the provision of resources for Mutual Aid Assistance, as outlined in Clause 4. Payment terms for invoicing of costs associated with a Mutual Aid Assistance response under this Agreement shall be sixty (60) days, or as agreed to by both Parties.
6. Schedules, hereto attached, are outlined as follows:
- a) Schedule "A" – Authorized Representatives; and
 - b) Schedule "B" – Mutual Aid Assistance Request Form.
7. The Responding Party may, even after commencement of providing Mutual Aid Assistance, withdraw Mutual Aid Assistance where it is necessary or desirable that the Responding Party's Municipal Employees or equipment be reassigned, or it is deemed to be unsafe to provide or continue providing Mutual Aid Assistance, and the Requesting Party shall have no claim for damages, compensation or indemnity arising out of the withdrawal of Mutual Aid Assistance.
8. This Agreement may be amended by the mutual consent of the Parties hereto. Changes or additions will be introduced by way of a new agreement.

9. This Agreement shall come into force and effect upon the date of its signing, and shall remain in full force and effect for eight (8) years, or until one of the Parties hereto terminates this Agreement in accordance with the provisions of this Agreement.
10. This Agreement may be terminated by either Party, giving ninety (90) days' written notice of termination to the other Party. Any notices under this Agreement shall be conclusively deemed to be sufficiently given if personally delivered, sent by prepaid registered mail addressed or sent by electronically as per:

Lac Ste. Anne County
56521 Range Road 65
Box 219
Sangudo, Alberta T0E 2A0

ATTN: Director of Emergency Management

Town of Onoway
Box 540
Onoway, Alberta T0E 1V0

ATTN: Director of Emergency Management

11. In the event that a dispute arises pursuant to invoicing, as per Clause 4 (e) and 4 (f), the Parties shall make good faith efforts to reach a resolution of the dispute and may mutually agree to engage in a formal mediation process. Failing any agreement, either Party may refer the dispute for binding arbitration to be decided by a single arbitrator under the arbitration rules of the *Arbitration Act of Alberta*, as amended from time to time.
12. Nothing in this Agreement, or in any acts of either Party hereto pursuant to this Agreement, shall be construed, implied or deemed to create an agency, partnership, joint venture or employer and employee relationship between the Parties hereto, and neither Party has the authority to bind the other to any obligation of any kind.
13. It is understood and agreed that the Responding Party shall not be liable for any penalty, damages or losses whatsoever for delay or for failure to respond to any call for Mutual Aid Assistance, or for any breach of this Agreement committed by the Responding Party.
14. The Requesting Party shall indemnify and save harmless the Responding Party from and against all losses, costs, damages, injury or expense to person or property of every nature or kind whatsoever arising out of, or in any way attributable to the provision of Mutual Aid Assistance, except where the same are due to the negligence of any employee of the Responding Party.
15. The Requesting Party hereby remises, releases and discharges the Responding Party, its successors and assigns of all and from all manner of actions, causes of action or claims and demands of every nature of kind which the Requesting Party may have against the Responding Party by reason of any breach of the Agreement on the part of the Responding Party.
16. Notwithstanding anything to the contrary in the Agreement, no Party to this Agreement shall have any liability to the other Party whatsoever for any losses, claims, demands, actions, payment,

judgments, costs or expenses whatsoever that a Party may incur due to the other Party's refusal or inability to provide Mutual Aid Assistance upon request.

17. During the term of this Agreement, the Parties hereto shall each, at its respective cost and expense, maintain in full force and effect General Liability insurance in an amount not less than Five Million Dollars (\$5,000,000.00) per occurrence for personal injury and / or property damage and any other insurance that is mutually agreed to by the Parties hereto and reasonably obtainable by both.
18. The Parties hereto acknowledge and agree that the Parties may have entered into other agreements for fire services and emergency management aid, and that this Agreement is not dependent upon any other agreements, but rather is independent thereof, and contains separate and distinct agreements which are intended to operate notwithstanding the provision of any such other agreements. Similarly, this Agreement does not affect the same on other agreements.
19. No Party shall assign this Agreement.
20. This Agreement shall supersede all previous Disaster and Emergency Agreements.

IN WITNESS WHEREOF, the Parties hereto have set their seals and hand of their proper officials in that behalf on the day herein first above written.

Town of Onwoay

Mayor

Chief Administrative Officer

Lac Ste. Anne County

Reeve

County Manager

SCHEDULE "A"

**AUTHORIZED REPRESENTATIVES – EMERGENCY MANAGEMENT
MUTUAL AID ASSISTANCE AGREEMENT**

Municipality – Telephone: 780-xxx-xxxx Facsimile: 780-xxx-xxxx					
Name	Title	Office #	Cell #	Home #	E-mail Address

Lac Ste. Anne County Administrative Office – Telephone: 780-785-3411 Toll Free: 1-866-880-5722 Facsimile: 780-785-2359					
Name	Title	Office #	Cell #	Home #	E-mail Address
Carole Marciszyn-Peacock	Director of Emergency Management	780- 785-3411	780- 284-0789	780- 727-2172	cpeacock@LSAC.ca
Trista Court	Deputy Director of Emergency Management	780- 785-3411	780- 284-1538	780- 474-7275	tcourt@LSAC.ca

SCHEDULE "B"

EMERGENCY MANAGEMENT MUTUAL AID ASSISTANCE AGREEMENT

MUTUAL AID ASSISTANCE REQUEST FORM

(Must be completed for any Mutual Aid Assistance Request)

EVENT LOG #: _____

DATE OF REQUEST: _____

NATURE OF EMERGENCY OR DISASTER:

LOCATION:

As per the Emergency Management Mutual Aid Assistance Agreement, Mutual Aid Assistance is requested for the above-noted Emergency or Disaster.

This document MUST be e-mailed to the RECEIVING PARTY to whom a verbal request is made.

RESOURCES REQUESTED:

***** Required*****

Requesting Party (Municipality)	
Authorized Personnel Name	
Authorized Signature	

***** Documentation Required *****

Confirmation / Commitment	Time Approved (24hr)	Signature
Approved or Not Approved (circle one)		
Confirm to Requesting Party of Mutual Aid Assistance		
Mobilization of Mutual Aid Assistance		

MEMORANDUM OF AGREEMENT, made this _____ day of _____, 2008

BETWEEN: **EAST END BUS SOCIETY**, a Society incorporated under the laws of the Province of Alberta, (hereinafter referred to as "the Society")
OF THE FIRST PART

- and -

LAC STE. ANNE COUNTY, A Municipal Corporation incorporated under the laws of the Province of Alberta, (hereinafter referred to as "the County")
OF THE SECOND PART

- and -

TOWN OF ONOWAY, a Municipal Corporation incorporated under the laws of the Province of Alberta, (hereinafter referred to as "the Town")
OF THE THIRD PART

- and -

VILLAGE OF ALBERTA BEACH, a Municipal Corporation incorporated under the laws of the Province of Alberta (hereinafter referred to as "the Village")
OF THE FOURTH PART

WHEREAS the Society was established by Order in Council and pursuant to the Societies Act;

AND WHEREAS the Society operates and directs all actions of the Society;

AND WHEREAS the Society shall operate in accordance with the established Bylaws and Societies Act regulations;

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the mutual agreements and covenants hereinafter set forth, the parties hereto agree with each other, except as otherwise stated, as follows:

1. The County shall be responsible for providing regularly scheduled maintenance, as attached in 'Schedule C', of all buses owned by the Society, as attached in 'Schedule A'.
2. Any major repairs required to any bus owned by the Society shall be paid by all three municipalities paying a share, as defined in 'Schedule B'.
3. The Town shall be responsible for all administration of the East End Bus Program, and shall report to the other parties on a regular basis.
4. The Village shall be responsible for the housing of all buses owned by the Society, as attached in 'Schedule A'.

LAC STE. ANNE COUNTY

Title: _____ (seal)
Reeve

Title: _____ (seal)
Municipal Administrator

TOWN OF ONOWAY

Title: _____ (seal)
Mayor

Title: _____ (seal)
Chief Administrative Officer

VILLAGE OF ALBERTA BEACH

Title: _____ (seal)
Mayor

Title: _____ (seal)
Chief Administrative Officer

SCHEDULE A

BUSES OWNED BY THE EAST END BUS SOCIETY

1. 1999 FORD E450 GOSHEN BUS
VIN #1FDXE40S4XHA62145
UNIT #V0560
2. 2007 CHEV-SUPREME SHD 30' STARTRANS
VIN #1GBB4V1957F421888
UNIT #V0583

SCHEDULE B

MEMBER SHARE FOR MAJOR REPAIRS

LAC STE. ANNE COUNTY	78.05%
TOWN OF ONOWAY	12.11%
VILLAGE OF ALBERTA BEACH	<u>9.84%</u>
	100%

DRAFT

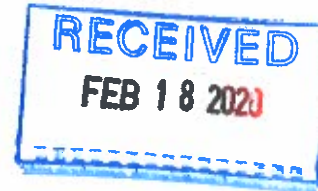
SCHEDULE C

REGULAR MAINTENANCE

LAC STE. ANNE COUNTY IS COMMITTED TO THE FOLLOWING MAINTENANCE SCHEDULE.

THE FOLLOWING APPLIES TO EACH BUS:

- MINIMUM OF TWO (2) INSPECTIONS PER YEAR AT \$400.00 EACH



1st Onoway Scouts
February 17, 2020

Town of Onoway

We are having our annual Baden-Powell banquet on the 24th of February at the Royal Canadian Legion. We would be pleased if a representative from the town council could attend this event.

Dave Roberts
1st Onoway Scouts
Group Commissioner
780-446-0274

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: February 9, 2020 12:00 PM
To: 'Judy Tracy'; 'Lynne Tonita'; 'Pat St.Hilaire'; 'Jeffery Mickle'; 'Lisa Johnson'
Cc: 'Debbie Giroux'
Subject: FW: AUMA outreach continues after our President's Summit
Attachments: AUMA Submission to Premier Kenney-Feb 2020.pdf

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.

From: President <President@auma.ca>
Sent: February 7, 2020 9:00 AM
Subject: AUMA outreach continues after our President's Summit

Dear Mayors, Councillors & CAOs,

In recognition of the fiscal challenges Alberta and its communities are facing, last month AUMA hosted a [President's Summit on Municipal Finances: Effective & Transparent](#). We appreciated the participation of over 175 municipal leaders from across the province, who engaged in dialogue with provincial government, industry and community partners.

The primary conclusion of the event was that building a stronger provincial-municipal partnership is key to restoring the Alberta advantage. As such, AUMA has sent [a letter and submission](#) to the Premier, copying the Ministers of Municipal Affairs and Treasury Board and Finance, requesting a renewed partnership.

This partnership should be based on our common goal of getting Alberta back to work through strategic coordinated investments. Partnership also must be based on mutual respect, since both the province and municipalities are accountable to Alberta voters.

In addition to a renewed partnership, there are some key topics that need to be addressed ahead of the next provincial budget and legislative session, such as:

- Municipal governments cannot absorb any further cutbacks or additional costs without significantly increasing taxes or cutting back essential services.
- Planned reductions to the Municipal Sustainability Initiative (MSI) must be revisited and a strategy developed to ensure that stranded federal infrastructure funding starts flowing back to Alberta communities.

- The Budget 2019 Fiscal Plan identified that the education tax requisition will be increasing by approximately four per cent, starting in 2020-21. This imposition to property tax ratepayers is planned for the same time as a freeze in provincial education spending. This planned year-over-year tax increase is unacceptable to municipalities and ratepayers.

Economic development is the top priority for municipalities, who all share the provincial government's objective to get Alberta back to work. Together, we must leverage our scarce resources to maintain infrastructure and preventative social services. Without thoughtful investments, our communities will not be able to attract and retain businesses and talent.

We have requested a meeting with the Premier to further highlight that municipalities have done all they can to absorb the funding cuts and cost increases.

Albertans cannot afford for their provincial and municipal leaders to be uncoordinated and adversarial. The solutions are in front of us if we pull together.

Keep watching our [Digest newsletter](#) and social media accounts in the coming weeks for further outcomes from the President's Summit. It's important that municipalities speak with a united voice. You can help by liking and sharing our content with your residents. Find us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [YouTube](#), where video highlights of President's Summit panel discussions are [available now](#).

In addition to our meeting request, we look forward to continuing the dialogue on provincial-municipal partnership at our [Municipal Leaders' Caucus in Edmonton on March 25 and 26](#), and at our annual Convention on September 23-25 in Calgary.

Please feel free to contact me by email at president@auma.ca or call my cell phone at (403) 363-9224 to discuss any of these matters at any time as well.

Barry Morishita | President
Mayor, City of Brooks

C: 403.363.9224 | president@auma.ca

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

Toll Free: 310-AUMA | www.auma.ca



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February 5, 2020

Honourable Jason Kenney
Premier, President of Executive Council
Office of the Premier
307 Legislature Building
10800 97 Avenue
Edmonton, AB T5K 2B6

Dear Premier Kenney:

In recognition of the fiscal challenges Alberta and its communities are facing, last month AUMA hosted a *President's Summit on Municipal Finances: Effective & Transparent*. We appreciated the participation of many of your colleagues, which provided them the opportunity to engage with over 175 municipal leaders in dialogue focused on solutions.

The primary conclusion of the summit was that building a stronger provincial-municipal partnership is key to restoring the Alberta advantage. We all govern the same people who elected your provincial government, and we must collaborate to best use our finite tax dollars. Our members have expressed frustration at the lack of meaningful engagement on provincial decisions that impact our communities. Municipalities were taken aback by the cumulative impacts of a wide array of cuts and changes to programs introduced in the fall budget, from backtracking on city charters to funding changes to parent link.

As Minister Madu stated, "Only when we are working together can we ensure we are moving in the right direction". We concur that there has never been a greater need for the province and municipalities to work together to "fight out our way out of the economic downturn".

As we look towards a new decade, municipalities and the province have an opportunity to forge a more productive partnership based on key elements:

- A common goal: Economic development is the top priority for municipalities, who all share your government's objective to get Alberta back to work.
- Strategic coordinated investment: Municipalities understand the need to balance the province's books. At the same time, together we must leverage our scarce resources to maintain infrastructure and preventative social services. Without thoughtful investments, our communities will not be able to attract and retain businesses and talent. Experience shows that deferred investment results in increased costs down the road for future generations.
- Mutual Respect: Albertans elect provincial and municipal governments to provide good governance. Like the provincial government, municipalities are ultimately accountable to voters. Being the level of government closest to the people enables us to provide greater transparency and more effectively engage citizens and businesses when determining investment needs and opportunities for efficiency at the local level.

Albertans cannot afford for their provincial and municipal leaders to be uncoordinated and adversarial. The solutions are in front of us if we pull together.

I have enclosed further background that demonstrates why a renewed partnership between the province and municipalities is essential to Alberta's future.

As you prepare for the upcoming budget and legislative session, AUMA requests a meeting so that we can discuss the following:

- Municipal governments have engaged their businesses, citizens and staff to find efficiencies and alternative revenue sources to adjust to funding cutbacks and programs changes introduced in the provincial budget last fall. They cannot absorb any further cutbacks or additional costs without significantly increasing taxes or cutting back essential services.
- Now is the time to invest in maintaining Alberta's infrastructure. Prices are relatively low and Alberta's private construction firms are struggling to hang on through this extended downturn. Planned reductions to the Municipal Sustainability Initiative (MSI) must be revisited and a strategy developed to ensure that stranded federal infrastructure funding starts flowing back to Alberta communities. Reducing government investment in infrastructure at this time is crippling our construction industries, its workers and apprenticeship programs.
- The 2019-20 Fiscal Plan identified that the education tax requisition will be increasing by approximately four percent starting in 2020-21. This imposition to property tax ratepayers is planned at the same time as provincial education spending is being frozen. This planned year over year increase is unacceptable to municipalities and ratepayers.

In addition to our meeting request, we look forward to continuing the dialogue on provincial-municipal partnership at our Municipal Leaders' Caucus in Edmonton on March 25 and 26, and at our annual Convention on September 23-25 in Calgary. Please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224 to discuss any of these matters at any time as well.

Sincerely,



Barry Morishita
AUMA President

Cc: The Honourable Kaycee Madu, Minister of Municipal Affairs

Cc: The Honourable Travis Toews, President of Treasury Board and Minister of Finance

Encl.

STRONG PARTNERSHIPS BUILD ALBERTA

Municipalities understand and share the priorities of the Government of Alberta and look forward to working as partners to achieve them based on mutual respect and co-operation.

“Municipalities need a positive partnership with the provincial government and long-range planning to meet their community priorities.”
(UCP Platform, page 77)

SHARED GOAL: Getting Alberta Back to Work

A 2019 study by the University of Calgary’s School of Public Policy found that the number one issue for municipalities is economic development.

Standing up for Alberta is an important part of ensuring our future prosperity. AUMA and our members have stood shoulder-to-shoulder with the province in our Support Canadian Energy campaign where we championed the need for market access for our energy industry in the media and with municipal colleagues across Canada.



This shows municipalities are ready to partner in achieving the province’s goals, but the lack of meaningful engagement in provincial decisions creates barriers to success.

Alberta’s municipalities are working hard to attract industry and encourage economic development. At our President’s Summit, AUMA members shared examples of how they are working with their neighboring municipalities and local businesses to reduce red tape, build infrastructure, and create the networks needed to attract and retain investment and talent.

For example, the Town of Vegreville partnered with its local chamber of commerce to set up a joint panel to mitigate the loss of over 230 jobs as a result of the federal government’s decision to close the immigration processing centre. Thanks to these collective efforts, not a single business has closed in town and the region is poised to become a hemp industry hub.

Moving forward, AUMA will continue to work with our members and organizations such as the Alberta Chambers of Commerce and BILD Alberta to share examples and lessons learned from municipal-private sector partnerships. There is an opportunity for the province, municipalities, and the private sector to unite in sharing the message that Alberta is open for business.

STRONG PARTNERSHIPS BUILD ALBERTA

Strategic Coordinated Investment

Municipalities recognize that competitive federal, provincial, and municipal tax regimes help attract investment. During the summit, our members shared examples of efficiencies they have found in order to keep property taxes increases to a minimum, despite revenue pressures.

At the same time, we also heard examples of deferred maintenance of road and water infrastructure as a result of reductions to the Municipal Sustainability Initiative funding and other funding reductions. This is especially concerning as we also heard from the Alberta Chambers of Commerce and BILD Alberta that quality transportation and water infrastructure is essential to attract investment and development.

We also learned from the construction, road builders, and aggregate associations how deferred maintenance results in increased costs down the road. For example, aggregate is a finite resource, whose costs rise as supply decreases. We know from experience that delaying investments in maintaining and repairing infrastructure now will only result in replacing it tomorrow.

“Alberta needs to plan and build infrastructure to meet the needs of our future population and grow the economy.”

(UCP Platform, page 29)

The time to invest is now. The slowdown in Alberta’s economy means that prices are reasonable, and crews are available. A continued reduction of investment in municipal and provincial

infrastructure increases the risk that Alberta companies, many of whom rely on public sector investment for 50 percent of their work, will go out of business. This means that equipment and skilled labour will be lost to other jurisdictions.

There is a positive multiplier effect of investments in infrastructure, providing jobs to Albertans and profits to Alberta companies, which in turn are invested in local businesses and revenue for all levels of government.

“\$1 Billion investment in infrastructure generates \$1.6 billion in economic growth.”
(From FCM Building Better lives together, November 2019)

Development of a new Local Government Fiscal Framework and of a 20-year capital plan creates a generational opportunity to coordinate strategic investments in infrastructure that will pay dividends to Albertans for years to come. We also have an opportunity to find innovative solutions to ensure that stranded federal infrastructure dollars start flowing back to the Alberta communities where they were generated.

But it’s not only about investing in hard infrastructure. We must also invest in our people. During economic hardship, people suffer and need the services and supports that keep families together, communities alive, and the Alberta spirit strong. A dollar spent on the critical preventative services provided by Family and Community Support Services (FCSS) can save up to \$12 in justice and other costs.

STRONG PARTNERSHIPS BUILD ALBERTA

Mutual Respect

Municipalities are efficient and effective financial stewards who transparently manage taxpayer dollars while providing essential services.

Municipalities are the only order of government that doesn't just adopt our budgets in public, we deliberate in public. We are also the only order of government that can't run operational deficits. In addition to this, municipal revenue options are limited by legislation. These constraints force us to be efficient, and they require us to engage our citizens in making tough decisions on how we will invest our limited resources. These constraints also place us in a unique position to understand the challenges the province faces in balancing Alberta's books.

Municipalities at our President's Summit provided myriad examples of how they are engaging citizens to find efficiencies. The following is just a small sample of the solutions municipalities are implementing:

- The summer villages around Sylvan Lake host annual meetings to report to citizens on municipal spending and outcomes over the past year and to seek input on future investments. Many municipalities are supplementing traditional engagement approaches with podcasts, Facebook Live, blogs, and other technologies to seek citizen input on local decisions.
- The City of Grande Prairie's adaptation of Toyota's LEAN management system to identify operational efficiencies is anticipated to result in savings of \$2.5 million and 35,000 hours of staff time over the next three years.
- The City of Medicine Hat is also implementing LEAN and engaging staff and citizens in its Financially Fit for the Future initiative to address a \$23 million annual operating budget shortfall due to a decrease of commodity-based revenue. The City is on track to achieve revenue replacement of \$16 million by the end of its 2019-2022 budget cycle and has set a course to full recovery through a 10-year plan.

Municipalities at the Summit were excited to share these long-term solutions. However, this sound

planning can be undermined by changes the province makes to programs without warning. For example, one Alberta town re-invests all its traffic fine revenue into capital projects that improve community safety. This funding is invested in valuable projects, such as park lighting upgrades, pedestrian crosswalk signals, and equipment for peace officers. The town reports that many of its plans for community safety upgrades will now be delayed for additional years due to the province's decision to lower the portion of traffic fine revenue that is shared with municipalities.

We are ready to provide solutions to the province's financial difficulties but to contribute we need to be invited to the table. Ahead of the next budget and legislative session, we ask that the Government of Alberta sit down with AUMA, who represents 85 percent of Alberta's population, to discuss the issues impacting Alberta communities and the collaborative solutions to address them.

Let's build a positive and constructive dialogue about how we as elected representatives can make life better for Albertans.

United in solutions

Participants at the summit were united in their support for the Rural Municipalities of Alberta's (RMA) call to address the approximately \$173 million in property taxes on oil and gas properties that are currently unpaid to rural municipalities.

AUMA joins RMA in seeking the following solutions:

1. That the MGA be updated so that oil and gas properties are subject to the same tax recovery tools as other businesses and that municipal property taxes be legally assured as a secured claim in the event of bankruptcy or receivership.
2. That unpaid property taxes be considered as grounds for the Alberta Energy Regulator to deny a license to operate in Alberta.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: February 11, 2020 8:46 AM
To: 'Debbie Giroux'
Subject: FW: Victims and Survivors of Crime Week 2020 Student Video Competition / Concours vidéo pour la population étudiante dans le cadre de l'édition 2020 de la Semaine des victimes et survivants d'actes criminels
Attachments: image001.png; Untitled attachment 00012.html; Victims Week 2020 Student Video Competition Guidelines EN.docx; Untitled attachment 00015.html

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: Judy Tracy <jtracy@onoway.ca>
Sent: February 10, 2020 8:21 PM
To: cao@onoway.ca
Subject: Fwd: Victims and Survivors of Crime Week 2020 Student Video Competition / Concours vidéo pour la population étudiante dans le cadre de l'édition 2020 de la Semaine des victimes et survivants d'actes criminels

Sent from my iPad

Begin forwarded message:

From: Lisa Johnson <ljohnson@onoway.ca>
Date: February 10, 2020 at 4:18:03 PM MST
To: Judy Tracy <jtracy@onoway.ca>
Subject: Fwd: Victims and Survivors of Crime Week 2020 Student Video Competition / Concours vidéo pour la population étudiante dans le cadre de l'édition 2020 de la Semaine des victimes et survivants d'actes criminels

Sent from iPhone



Victims and Survivors of Crime Week 2020 Student Video Competition Guidelines

Background

The Policy Centre for Victim Issues at the Department of Justice Canada would like to invite students to submit a video entry for a Student Video Competition being held as part of the Victims and Survivors of Crime Week (Victims Week) 2020 initiative. Victims Week will take place from May 24-30, 2020. Students enrolled at a Canadian university, college, or CÉGEP, who have reached the age of majority in their province or territory, can participate by submitting a video for consideration in the Student Video Competition.

Victims Week is an annual outreach initiative of the Policy Centre for Victim Issues which aims to: raise awareness about the issues facing victims and survivors of crime and the services, assistance and laws in place to help them and their families; and acknowledge the work of service providers and other criminal justice professionals in assisting victims and survivors of crime and their families.

In light of the Victims Week 2020 theme - *Celebrating Courage, Renewing Commitment* - student videos must answer the following question:

When thinking about victims and survivors of crime, and those that support them, what does celebrating courage and renewing commitment mean to you?

The theme for Victims Week 2020 recognizes that:

- It takes great courage for victims and survivors of crime and their families to share their stories and to persevere through each day in the aftermath of crime. Courage also allows victims and survivors of crime and their families to choose their path forward, not without fear, but in spite of it.
- Throughout Canada, countless courageous professionals and volunteers work to empower victims and survivors of crime through trauma-informed and victim-centred approaches, to advocate on behalf of victims, and to deliver effective and efficient services. Service providers and criminal justice professionals have the courage to show up every day to provide information and meaningful support to victims, survivors and their families at the community, provincial, territorial and federal levels to help victims as they navigate the criminal justice system.
- Through the courage of service providers and criminal justice professionals, Canada has taken significant steps toward creating a criminal justice system that treats victims and survivors of crime with courtesy, compassion, and respect.
- The year 2020 marks several important milestones, including the 20th anniversary of the Federal Victims Strategy, the 15th anniversary of the Victims and Survivors of Crime Week initiative, and five years since the *Canadian Victims Bill of Rights* came into force. Reflecting on these milestones gives us the opportunity to renew our commitment to support victims and survivors of crime.

The Student Video Competition aims to engage students in a creative thinking exercise about the victims' movement and the services and assistance available to victims and survivors of crime in Canada. It is our hope that the Student Video Competition will result in increased awareness of victims' issues among Canada's young adults and future leaders, and that today's leaders will have the opportunity to learn from their perspectives.

Eligibility Criteria

- The video must address the following question: *When thinking about victims and survivors of crime, and those that support them, what does celebrating courage and renewing commitment mean to you?*
- The video must be created and submitted by an individual student or group of students enrolled at a Canadian university, college, or CÉGEP, who have reached the age of majority in their province or territory. If the winning video is a team submission, only the Team Captain identified on the submission agreement will have the costs of their transportation and accommodations covered to attend the symposium.
- At the beginning, students must state their name, educational institution, and explain that they have created the video for the Victims Week 2020 Student Video Competition.
- Videos must be **no longer than 2 minutes in length**.

While it is not mandatory, students are encouraged to demonstrate how any opinions they may express throughout their video are evidence-based (e.g., based on social science, socio-legal, psychological, legal research etc.).

Submission Guidelines

- Students may not receive financial assistance from any person or organization. Students may, however, receive mentorship from faculty members at their educational institution.
- Videos can be submitted in French or English, or both.
- To submit a video entry, students must: (i) publish their video on YouTube, in a format supported by YouTube and in accordance with YouTube's [Terms of Service](#); and (ii) send an email with the subject line "Victims Week 2020 Student Video Competition" containing a link to the video, **no later than 11:59pm EST on February 21, 2020**, to: victimswweek-semainedesvictimes@justice.gc.ca.
- Students are requested to include in the body of their email the names of their team members (if applicable) and the name of the educational institution that they attend, and to identify one team member as the "Team Captain" that would accept the award at the symposium if the video is selected as the winner.
- **The Submission Agreement** (see page 6) must also be completed, dated and signed, and sent to the Policy Centre for Victim Issues at Justice Canada as either an attachment to the email or by mail to: Policy Centre for Victim Issues, 284 Wellington Street, Ottawa, Ontario, K1A 0H8. If submitting a video as a team, each member of the team must date and sign the Submission Agreement. The Team Captain should provide an email address and telephone number at which he or she can be reached.
- Students are invited to post their video on social media using the Victims Week hashtags: #VictimsWeek #SemaineDesVictimes

- After the February 21, 2020, deadline, all video entries will be added to a YouTube playlist (“the playlist”). The link to the playlist will be shared with the National Organizing Committee and Justice Canada officials who are involved with organizing the competition.
- Students are requested to submit a written transcript of the video to assist with the interpretation and/or closed captioning of the winning video.
- It is the responsibility of participating students to notify Justice Canada if at any point they wish to withdraw from the competition. It is also the responsibility of students to remove their videos from Youtube if at any point in time they wish to do so.
- Videos that fail to conform to the parameters set out in this document will be disqualified from the Student Video Competition.
- Videos that contain explicitly violent content, and/or that are deemed hateful, harassing, libelous, defamatory, pornographic or obscene will be disqualified from the Student Video Competition.

Selection

- The video submissions will be reviewed by members of the Victims Week 2020 National Organizing Committee, which is mainly comprised of victim service providers and victim advocates from across Canada, as well as federal public servants. Links to the videos will be shared with the committee for their review and the video with the most votes will be selected as the winner.
- Winners will be selected on the basis of the following criteria:
 - Relevance to the Victims Week 2020 theme
 - Creativity in concept and writing
 - Clarity of communication
 - Execution
 - Quality and thoroughness of reflection/analysis
 - Demonstration that any opinions shared are based in evidence

Award

The winner will be notified by email or telephone in March 2020.

- The winning video, as selected by the Committee, will be projected at the Victims Week 2020 federal symposium on May 25 or 26, 2020.
- Transportation and accommodation costs will be covered for the winner to attend the symposium in the National Capital Region on May 25 and 26, 2020. If the winning video is a team submission, only the Team Captain will be provided with transportation and accommodations to attend the symposium to accept the award. Only transportation and accommodation costs will be covered. Other expenses incurred to attend the symposium are the winner or Team Captain’s responsibility.
- The winner will be presented with the Victims Week 2020 Student Award at the symposium.
- The winner will be given the opportunity to participate on the Victims Week 2021 National Organizing Committee (one year membership) to provide their perspective on the committee and assist with organizing the next Victims Week initiative.

Privacy Notice

- Justice Canada is committed to respecting the privacy of participants. All personal information obtained for the purposes of this Student Video Competition is collected by Justice Canada in conformity with the Privacy Act.
- Participating in the Student Video Competition requires that you provide the Policy Centre for Victim Issues at Justice Canada and the Victims Week 2020 National Organizing Committee with personal information, including but not limited to your name, contact information, the name of the educational institution at which you are enrolled. Participation also requires that you publish a video of yourself or of other individuals (with their permission). Personal information is collected pursuant to the general framework of the Department's mandate for the purposes of this outreach activity.
- The use, and disclosure of personal information by Justice Canada is done in accordance with the federal *Privacy Act* and will be used and disclosed for the following purposes:
 - 1) To attribute the video submissions to their creators in the course of selecting and voting for the Student Video Competition winner;
 - 2) To communicate with Student Video Competition participants, including to inform the winner that they have been selected as such;
 - 3) To project the videos at the Victims Week 2020 federal symposium;
 - 4) To attribute the winning video submission to its creator when it is projected at the Victims Week 2020 federal symposium; and
 - 5) To disclose the link to the video submissions to the Victims Week 2020 National Organizing Committee members and Justice Canada employees directly involved in the Victims Week 2020 initiative.
- Video entries will be published on YouTube and will be subject to YouTube's Terms of Service, available at <https://www.youtube.com/t/terms>.
- The *Privacy Act* gives you the right to access your personal information and request corrections where you believe there is an error or omissions. For further information, please refer to the Standard Personal Information Banks (PSU 938), available at <https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings/standard-personal-information-banks.html>.
- If you are not satisfied with Justice Canada's response to your privacy concern, you may wish to contact the Office of the Privacy Commissioner of Canada by email at info@priv.gc.ca or by telephone at 1-800-282-1376. You also have the right to file a complaint with the Office of the Privacy Commissioner about the handling of your personal information.

Copyright and Permissions

- Entries must constitute original works.
- Any individual appearing in your video must have consented to being recorded, and to have their image, voice and likeness used by Justice Canada for the purposes described

herein. If any individual appearing in the video is under the age of majority, his or her parent or guardian must provide such consent. You must keep evidence of same.

- By submitting your entry, you grant Justice Canada the right to use, reproduce, stream, broadcast, edit, translate, adapt, or otherwise disseminate your video and script (the Work), without any further approval from you in whole or in part, throughout the world, in perpetuity, in any and all media now known or hereafter developed, including the Internet for purposes related to the Victims Week 2020 initiative and related departmental non-commercial uses. This grant includes, but is not limited to, the right to use the Work either alone or together with such information as your name, the name of your collaborators, your image, likeness, voice and biographical data (collectively, “Supporting Information”). Examples of permitted uses of the Work and Supporting Information include adding the video to a YouTube playlist, displaying or streaming the video at the Victims Week 2020 federal symposium, or any event thereafter, or submitting the video or a YouTube link to the video to the Victims Week 2020 National Organizing Committee and Justice Canada employees for the purposes of voting in the Student Video Competition.

Other Information

- Several additional seats will be reserved for students to attend the federal symposium (without financial assistance from Justice Canada). These seats will be offered to students in the following order: (i) members of the winning team; (ii) other participants in the Student Video Competition; and (iv) other students from Canadian universities, colleges, or CÉGEPs.
- Students with questions about the Student Video Competition Guidelines, Privacy Notice or Submission Agreement can contact the Policy Centre for Victim Issues at 613-952-3629 or victimswweek-semainedesvictimes@justice.gc.ca.
- Students with questions about accessibility or who require other accessible formats of the Student Video Competition Guidelines can contact the Policy Centre for Victim Issues at 613-952-3629 or victimswweek-semainedesvictimes@justice.gc.ca. The organizers of the Student Video Competition reserve the right to waive one or more of the competition’s parameters to accommodate a participant with a disability.

**Victims Week 2020 Student Video Competition
Submission Agreement**

I hereby acknowledge that in return for the right to participate in the Victims Week 2020 Student Video Competition, I agree to be bound by the following terms.

I have read and understood the Victims Week 2020 Student Video Competition Guidelines, including the Privacy Notice.

I represent and warrant that:

- I have reached the age of majority in my province or territory of residence;
- The video and transcript (the Work) that I am submitting is my original Work, or the original Work of my collaborators and I;
- I have the authority to grant the rights granted herein;
- I have not infringed any third party rights, including third party intellectual property rights in creating and submitting this Work;
- I have sought the written consent of any individual appearing in my/our Work or if any such individual is under the age of majority that I have obtained the written consent of his parent or guardian, and agree to provide a copy of such consent upon Justice Canada's request.

I hereby confirm that I am in agreement with the choice of Team Captain, as identified below:

Name of Team Captain

I hereby grant Her Majesty the Queen in right of Canada as represented by the Minister of Justice (Justice Canada) a non-exclusive, royalty-free right to use, reproduce, stream, broadcast, edit, translate, adapt, or otherwise disseminate my/our Work, without any further approval from me, in whole or in part, throughout the world, in perpetuity, in any and all media now known or hereafter developed, including the Internet for purposes related to the Victims Week 2020 initiative and for related departmental non-commercial purposes. This grant includes, but is not limited to, the right to use the Work either alone or together with such information as my name, the name of my collaborators, my image, likeness, voice and biographical data (collectively, "Supporting Information"). Examples of permitted uses of the Work and Supporting Information include adding the Work to a YouTube playlist, displaying or streaming the video at the Victims Week 2020 federal symposium, or any event thereafter, or sharing the Work or a YouTube link to the Work with the Victims Week 2020 National Organizing Committee or Justice Canada employees for the purposes of voting in the Victims Week 2020 Student Video Competition.

I understand that my participation in this competition is voluntary and there will be no royalty fees paid to me by Justice Canada for the rights to use my/our Work in the manner described herein. The refusal to participate will in no way negatively impact any future dealings I may have with Justice Canada.

I release Justice Canada, its agents, officers, employees, contractors, successors and assigns, from any claims, liability, damages, action or causes of action, arising from or relating to the use of the submitted Work.

I consent to the inclusion of my video entry in a YouTube playlist created by Justice Canada and to the disclosure of my video entry and/or to the playlist, which will include my video entry, to the Victims Week 2020 National Organizing Committee and Justice Canada employees directly involved in the Victims Week 2020 initiative.

This agreement will be governed and interpreted by the laws in force in the province of Ontario, as well as any applicable federal legislation.

Participant name

Participant name

Participant signature

Participant signature

Date

Date

Participant name

Participant name

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