

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, APRIL 2, 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 1-2 - March 16, 2020 Special Council Meeting
Pg 3-6 - March 19, 2020 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS – Bylaw 770-20 – Intermunicipal Collaboration Framework (ICF) Between The Town of Onoway and Lac Ste. Anne County

- Pg 7-22 a) The Agreement that was approved at the March 19, 2020 Council meeting has been written as a Bylaw to keep consistent with the practice of the County. As per the Municipal Government Act, municipalities were required to have an ICF in place by April 1, 2020 (*for all four readings at meeting time*)

7. ACTION ITEMS

Pg 23-45

a) Coronavirus Preparation/Update – Standing item - further to the March 16, 2020 Special Council meeting, Council did support: closure of the administration office to the general public until further notice; limiting public engagement at Council meetings to urgent and time sensitive matters only; closure of the Onoway Public Library for the next 14 days; 3 staff members in self-isolation for the next 14 days. Attachments: 1. March 17, 2020 Notice from East End Bus re suspending of operations; 2. March 19, 2020 letter from Barry Morishita, Alberta Urban Municipalities Association (AUMA) President to Honourable Kaycee Madu, Minister of Municipal Affairs; 3. March 20, 2020 letter from Paul Wynnyk, Deputy Minister of Municipal Affairs and frequently asked questions about Municipal Governance; 4. March 27, 2020 email from Paul Wynnyk, Deputy Minister of Municipal Affairs and frequently asked questions; 5. March 30, 2020 email from Donna Kerr, Lac Ste. Anne County, advising of additional FCSS funding for charities or non-profits to support COVID-19 response. *(for discussion and direction of Council at meeting time)*

b) Tax Collection Structure for 2020 – Further to the previous conversation at the March 19, 2020 meeting, let's continue to discuss this until Council has made their decision:

1. Tax due date (currently scheduled for June 30, 2020), and:

2. Tax Penalty structure which currently is: July 1– 10% current levy; August 1 – 2% current levy; September 1 – 2% current levy; October 1 – 2% current levy; November 1 – 2% current levy; December 1 – 2% current levy; January 1 – 15% all outstanding taxes *(for discussion and direction of Council at meeting time)*

c) Utility Penalties for April 2020 – Due to the COVID-19 crisis, Administration is requesting discussion with Council with respect to our utility penalty structure. (3.5% per month for outstanding accounts). On average, our monthly utility run is \$71,000.00 (water/sewer/garbage). Additional information will be provided at meeting time. *(for discussion and direction of Council at meeting time)*

d)

e)

f)

8. COUNCIL, COMMITTEE & STAFF REPORTS

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

9. INFORMATION ITEMS

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- a) Lac Ste. Anne Foundation – March 26, 2020 letter from Dena Krysik, Chief Administrative Officer advising that the 2020 requisition is: Jan. 1/20 - \$6,229.19; Apr. 1/20 - \$6,229.19; Jul 1/20 - \$6,343.91; Oct. 1/20 - \$6,343.92. The total 2020 requisition is \$25,146.21 (up from \$24,295.60 in 2019)

- b)
- c)
- d)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|-----------|
| - April 16, 2020 – Regular Council Meeting | 9:30 a.m. |
| - May 7, 2020 – Regular Council Meeting | 9:30 a.m. |
| - May 21, 2020 – Regular Council Meeting | 9:30 a.m. |
| - June 4, 2020 – Regular Council Meeting | 9:30 a.m. |
| - June 18, 2020 – Regular Council Meeting | 9:30 a.m. |

TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES
MONDAY, MARCH 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor Lisa Johnson Councillor Jeff Mickle Councillor: Pat St. Hilaire</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Debbie Giroux, Recording Secretary</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 5:30 p.m.
2.	AGENDA Motion #071/20	<p>MOVED by Deputy Mayor Lynne Tonita that Council adopt the agenda of the special Council meeting of Monday, March 16, 2020 as presented in the written notice, signed by all of Council.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES	n/a
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS	n/a
7.	ACTION ITEMS	
	Motion #072/20	<p>MOVED by Deputy Mayor Lynne Tonita that, due to the COVID-19 virus, the Onoway Public Library be closed to the public effective Tuesday, March 17, 2020 for the next 14 days, and potential long term closure will be evaluated prior to the end of this 14 day period.</p> <p style="text-align: right;">CARRIED</p>
	Motion #073/20	<p>MOVED by Councillor Jeff Mickle that, due to the COVID-19 virus, the Town of Onoway Administration Office be closed to the general public until further notice, with available staff working at this time. Administration is to notify our residents through a Telematik message, a post on our website and a notice posted on the outer door of the Town Administration office. Administration is also to notify our neighbouring municipalities. Council has ratified the actions of Administration to have three employees on self isolation at home. Residents will be able to deposit payments through the mail slot located in the main door, or through online banking.</p>

TOWN OF ONOWAY
SPECIAL COUNCIL MEETING MINUTES
MONDAY, MARCH 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		Public engagement at Council meetings will be limited to urgent and time sensitive matters. Community use of Council Chambers will not be permitted, until further notice. These are proactive measures being taken to stop any potential risks.		
		CARRIED		
8.	COUNCIL, COMMITTEE & STAFF REPORTS	n/a		
9.	INFORMATION ITEMS	n/a		
10.	CLOSED SESSION	n/a		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 6:15 p.m..		
12.	UPCOMING EVENTS	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.
		May 7, 2020	Regular Council Meeting	9:30 a.m.
		May 21, 2020	Regular Council Meeting	9:30 a.m.

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

(2)

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 19, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Debbie Giroux, Recording Secretary
	ABSENT	Councillor Jeff Mickle
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:30 a.m.
2.	AGENDA Motion #074/20	MOVED by Deputy Mayor Lynne Tonita that Council adopt the agenda of the regular Council meeting of Thursday, March 19, 2020 with the following addition: 7g) Onoway Public Library CARRIED
3.	MINUTES Motion #075/20	MOVED by Councillor Lisa Johnson that the minutes of the Thursday, March 5, 2020 regular Council meeting be adopted as presented. CARRIED
4.	APPOINTMENTS/PUBLIC HEARINGS	Deferred to later in the meeting.
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS MOTION #076/20	MOVED by Councillor Pat St. Hilaire that Bylaw 769-20, a bylaw for the purpose of establishing a Regional Business License, be given first reading. CARRIED
	Motion #077/20	MOVED by Deputy Mayor Lynne Tonita that Bylaw 769-20 be given second reading. CARRIED
	Motion #078/20	MOVED by Councillor Lisa Johnson that Bylaw 769-20 be considered for third reading. CARRIED UNANIMOUSLY
	Motion #079/20	MOVED by Deputy Mayor Lynne Tonita that Bylaw 769-20 be given third and final reading. CARRIED

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 19, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

7.	<p>ACTION ITEMS Motion #080/20</p> <p>Motion #081/20</p>	<p>MOVED by Councillor Pat St. Hilaire that Council accept the discussion on Covid-19 preparation for information, and that the Town continue to share information with residents as necessary.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Lisa Johnson that Council support the June 13, 2020 Onoway and District Chamber of Commerce Heritage Days Event as noted: provide permission to conduct a parade; and provide barricades.</p> <p style="text-align: right;">CARRIED</p> <p>Phil Dirks, Auditor, arrived at the meeting at 10:00 a.m.</p> <p>Council recessed from 10:00 a.m. to 10:10 a.m.</p> <p>Shelley Vaughan (Administration, Town of Onoway) attended the meeting at 10:10 a.m.</p>
4.	<p>APPOINTMENTS/PUBLIC HEARINGS</p> <p>Motion #082/20</p>	<p>Phil Dirks attended the Council meeting from 10:00 a.m. to 10:50 a.m. to present and review the 2019 draft audited financial statements.</p> <p>MOVED by Councillor Pat St. Hilaire that the Town of Onoway's 2019 draft audited financial statements be approved as presented.</p> <p style="text-align: right;">CARRIED</p> <p>Phil Dirks and Shelley Vaughan departed the meeting at 10:50 a.m.</p>
7.	<p>ACTION ITEMS Motion #083/20</p> <p>Motion #084/20</p>	<p>MOVED by Deputy Mayor Lynne Tonita that Administration bring the matter of development of Bretzlaff Park to Council for review in 2021, and that Public Works advise the farmer of permission from the Town to work this land in 2020.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that Administration advise Standstone Vacuum Services that the Town's scheduled disposal rate increase to \$45.00 per load for effluent dumped in the Onoway Lagoon will be implemented effective April 1, 2020.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 19, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	<p>Motion #085/20</p> <p>Motion #086/20</p> <p>Motion #087/20</p>	<p>MOVED by Deputy Mayor Lynne Tonita that Administration apply for a 2020 FortisAlberta Community Naturalization and Tree Planting Grant for \$2,500.00, prior to the May 1, 2020 deadline.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the Intermunicipal Collaboration Framework (ICF) Agreement between Lac Ste. Anne County and Onoway be approved and ratify execution of same.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 11:30 a.m. to 11:40 a.m.</p> <p>Lorne Olsvik, Chair, Town of Onoway Library Board, attended the meeting at 11:40 a.m.</p> <p>MOVED by Councillor Pat St. Hilaire that the Town approve the recommendation from the Town of Onoway Library Board to keep the Librarian employed at full hours until May 1, 2020, subject to further review scheduled at the next meeting of the Town of Onoway Library Board scheduled for April 15, 2020, and Town Council on April 16, 2020.</p> <p style="text-align: right;">CARRIED</p> <p>Lorne Olsvik left the meeting at 12:05 p.m.</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #088/20</p> <p>Motion #089/20</p>	<p>MOVED by Deputy Mayor Lynne Tonita that the East End Bus Society Board representative from Council be Councillor Lisa Johnson and that Deputy Mayor Lynne Tonita be appointed as the alternate.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer be accepted for information as presented.</p> <p style="text-align: right;">CARRIED</p>
9.	INFORMATION ITEMS	n/a
10.	CLOSED SESSION	n/a
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 12:50 p.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 19, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

12.	UPCOMING EVENTS	April 2, 2020	Regular Council Meeting	9:30 a.m.
		April 16, 2020	Regular Council Meeting	9:30 a.m.
		May 7, 2020	Regular Council Meeting	9:30 a.m.
		May 21, 2020	Regular Council Meeting	9:30 a.m.
		June 4, 2020	Regular Council Meeting	9:30 a.m.
		June 18, 2020	Regular Council Meeting	9:30 a.m.

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

**TOWN OF ONOWAY
BYLAW NO. 770-20**

**A BYLAW FOR THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF ADOPTING THE INTERMUNICIPAL FRAMEWORK BETWEEN
LAC STE. ANNE COUNTY AND THE TOWN OF ONOWAY**

**WHEREAS, it is provided in and by the Municipal Government Act, being Chapter M-26,
RSA 2000, Section 708, Part 28, Division 1 and amendments thereto, states that
municipalities that have common boundaries must create a framework with each other:**

Lac Ste. Anne County and the Town of Onoway have worked collaboratively on the preparation of an Intermunicipal Collaboration Framework between both municipalities; and

The Town of Onoway deems it desirable and appropriate to adopt the Intermunicipal Collaboration Framework between Lac Ste. Anne County and the Town of Onoway.

NOW THEREFORE, be it resolved that the Council of The Town of Onoway, duly assembled, hereby enacts as follows:

1. That the attached Schedule A - " Intermunicipal Collaboration Framework between Lac Ste. Anne County and the Town of Onoway" is hereby adopted.
2. That Bylaw No. 770-20 shall come into force and effect upon the third reading by The Town of Onoway Council and shall remain in force until repealed or amended.

READ a first time on this 2nd day of April, 2020.

READ a second time on this 2nd day of April, 2020.

UNANIMOUS CONSENT to proceed to third reading on this 2nd day of April, 2020.

READ a third time and passed on this 2nd day of April, 2020.

SIGNED this 2nd day of April, 2020.

Mayor Judy Tracy

Wendy Wildman
Chief Administrative Officer

**Intermunicipal Collaboration Framework Between
Lac Ste. Anne County and the Town of Onoway
Bylaw No. 770-20
Schedule A**

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PREAMBLE

WHEREAS Lac Ste. Anne County and the Town of Onoway recognize the importance and the responsibility of each respective municipality to make decisions on behalf of their residents; and

WHEREAS the parties share common interests and are desirous of working together and exploring opportunities for collaborative and/or supportive service delivery to provide services to their residents and ratepayers; and

WHEREAS the parties are committed to the principle of mutual benefit to deliver some services within the region effectively, efficiently, and economically; and

WHEREAS the parties share a common border; and

WHEREAS the *Municipal Government Act* stipulates that municipalities that have a common boundary must create a framework, known as an "Intermunicipal Collaborative Framework". with each other that identifies the services provided by each municipality and the funding arrangements for these services;

NOW THEREFORE, by mutual covenant of the parties hereto, it is agreed as follows:

1. PURPOSE

- a) The purpose of this Framework is to establish an Intermunicipal Committee and a collaborative process to direct intermunicipal communication and cooperation to explore and support services that have, or may have, mutual benefit.

2. SIGNATORIES

- a) The signatories to this Framework are the Lac Ste. Anne County and Town of Onoway.
- b) The terms "Signatory", "Party", "Partner" and "Municipality" may be used interchangeably in this agreement.

3. DEFINITIONS

a) In this Agreement:

"Capital Costs" means expenses related to developing or obtaining infrastructure or other hard assets such as new facilities /equipment, expansions to existing facilities/equipment and intensification of use of existing facilities.

"Chief Administrative Officer" means the Chief Administrative Officer (CAO) for each municipal jurisdiction party to this agreement or their designate(s) thereof.

"Committee" means Intermunicipal Collaboration Committee as defined in Section 5 of this Agreement;

"Framework" or **"Agreement"** may be used interchangeably in this document and means this agreement including all Appendices and Schedules hereto.

"Intermunicipal Development Plan" in this agreement means the Intermunicipal Development Plan that has been developed for Lac Ste. Anne County and Town of Onoway, and any amendments thereto;

"Intermunicipal Service Provision" refers to municipal services provided through a shared or joint agreement with another municipality to residents and ratepayers. This includes services where a formal or an informal arrangement with another municipality is in place to access, administer or deliver a civic service or function;

"Lead" refers to the municipality or organization assigned to organize or administer the day-to-day operations of a specific intermunicipal initiative.

"Municipal Service Provision" refers to municipal services provided directly by a municipality to residents and ratepayers. This includes services where the municipality has direct control over the service contract along with the authority to directly hire contractors to perform services or address a civic function on behalf of the municipality.

"Mutual Benefit" means equality and respect within the relationship between the partners and agreements in which both parties gain value.

"Service Delivery Agreement" means a legally binding agreement such as a Contract, Agreement, or Memorandum of Understanding that outlines cost-sharing and management of new arrangements and is signed by both parties.

"Services" or **"In-Scope Services"** means services that both parties may consider for joint cost sharing or management and are identified in Section 5 of this Agreement.

"Signatory", "Party", "Partner", or "Municipality" means Town of Onoway and Lac Ste. Anne County.

“Third-Party Service Provision” refers to municipal services provided through an agreement with a non- municipal independent entity. This refers to those services that are offered through agencies, boards, commissions and current or former publicly owned corporations (also known as crown or government- owned corporations that manage major infrastructure and associated services) in a region;

"Year" means the calendar year beginning on January 1st and ending on December 31st.

4. TERM AND REVIEW

Effective Date and Duration

- a) In accordance with the *Municipal Government Act*, this is a permanent Agreement and shall come into force on the passing of this Intermunicipal Collaboration Framework (ICF) agreement by three readings of this Bylaw by the respective Municipalities.

Review

- b) It is agreed to by the parties that the Intermunicipal Committee shall meet at least once every five (5) years commencing no later than 2025 to review the terms and conditions of the agreement, or upon request by either party.

Amendments

- c) This Agreement may be amended by mutual consent of both parties unless specified otherwise in this Agreement.
- d) Amended copies of this Agreement shall come into force on the passing of motions amending the agreement by both municipalities.
- e) Amended versions to this Agreement shall supersede and replace all previous versions of this Agreement.

5. INTERMUNICIPAL COMMITTEE

- a) Lac Ste. Anne County and Town of Onoway agree to allow the Committee established within the Intermunicipal Development Plan to act on issues relating to this ICF (hereinafter referred to as the Committee).
- b) The Committee will meet on an as required basis and will develop recommendations to the councils on all matters of strategic direction and cooperation affecting residents of the Municipalities.
- c) The CAOs will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. CAOs will be responsible for forwarding all recommendations from the Committee to their respective councils.

- d) The Committee will promote a consistent and shared flow of information from intermunicipal meetings from a set of common notes that will be established. The common notes will be confidential and regarded as privileged until released by mutual consent of the chief elected officials.
- e) Parties will give 30 calendar days of a notice for a meeting. Meeting requests will be directed to the CAO for the respective municipality.
- f) "Services" or "In scope services" to be considered in this agreement for potential future joint cost sharing or management include:
 - i. Transportation;
 - ii. Water and Wastewater;
 - iii. Solid Waste;
 - iv. Emergency Services;
 - v. Recreation; and
 - vi. Other services that benefits residents.

6. FUTURE PROJECTS, SHARED SERVICES, AND AGREEMENTS

- a) When either municipality seeks to pursue a new project and/or initiative with the other party, the initiating CAO or designate will notify the other CAO in writing.
- b) The initial notification will include a general description of the project, estimated costs and timing of expenditures. The receiving municipality will advise the initiating municipality if they support or object in principle to providing funding for the project and provide reasons.
- c) The Committee will meet to discuss the project within 30 days, if requested by either partner, and may schedule subsequent meetings as needed.
- d) The following criteria will be used when assessing the desirability of participating and/or funding of new projects:
 - i. The nature of the project;
 - ii. The level of community support including the demonstrated effort by volunteers to raise funds and obtain grants, if applicable;
 - iii. Relationship of a proposed capital project to the Intermunicipal Development Plan, or any other regional long-term planning document prepared by the municipalities;
 - iv. The projected operating cost for new capital projects;
 - v. Projected utilization by residents of both municipalities; and
 - vi. Municipal debt limit.
- e) The Committee will review and negotiate the terms related to the project or new shared service including the cost sharing arrangement of the project or service. The Committee will provide a recommendation for approval to the councils of the partners.

- f) In the event that the Committee or municipal councils are unable to reach an agreement within 90 days, and do not jointly agree to extend the time period, then any unresolved issues shall be dealt with through the dispute resolution process as referenced in this bylaw. If urgency is needed, the initiating municipality must note this in the initial notice, and the receiving municipality will make best efforts to accommodate a compressed timeframe.
- g) A proposed list of future service projects or initiatives to be explored by the Committee are included in Appendix A of this Agreement. This list may be updated from time to time as agreed to by the Committee.
- g) The Municipalities recognize that the decision to participate in, or not participate in, a project ultimately lies with the respective municipal councils, who in turn must rely on the support of the electorate to support the project and any borrowing that could be required.

7. SERVICE AGREEMENTS

- a) Any change to the shared services provided by the municipalities will include a schedule for implementation of the change. This will include the following:
 - i. The start date that the change will take effect.
 - ii. A plan to phase out the existing service delivery and to initiate the new service delivery methods.
 - iii. A plan for the phasing in or out of cost sharing, or other arrangements.
 - iv. A review date to evaluate the efficiency of the shared service delivery and funding strategy.
- b) Where the Committee desires a joint cost sharing or management agreement, a service agreement shall be developed on that specific item.
- c) When developing service agreements, the Committee shall:
 - i. Clearly identify which municipality will lead service delivery for the service(s).
 - ii. Determine the appropriate funding for the service(s) discussed.
 - iii. Set out a time frame for the delivery of the service(s) discussed including the start and end date of the service delivery.
 - iv. Set out a process for discontinuing the service provided if one or both municipalities wish to discontinue in the service delivery.

8. THE ROLE OF COUNCIL AND ADMINISTRATION

- a) Each council retains the ability and responsibility to make decisions on behalf of their residents. By signing on to the Framework each council is affirming a commitment to increased collaboration, cooperation, and to provide direction to their administration and the public for the importance of increased communication at all levels of the organization.
- b) Administration, through the direction of the CAO, will be the mechanism through which the Framework is formalized, maintained, delivered, and made durable.

- i. Administration will be responsible to ensure the requirements of the Framework are carried out operationally and can initiate communication on an as needed basis.
- ii. Municipal counterparts will work together to address issues that arise within the scope of their authority and mandate and be accountable for informing the appropriate levels of authority about matters that require attention for the mutual benefit of the municipalities.

9. OVERVIEW OF MUNICIPAL SERVICES

- a) Lac Ste. Anne County and Town of Onoway have both reviewed the services offered to residents.
- b) Based on the review it has been determined that each party desires to continue to provide services through the various arrangements that are in place independently, with their respective municipal partners and third-party bodies.
- c) The following listing indicates which services are provided independently by each municipality, intermunicipally or via a third-party provider to residents and ratepayers in each municipal jurisdiction, (as of the date of Bylaw adoption).

“Municipal Service Provision” refers to municipal services provided directly by a municipality to residents and ratepayers. This includes services where the municipality has direct control over the service contract along with the authority to directly hire contractors to perform services or address a civic function on behalf of the municipality.

“Intermunicipal Service Provision” refers to municipal services provided through a shared or joint agreement with another municipality to residents and ratepayers. This includes services where a formal or an informal arrangement with another municipality is in place to access, administer or deliver a civic service or function.

“Third-Party Service Provision” refers to municipal services provided through an agreement with a non- municipal independent entity. This refers to those services that are offered through agencies, boards, commissions and current or former publicly-owned corporations (also known as crown or government- owned corporations that manage major infrastructure and associated services) in a region.

Service Provision in Lac Ste. Anne County

ICF Category	Municipal	Intermunicipal Service Provisions	Intermunicipal between County and Town	Third-Party Service Providers
Transportation	1. Road Maintenance, Snow Plowing, Graveling	1. Transit (East End Bus)		1. Road Maintenance, Snow Plowing, Graveling
Water/Wastewater	1. Water 2. Wastewater 3. Bulk Water Sales	1. Water		1. Water 2. Wastewater 3. Bulk Water Sales

ICF Category	Municipal	Intermunicipal Service Providers	Intermunicipal between County and Town	Third-Party Service Providers
Solid Waste	<ol style="list-style-type: none"> 1. Solid Waste 2. Collection 3. Recycling 4. Transfer Stations 	<ol style="list-style-type: none"> 1. Recycling 2. Transfer Stations 	<ol style="list-style-type: none"> 1. Transfer Station 	<ol style="list-style-type: none"> 1. Landfill 2. Recycling 3. Solid Waste
Emergency Services	<ol style="list-style-type: none"> 1. Fire 2. Emergency Management 	<ol style="list-style-type: none"> 1. Fire 2. Mutual Aid 3. Emergency Response Plan 4. Disaster Services 	<ol style="list-style-type: none"> 1. Mutual Aid 	<ol style="list-style-type: none"> 1. Police 2. Ambulance
Recreation	<ol style="list-style-type: none"> 1. Park/Playground Sites 2. Boat Launches 3. Campgrounds 4. County Arenas 5. Trails 6. Halls 7. FCSS 8. Early Years Education 	<ol style="list-style-type: none"> 1. Programs 2. Administration 3. Cultural 4. Community Program Libraries 5. Sports League 6. Early Years education 	<ol style="list-style-type: none"> 1. Athletic Fields 2. Library 	<ol style="list-style-type: none"> 1. YRL 2. Arenas 3. Community Halls
Other Services that Benefit Residents	<ol style="list-style-type: none"> 1. Bylaw Enforcement 2. Engineering 3. Family & Community Support Services 4. Tax Assessment 5. General Purchasing & Procurement 6. Communication & Public Engagement 7. Asset Management 8. Pest Control 9. Rural Roadside Mowing 10. Rental Equipment 11. Economic Development 12. Planning and Development 13. GIS 	<ol style="list-style-type: none"> 1. Weed Control 2. Family & Community Support Services 3. Assessment Review Board 4. Subdivision and Development Appeal Board 5. Public Works 6. Onoway Medical Clinic 7. Economic Development 8. Broadband 	<ol style="list-style-type: none"> 1. By law Enforcement 2. Assessment Review Board 3. Economic Development 4. Family & Community Support Services 5. Onoway Medical Clinic 6. Broadband 	<ol style="list-style-type: none"> 1. Lac Ste. Anne Foundation 2. Airport 3. Safety Code Permits

Service Provision in Town of Onoway

ICF Category	Municipal	Intermunicipal Service Providers	Intermunicipal between County and Town	Third-Party Service Providers
Transportation	1. Road Maintenance, Snow Plowing, Graveling	1. Transit (East End Bus)		
Water/Wastewater	1. Water 2. Wastewater 3. Bulk Water Sales	1. Water 2. Bulk water		1. Wastewater
Solid Waste	1. Solid Waste Collection 2. Recycling	1. Waste Commission		1. Garbage Collection 2. Recycling
Emergency Services	1. Fire 2. Emergency Management		1. Mutual Aid Fire 2. Mutual Aid Emergency Management	1. Police 2. Ambulance 3. Fire 4. Emergency Management
Recreation	1. Athletic Fields 2. Trails 3. Park/Playgrounds 4. Community Hall 5. Programs 6. Cultural 7. FCSS 8. Library 9. Dog Park 10. Skateboard Park		1. Programs 2. Athletic Fields 3. Library	1. YRL 2. Athletic Fields 3. Arenas/outdoor rink 4. Curling Rink 5. Fitness Gym
Other Services that Benefit Residents	1. Economic Development 2. Family & Community Support Services 3. Communication & Public Engagement	1. Family & Community Support Services 2. Administration. 3. Assessment Review Board 4. Communication & Public Engagement	1. Economic Development 2. Assessment Review Board 3. By law Enforcement 4. Onoway Medical Clinic 5. Broadband	1. Lac Ste. Anne Foundation 2. Electricity 3. Planning and Development 4. Broadband 5. Safety Code Permits 6. Weed Control

10. EXISTING COOPERATION

- a) Lac Ste. Anne County and Town of Onoway have agreements in place or are finalizing agreements to provide the following services to residents and ratepayers (as of the date of ratification of this ICF):
- i. **Recreation:** Lac Ste. Anne County and Town of Onoway will have an agreement in place no later than December 31, 2020 outlining the County's financial support to the Town of Onoway and local service providers.
 - ii. **Emergency Services:** Lac Ste. Anne County and Town of Onoway have a mutual aid agreement in place for emergency services.
 - iii. **Transportation:** Lac Ste. Anne County and Town of Onoway have an agreement in

place where Onoway will contribute to the road upgrades on Township Road 554.

- v. **Enforcement:** Lac Ste. Anne County and Town of Onoway have an agreement in place whereby the County provides the Town with Community Peace Officer and Bylaw Enforcement Services.
 - vi. **Other:** Lac Ste. Anne County and Town of Onoway have an agreement in place whereby the County provides a Regional Assessment Review Board at a fee for service to Town of Onoway.
 - vii. **Other:** Lac Ste. Anne County and Town of Onoway may have an agreement in place for transfer station service for Town of Onoway by Lac Ste. Anne County.
- b) Where any of the above agreements have lapsed, the Committee may desire to review, reconsider and renew agreements on similar or amended terms – or terminate the mutual service.

11. INTERMUNICIPAL DEVELOPMENT PLAN

- a) The Municipalities have adopted an Intermunicipal Development Plan, by bylaw, in accordance with the MGA.
- b) The Intermunicipal Development Plan will be reviewed as required by the IDP, at the request of one or both of the Municipalities, or in conjunction with the review of the ICF.

12. INDEMNITY

- a) Town of Onoway shall indemnify and hold harmless Lac Ste. Anne County, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Town of Onoway, its employees or agents in the performance of this Agreement.
- b) Lac Ste. Anne County shall indemnify and hold harmless Town of Onoway, its employees and agents from any and all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Lac Ste. Anne County, its employees or agents in the performance of this Agreement.

13. DISPUTE RESOLUTION

- a) Town of Onoway and Lac Ste. Anne County agree that it is important to avoid any dispute by ensuring that the intent of the Framework is followed; and if there are any disagreements as to the interpretation and application of this Framework; or any agreements hereto that do not have a dispute resolution mechanism specified within them; the following binding dispute resolution mechanism, will be implemented.

As agreements are renegotiated over time, it is the intent that all agreements which are contained within the Framework will follow this dispute resolution process.

To satisfy this requirement and to ensure that the principles of fairness and due process are respected, a dispute or disagreement resolution process consisting of seven stages has been established.

- b) If there is a disagreement regarding matters outlined in the Framework, they shall be addressed and resolved at any of the stages of the dispute resolution process outlined as follows:

DISPUTE RESOLUTION

- 1) The Parties commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 2) Both parties shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 3) Any dispute arising out of the interpretation, implementation of this Framework or any contravention or alleged contravention of this Framework will firstly be addressed by the administrations of both Parties. Where a dispute cannot be resolved to the satisfaction of both Parties after thirty (30) calendar days, the dispute will be referred to the Chief Administrative Officers of both Parties.
- 4) Where dispute cannot be resolved to the satisfaction of both Chief Administrative Officers after thirty (30) calendar days, the dispute will be referred to the Intermunicipal Committee.
- 5) Where a dispute cannot be resolved to the satisfaction of the Intermunicipal Committee after thirty (30) calendar days, the dispute will be referred to the Councils of both parties, unless the Committee agrees to extend this timeframe.
- 6) Where a dispute cannot be resolved to the satisfaction of the Councils of both parties, the Parties may seek the assistance of a mediator acceptable to both parties. The costs of mediation shall be shared equally between the parties.
- 7) In the event that a dispute cannot be resolved through the above noted provisions, the arbitration processes contained in Part 17.2 of the *Municipal Government Act* shall apply whether or not one year has passed after the Parties started the dispute resolution process in this Framework.

14. CORRESPONDENCE

a) Written notice under this Agreement shall be addressed as follows:

i. In the case of Lac Ste. Anne County to:

**Lac Ste. Anne County
Box 219
Sangudo, AB T0E2A0**

Attention: Chief Administrative Officer

ii. In the case of Town of Onoway to:

**Town of Onoway
4812 51 Street
Box 540
Onoway, AB T0E1V0**

Attention: Chief Administrative Officer

15. AUTHORIZATIONS

Signed and dated on:

Mayor, Town of Onoway

Reeve, Lac Ste. Anne County

CAO, Town of Onoway

CAO, Lac Ste. Anne County

Date

Date

Appendix A POTENTIAL FUTURE PROJECTS, SHARED SERVICES, OR AGREEMENTS

1. The Municipalities have identified that the following items will be explored in further detail after the adoption of this Intermunicipal Collaboration Framework:
 - a) Regional Safety Codes Inspection and Permitting;
 - b) Regional Broadband;
 - c) Economic Development;
 - d) Onoway Medical Clinic
 - e) In-kind contributions

SCHEDULE I - EXISTING SERVICE DELIVERY AGREEMENTS

The Municipalities have worked collaboratively in the past with the following agreements in place to serve residents of both municipalities:

Service Category	Year	Name of Agreement	File Number	Lead Municipality	Funding Arrangement
Recreation and Other Services	2020	Recreation Agreement TBD		Both	
Other Services	2011	Assessment Review Board Services Agreement		Lac Ste. Anne County	Fee for Service
Other Services	2019	Enforcement Services Agreement		Lac Ste Anne	Fee for Service
Emergency	2016	Mutual Aid Fire Agreement		Dependent on Emergency	Fee for Service
Transportation	2018	Township Road 544		Lac Ste Anne County	Municipal Contribution
Emergency	2020	Emergency Management Mutual Aid		Dependent on Emergency	Fee for Service

As new agreements are negotiated, they will be added to this list.

RESPONSE TO COVID-19



To our valued patrons, we wish to inform you that as of March 17th, 2020, Lac Ste. Anne East End Bus Society will be suspending all scheduled trips and excursions. This is a step we must take to ensure the safety of our patrons and employees of EEB.

With all trips being cancelled the board of Lac Ste. Anne East End Bus Society has supported the suggestion of offering our valued patrons a service for you. If you are in need of everyday essentials (groceries and prescriptions) call EEB coordinator Lorna Porter at 780 905-3934 with your list and she will personally shop and deliver to you. Payment for your parcels can be made with cash or cheque upon arrival. Please be advised that Lorna will not be entering your home following the Alberta Health Service recommendations of social distancing and only essential visits.

We would also like to take the opportunity to thank all of our loyal patrons who have been supportive of our service and rest assured that we will be back and ready to implement our service when the threat of COVID-19 does not exist.

Best Regards,

Lorne Olsvik – County of Lac Ste. Anne
Lisa Johnson – Town of Onoway
Daryl Weber – Alberta Beach
Ann Morrison – Summer Village Representative
Diane Hodgson – Senior Member at Large

lp



March 19, 2020

Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800-97 Street
Edmonton, Alberta T5K 2B5

Dear Minister Madu:

AUMA is ready to collaborate with the Government of Alberta to support our communities during the current public health emergency. We applaud the \$60 million investment by the province in community services to support our most vulnerable citizens.

This balance of this letter will communicate to the Minister, AUMA's position for:

- A. The identification of opportunities for collaboration now and in the long-term.
- B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.

A. The identification of opportunities for collaboration now and in the long-term.

- Pandemic Response
 - Emergency Management – AUMA appreciates the willingness of the province and the Alberta Emergency Management Agency to share information with municipal associations as trusted stakeholders so we can better serve our members.
 - Residential and Business Support – together we can seek solutions to ensure Alberta's residents and businesses receive the essential services they rely on and to reduce their financial hardships.
- Infrastructure Investments
 - AUMA can help the province get infrastructure investments flowing quickly for shovel-ready projects. This includes leveraging the Investing in Canada Infrastructure Program and the Housing Partnership Framework to kick start our economy, while at the same time, addressing aging infrastructure in this province and ensuring all Albertans have access to safe and affordable housing.
 - AUMA also recommends that brownfield remediation and redevelopment should be considered as part of the province's infrastructure investment plan. More than 1,700 brownfields sit abandoned on Alberta main streets. Cleaning up these properties generate local economic activities and encourage long-term economic development.
- Relationship Development and Cultivation
 - The current public health crisis highlights the necessity of on-going government-to-government collaboration. AUMA is ready to collaborate with provincial ministries to

develop solutions and program changes that benefit both municipal and provincial governments.

- Long-term collaboration is essential and collaborating to address this crisis can facilitate a long-term relationship between AUMA and the Ministry. Solutions should be developed together, and other provincial ministries should be required to present and discuss programs or changes that could affect municipalities with both AUMA and the Ministry of Municipal Affairs.
- Red Tape Reduction
 - As part of this partnership, we should work together to identify and eliminate any red tape that interferes with a seamless approach to emergency management.

B. Identify previous Municipal Affairs priority initiatives that should be delayed allowing the Ministry and Municipalities to focus on and address the COVID-19 crisis and subsequent community recovery.

1. Further review and amendment to the *Local Authorities Elect Act* should be conducted following the 2021 local elections.
2. Further review of aspects of the *Municipal Government Act*, such as planning and development originally anticipated to take place this spring, should be delayed until the fourth quarter of 2020.
3. The deadline for Intermunicipal Collaboration Frameworks (ICFs) should be extended to April 1, 2021.
4. The Regulated Assessment Model Review should be put on hold. Instead, the municipal and industry associations should develop a temporary solution to assist the oil and gas sector while prices are low.
5. The invoicing of funds from municipalities under the new police funding model should be delayed until the province's 2021-22 fiscal year. This will properly align the flow of police funding from municipalities, to the actual implementation of additional police resources, which for all practical purposes will also occur in 2021.

AUMA looks forward to discussing how we can best support Albertans during this difficult time. If you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or on my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita
AUMA President

Cc:

Honourable Jason Kenney, Premier of Alberta
Honourable Doug Schweitzer, Minister of Justice and Solicitor General
Honourable Travis Toews, Minister of Treasury Board and Finance
Mayor Don Iveson, City of Edmonton
Mayor Naheed Nenshi, City of Calgary

25

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: March 20, 2020 11:03 AM
To: 'Shelley Vaughan'; administration@wildwillowenterprises.com;
svislandlake@wildwillowenterprises.com; svsunrisebeach@wildwillowenterprises.com;
'Summer Village West Cove'
Cc: 'Penny Frizzell'; 'Debbie Giroux'
Subject: FW: Municipal Governance COVID-19
Attachments: Mass Email Letter and attachment_AR100469.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: municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>
Sent: March 20, 2020 9:54 AM
To: Wendy Wildman <cao@onoway.ca>
Subject: Municipal Governance COVID-19

ATTN: CAO'S

Attached is a letter and FAQ regarding municipal governance during the COVID-19 outbreak from the Deputy Minister of Municipal Affairs.

March 20, 2020

Dear CAOs:

I'd like to personally thank you for all the efforts you are taking to keep municipal staff and residents in your community safe during this challenging time.

Attached you will find the first issue of a frequently asked questions document containing common questions we have received about maintaining municipal governance in accordance with legislation.

Rest assured that Municipal Affairs fully understands some of the legislative restrictions that make it difficult to manage and govern while still complying with the recommendations of the Chief Medical Officer of Health. In response, we are exploring a wide range of options to support you. You will be receiving additional documents when we have the instruments in place that provide you with the necessary flexibilities, modifications and extensions required to ensure your ongoing operations.

I encourage you to continue to contact our advisory support services if you have further questions regarding municipal governance. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk
Deputy Minister

Attachment

Municipal Governance

During the COVID-19 Outbreak

Frequently asked Questions – March 20, 2020

Municipal Government Act

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak presents unique operational challenges for local government operations.

In response, Alberta Municipal Affairs is currently exploring a wide range of options to support municipalities. **The topics in this document will be updated as additional flexibilities are considered or enacted to facilitate local governance requirements and procedures provided for in the *MGA*.**

Business Continuity

Under the *Emergency Management Act*, local authorities - municipalities, Metis Settlements and First Nations - are required to have an emergency management plan, which should include a business continuity plan to ensure that they are able to provide critical services in the event of a disruption.

Each local authority is best positioned to understand the unique risks and requirements for their community and they are also responsible for ensuring that each of their workplaces **follow the best practices suggested by the Chief Medical Officer of Health** to reduce or limit staff and public exposure to COVID-19. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where feasible.

COVID-19 information for Albertans

Learn about the coronavirus (COVID-19) and actions being taken to protect the health of Albertans at alberta.ca

Can municipalities be ordered to close their facilities during the COVID-19 outbreak?

YES. Where an investigation confirms the presence of a communicable disease, the *Public Health Act* provides that the Chief Medical Officer of Health may take several actions, including prohibiting a person from having contact with other persons for any period. Under a stated declaration of health emergency, section 52.1 of the *Public Health Act* gives authority to suspend provisions of any enactment, including the *MGA*.



If, upon recommendations from the Minister of Health, the Lieutenant Governor in Council is satisfied that a communicable disease has become or may become epidemic or that a public health emergency exists, several actions can be taken which include, but are not limited to:

- ordering the closure of any public place; and/or
- authorizing a Minister to suspend or modify the application or operation of all or part of an enactment if the enactment may directly or indirectly hinder an action required in order to protect public health.

What obligations do municipalities have to protect employees during this crisis?

Under the *Occupational Health and Safety Act*, employers have the legislated obligation to ensure, as far as it is reasonably practicable for the employer to do so, the health and safety and welfare of their workers. Municipalities should ensure they are following their internal policies and practices in place that align with this legislative requirement.

Should municipalities be encouraging employees to work from home?

YES. If there is a concern about exposure to COVID-19, staff should be encouraged and supported in remote work arrangements where possible and feasible.

Can municipalities choose to close their offices?

YES. Until an order is issued by the province stating otherwise, councils have the authority to determine what municipal programs and services will be available to the public and how they will be delivered. Currently, a public health emergency has been declared. Of interest for municipalities is that the Chief Medical Officer has recommended that all events over 50 people be cancelled and there be no attendance at recreation centres.



Although municipalities may choose to close offices and facilities, they should have contingency plans in place to address the requirements of section 3 (c) of the *MGA* to maintain safe communities. These plans should provide for continued essential services to residents (e.g., municipal utilities, water/wastewater management and emergency response).

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Council Meetings

Is council permitted to close meetings to the public to practice social distancing?

NO. Section 197 of the *MGA* requires councils and council committees to conduct their meetings in public unless there is an exception to disclosure authorized through the *Freedom of Information and Protection of Privacy Act (FOIPP)*.

Section 198 of the *MGA* states that everyone has a right to be present at meetings conducted in public unless the chair expels for improper conduct.

Councils do have the option to change the date, time or place of their regularly scheduled meetings at a meeting held in public with quorum present. This change would be made at a council meeting and giving at least 24 hours' notice of the change to any councillor not present and to the public.

Given the current *MGA* requirements for meetings are restrictive, Municipal Affairs is exploring options to enable council to fulfil their duties in a manner that is consistent with recommendations of the Chief Medical Officer of Health.

Our meetings are live-streamed and available to the public through our website and/or YouTube. Does this constitute being a public meeting?

NO. Even in these extenuating circumstances and where council and council committee meetings are live-streamed and available for public viewing through the internet, the *MGA* does not permit excluding the public for reasons other than authorized through *FOIPP*.

Council does have the option to cancel meetings, or alternatively, meet through electronic means, following the provisions of section 199 of the *MGA* (see electronic meetings).

Section 196 states that notice to the public is in a manner specified by council.

We have a councillor who refuses to self-quarantine. Is council permitted to exclude this member?

NO. Section 153(c) of the *MGA* requires councillors to participate in council meetings, council committee meetings, and other bodies to which they are appointed. When a councillor is required to isolate, they may choose to participate by electronic means (e.g., telephone call broadcast on a speaker phone) in accordance with section 199 of the *MGA* (see electronic meetings).

We have no quorum due to self-quarantine. How do we proceed with cancelling/rescheduling a meeting?

Section 180 of the *MGA* states that council can only act by resolution or bylaw. Meeting schedules are established by resolution or a council procedural bylaw, dates of meetings can only be changed or cancelled if there is a resolution of council authorizing the action; therefore, council could call a special meeting, conducted by electronic means in accordance with section 199 of the *MGA* (see electronic meetings).

What are our other options for cancelling or rescheduling a meeting given the current legislation?

Options for council include:

- Using the provisions of section 199 to meet through electronic communications to enable quarantined individuals to participate.
- Calling a special council meeting pursuant to section 194 for the purposes of cancelling meetings. This meeting could be conducted electronically, following the requirements of section 199.
- Meet as scheduled, and in the absence of a quorum, the meeting would be adjourned in accordance with provisions of the procedural bylaw, but this requires the attendance of staff.

Can we cancel a meeting on the basis that council approved cancellation by an email?

NO. Even in these extenuating situations, the *MGA* does not currently permit a meeting to be changed or cancelled without a council resolution.

What happens in the absence of a procedural bylaw or if the council's procedural bylaw does not address meetings and failure to achieve quorum?

Section 145 enables council to adopt a bylaw governing the procedures for meetings. Council could outline modified meeting procedures within this bylaw to address extenuating circumstances providing the provisions are consistent with meeting requirements outlined in the *MGA*. However, adopting or amending a bylaw requires a public meeting of council with a quorum present.

The *MGA* includes provisions which address quorum requirements, voting and other meeting minimum requirements. The provisions of the *MGA* apply whether or not a procedural bylaw is in place. In the absence of a procedural bylaw, general parliamentary procedures also apply.

Electronic Meetings

What are the requirements to hold electronic meetings?



Section 199 of the *MGA* allows for council meetings or council committee meetings to be conducted through electronic or other communication facility. This includes the ability to enable the public to watch or listen to the meeting at a place specified in the notice with a designated officer in attendance at that public place.

A public place is a physical location such as an office, as opposed to a communication facility enabling skype, facebook live, live streaming, etc.

Can Council hold electronic meetings without allowing the public in to watch/hear the meeting?

NO. Even if a council wishes to hold their meetings through a communication facility (e.g., conference call, Skype, Facebook live, Go To Meeting or live streaming), the municipality is required to comply with section 199 (b) of the *MGA* and the facilities must enable the public to watch or listen to the meeting.

Public Hearings

We have some public hearings scheduled within the next few weeks. Can we hold the hearing without public being in attendance?

NO. Section 230 of the *MGA* requires public hearings to be conducted during a regular or special council meeting and council must hear persons claiming to be affected by the proposed bylaw or resolution.

Municipalities should encourage the public to submit comments on the bylaws in writing as opposed to personally attending a public hearing.

Alternatively, council could postpone the hearing to a future meeting, which would require notice to be provided again per section 606 of the *MGA*.

As public hearings must be conducted in public, what options are there for hearings scheduled within the next few weeks to comply with recommendations for social distancing?

Section 230 (4)(b) of the *MGA* requires that in the public hearing, council may hear any other person who wishes to make representations and who the council agrees to hear. If council is unable to postpone a hearing, council's procedures must be clearly communicated to all members of the public.

Chief Medical Health Officer Recommendations

Recommendations to protect the health of Albertans can be found at alberta.ca

Tax Recovery

What options do we have to address scheduled public auctions for tax recovery?

For parcels of land and Designated Manufactured Homes (DMHs) that are about to enter the stage of the tax recovery process that requires they be offered for public auction, municipalities have an entire year to conduct the auction (from April 1, 2020 until March 31, 2021). If a municipality cannot conduct the auction within this time period, they must request a Ministerial Order providing an extension of time to complete the tax recovery process.

Provisions within the Municipal Government Act (*MGA*) allow a municipality to adjourn (i.e. postpone) the holding of a public auction that has already been advertised to any date within 2 months after the advertised date. If a public auction is adjourned, the municipality must post a notice in a place that is accessible to the public during regular business hours, showing the new date on which the public auction is to be held.

Municipalities may adjourn a public auction under Part 10 Division 9 – Recovery of Taxes Not Related to Land by posting new auction notices in at least three public places in the municipality near the goods showing the new date when the auction will occur.

Municipal Affairs is reviewing legislated deadline dates and exploring options to assist with flexibility in order to help manage operational challenges municipalities are facing.

Ministry staff remain available to support municipalities through this difficult and challenging time.

If you have further questions, contact us at:
780-427-2225 or toll-free by first dialing
310-0000

Or email ma.lgsmail@gov.ab.ca



Municipal Affairs Support

Will the Minister be considering any modifications to MGA requirements? Some requirements include having a CAO attend at a place for the public to observe an electronic meeting, timelines for appeals or hearings or deadlines for assessment and taxation, or setting property tax rates.

YES. Alberta Municipal Affairs recognizes the unique operational challenges local governments are facing and is currently exploring a wide range of options for supporting municipalities to navigate through the current situation. The existing legislative requirements remain in effect and municipalities are expected to abide by them until such time as provisions are modified. Any changes will be communicated to municipalities.

Is the ministry reviewing other deadlines or obligations in the MGA that cannot be met due to the COVID-19 outbreak?

YES. Alberta Municipal Affairs is reviewing legislated deadline dates that apply to all municipalities and exploring options to assist with ensuring legislative compliance with these deadlines.

If a municipality is faced with other legislated timelines initiated as a result of another action (e.g., a by-election due to a council vacancy, tax recovery public auction, response to a petition, etc.), municipalities contact the ministry to review the

options available, which could include a Ministerial Order for a time limit extension, if required.

Where would we be able to find more information regarding the financial stimulus that the Alberta government is initiating and the impact on municipalities deferral or forgiveness of water and other utilities, deferral or forgiveness of property taxes and school tax requisition?

The Province is looking at a number of mechanisms/options to assist municipalities. Further information and details will be coming out soon. At this time no decision has been made about property tax deferrals.



Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.

Further information and details will be released as tools become available to municipalities.

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time. Steps are being taken to address these challenges to ensure councils can continue governing in a safe manner, which still ensuring legislative compliance.

Debbie Giroux

From: Wendy Wildman <cao@onoway.ca>
Sent: March 27, 2020 2:28 PM
To: 'Debbie Giroux'
Subject: FW: Municipal Governance-COVID-19 March 26 2020 Issue
Attachments: Attachment_FAQ_AR 100502.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

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From: municipalservicesandlegislation@gov.ab.ca <municipalservicesandlegislation@gov.ab.ca>
Sent: March 27, 2020 2:27 PM
To: Wendy Wildman <cao@onoway.ca>
Subject: Municipal Governance-COVID-19 March 26 2020 Issue

Dear CAOs:

Following from my March 20, 2020 message, I am pleased to inform you that new measures are in place to help address your challenges with managing and governing during this unprecedented time. These measures are intended to support your efforts in following the recommendations of the Chief Medical Officer of Health, and provide some relief in response to the economic strain on your citizens and your municipality.

On Monday, the education property tax deferral for business was announced, and through upcoming webinar sessions we will be providing information on the implementation.

The Meeting Procedures (COVID-19 Suppression) Regulation was enacted this week to provide flexibility to ensure meetings and public hearings are conducted in a manner that protects the health of all participants and observers. A copy can be viewed at <http://www.qp.alberta.ca/507.cfm>.

Lastly, in response to the many inquiries received about upcoming mandatory deadlines or timelines, many of those have been extended to October 1, 2020, and the deadlines for ICFs and IDPs have been extended to April 1, 2021.

Attached you will find an updated frequently asked questions document providing an overview of actions taken this week to aid municipalities and their residents.

I would like to reiterate that Municipal Affairs fully understands the challenges you are facing and we will continue to explore ways to ease the pressures you are experiencing. I encourage you to contact our advisory support services if you have municipal governance questions. You can speak directly to a municipal advisor by calling 780-427-2225 or toll-free by first dialing 310-0000.

Sincerely,

Paul Wynnyk
Deputy Minister

Attachment

Municipal Governance

During the COVID-19 Outbreak

Frequently Asked Questions – March 27, 2020

The *Municipal Government Act (MGA)* governs how municipalities operate and is one of the most significant and far-reaching statutes in Alberta. While the *MGA* provides the framework for municipalities to work within, the COVID-19 outbreak has presented unique operational challenges for local government operations.

In response, Alberta Municipal Affairs continues to explore and implement various measures to support municipalities.

COVID-19 – Municipal Legislative Modifications

View the new Regulation, Ministerial Orders and Orders In Council at qp.alberta.ca

To assist municipalities in complying with legislative meeting requirements, the ***Meeting Procedures (COVID-19 Suppression) Regulation*** has been enacted. The regulation allows meetings to be held in a manner that supports social distancing recommendations from the Chief Medical Officer of Health. Municipalities now have flexibility when conducting meetings and public hearings by electronic means, navigating quorum challenges due to councillors in quarantine, as well as methods for providing information to the public.

In addition to this new regulation, many timelines and deadlines legislated in the *Municipal Government Act (MGA)* have been extended by Ministerial Orders MSD:019/20 and MSD:022/20.

Council Meetings

Can meetings be held entirely by electronic means?



YES. During the COVID-19 health emergency, when the *MGA* requires a council, board or commission to hold a meeting, an electronic meeting (e.g., live-stream, teleconference, etc.) meets that requirement as long as:

- notice of the electronic meeting is provided and states the electronic means being used and gives the information necessary for the public to access the meeting;
- the public is able to hear the meeting as it is occurring;
- anybody entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate; and
- the following people attend by electronic means:
 - CAO or designated officer;
 - For a commission, growth management board or subdivision and development appeal board, the chair or vice-chair
 - For a composite or a local assessment review board, the presiding officer.

Public Libraries Resources

Resources are available at <https://www.alberta.ca/public-library-services.aspx>

Is the CAO or designated officer required to be at a physical location for an electronic meeting?

NO. During the COVID-19 health emergency, section 199 of the *MGA* has been modified so the public and the CAO do not need to be physically in attendance provided there is an electronic means that permits the meeting to be heard as it occurs.

Is there more flexibility for conducting public hearings?

YES. Section 230 of the *MGA* requires council to hear any person who claims to be affected by the proposed bylaw or resolution or wishes to make a presentation and has complied with the procedures outlined by the council.

During the COVID-19 health emergency, any person entitled to make submissions, before and during the meeting, can make submissions by email or any other method that the council, board, or commission considers appropriate.

Do advertisements for public notice have to contain a physical address?

NO. During the COVID-19 health emergency, section 606(6)(b) is modified so that the meaning of "place where it will be held" may include a website address, phone number or other information identifying where the meeting can be electronically accessed.

Are there additional options for making information available to the public?

YES. Where the *MGA* requires information to be available to the public for public inspection, this can be done by making it electronically available on the website or if requested, by sending the information to the person by email or mail or fax.

Are there options to achieve quorum if we have councilors or board members in quarantine?

YES. If quorum is unable to be achieved because of quarantine (this does not apply to self-isolation), quorum is constituted by the number of remaining members who are not in quarantine, provided the number remaining is two (2) or more.

Time Extensions

Have there been any extensions to upcoming deadlines?



YES. Through Ministerial Order No. MSD:022/20 the following deadlines have been extended to October 1, 2020:

- Statistical Information Returns (SIRS)
- Financial Information returns (FIRS) (s. 278)
- Audited Financial Statements for municipalities and Regional Services Commissions (s. 278 and s. 602.34)
- Notice of assessment date as required on an assessment notice (s. 308.1)
- The date by which assessment notices must be sent out by (s. 310(1))
- Arrears list to the Registrar (Land Titles), the unclaimed personal property and vested property program, and the requirement to post the arrears list (s. 412)
- Notification provided by the Registrar (Land Titles), warning of a tax sale to owners of a parcel of land and all those that have an interest in a parcel of land that are shown on the arrears list (s. 417)
- Tax sales that were required to be held by March 31 of 2020 (sec. 418(2))
- Notification provided by the municipality, warning of a tax sale to owners of a designated manufactured home, the designated manufactured home park owner, and all those that have an interest in the designated manufactured home that are shown on the arrears list (s. 436.08)
- Annual reports respecting clean energy improvement programs (s. 12 of the Clean Energy Improvements Regulation (AR 212/2018))

Are summer villages expected to hold organizational meetings by August 31?

NO. All summer villages have until October 1, 2020 to hold annual organizational meetings.

Are there extensions to actions that must be undertaken within specified timeframes?

YES. In sections of the *MGA* where there is a specified amount of time to do something which is triggered by an action occurring, Ministerial Order No. MSD: 022/20 extended the date for the specified time to October 1, 2020. That means that the time period triggered by the event is deemed to end on October 1 or to end as specified under the *MGA* or associated regulation, whichever time is later.

For example, under normal circumstances a CAO must report to council within 45 days of receiving a petition, on whether the petition is sufficient (section 226(1) of the *MGA*). During the COVID-19 health emergency, Ministerial Order MSD:022/20 states that if a petition from electors is received now, the CAO is not required to report to council regarding the petition's sufficiency until October 1, 2020.

Please refer to the listed items in Appendix 2 of MO MSD:022/20 (qp.alberta.ca) and apply this logic to your municipal issue. If you have any questions or concerns, please do not hesitate to contact a municipal advisor to discuss further.

Do I still need to request time extensions from the Minister?

YES. It is important you review Ministerial Order MSD:022/20 as the extension does not apply to everything. Extension requests are required for items not included in the Ministerial Order. An example is the need to request an extension for by-election timelines if there is a council vacancy.

Emergency Management Act

For questions regarding changes to the Act please contact the Alberta Emergency Management Agency at 780-422-9000 or toll-free by first dialing 310-0000.

ICFs and IDPs

Is there an extension for ICFs and IDPs?

YES. Ministerial Order No. MSD:019/20 has extended the time for an intermunicipal collaboration framework to be created pursuant to Section 708.28(1) of the *MGA* or an intermunicipal development plan to be adopted pursuant to Section 631(1) to April 1, 2021.

Previous exemptions from IDP requirements have been maintained (e.g. municipalities whose borders consist completely of crown land).

Municipal Advisory Services

If you have further questions, please contact us at:

780-427-2225

or toll-free by first dialing 310-0000

Or email ma.lgsmail@gov.ab.ca

Municipal Affairs is aware of the unique operational challenges municipalities are facing at this unprecedented time.

We will continue to examine ways to support municipalities in navigating through this situation, and will provide further updates as new tools become available.

Debbie Giroux

From: Shelley Vaughan <shelley@onoway.ca>
Sent: March 30, 2020 4:32 PM
To: 'Wendy Wildman'; 'Judy Tracy'; 'Lynne Tonita'; 'Patricia St.Hilaire'; 'Jeff Mickle'; 'Lisa Johnson'; 'Penny Frizzell'; 'Debbie Giroux'
Subject: RE: Urgent Post Please

On website and on facebook.

From: Wendy Wildman <cao@onoway.ca>
Sent: March 30, 2020 4:16 PM
To: 'Judy Tracy' <jtracy@onoway.ca>; 'Lynne Tonita' <ltonita@onoway.ca>; 'Patricia St.Hilaire' <psthilaire@onoway.ca>; 'Jeff Mickle' <jmickle@onoway.ca>; 'Lisa Johnson' <ljohnson@onoway.ca>; 'Penny Frizzell' <penny@onoway.ca>; 'Vaughan, Shelley (FCSS Coordinator - Town of Onoway)' <shelley@onoway.ca>; 'Debbie Giroux' <debbie@onoway.ca>
Subject: FW: Urgent Post Please

Council – last week Shelley and I participate in an urgent meeting with Lac Ste. Anne County and Alberta Beach with respect to additional FCSS funding that the Province has put in place. We supported Lac Ste. Anne County administering this program on behalf of our communities rather than having groups in need applying to multiple munis.

Shelly please post this on the website, and Deb add to our agenda for information.

W

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: Donna Kerr <dkerr@lsac.ca>
Sent: March 30, 2020 3:44 PM
To: Wendy Wildman <cao@onoway.ca>; Vaughan, Shelley (FCSS Coordinator - Town of Onoway) <shelley@onoway.ca>; Village of Alberta Beach <aboffice@albertabeach.com>; Joanne St. Martin <fcss@mayerthorpe.ca>; cao@mayerthorpe.ca
Cc: Trista Court <tcourt@lsac.ca>
Subject: FW: Urgent Post Please

Good Afternoon Ladies!

Onoway & Alberta Beach (& Summer Villages): Attached please find the documentation and the message (below) to post on your website and promote on social media ASAP. I believe you received the Q & A info this morning, from Arlene Wright, as well as the follow up email that stated the Q & A info is for FCSS directors only, and can't be posted on our websites for public viewing.

Mayerthorpe: Karen – when I spoke to Joanne last week, she asked me to let you know when the County was posting this, so that the Town of Mayerthorpe could post their documents etc. as well. I do believe the “funding request form” she provided to you last week has now been amended slightly, so you could use the attached to replace. The guidelines document is specific to each location (mine has the County as the key contact where Joanne would have listed Mayerthorpe as the key contact for yours. Joanne and I did discuss that if either of us receives a funding request from the Mayerthorpe area that we will touch base before either of us forwards onto the FCSSAA, just to ensure the same organization is not submitting multiple applications. Organizations are welcome to submit a request to provide services in multiple communities, but they are requested to only submit one application and list all service areas within that one application.

I am working on a spreadsheet so that I can directly forward this information to some local organizations and churches. I will email that separately for your input. Thanks everyone!

Social Services Funding Support for COVID-19

The Government of Alberta has announced that emergency funding may be available to charities or non-profits organizations to support COVID-19 response by those stakeholders in their communities. To be eligible, the support must address the social well-being of those most affected by the pandemic and the measures implemented to limit the spread of the virus. Those impacted may include seniors, individuals with chronic medical conditions, caregivers, families with children at home, and individuals with limited access to supports. For full details, please refer to the “Funding Criteria” document attached.

Lac Ste. Anne County will be accepting applications on behalf of organizations providing services throughout the County, as well as those serving the Town of Onoway, Village of Alberta Beach or any of the Summer Villages within the County boundary. Services being provided to Mayerthorpe and area can be submitted to either Lac Ste. Anne County (dkerr@LSAC.ca) or the Town of Mayerthorpe (fcss@mayerthorpe.ca).

Although the completed “Funding Request Form” will flow through the local FCSS program, funding will be provided directly to the organization by the provincial FCSSAA (Family & Community Support Services Association of Alberta). Approvals for all funding requests will be at the discretion of the Government of Alberta.

Questions can be directed to Donna Kerr, Community Services Manager, by email dkerr@LSAC.ca or by phone 780-785-3411 (leave a message and your call will be returned).

Donna Kerr

Community Services Manager

PLEASE NOTE: All Lac Ste. Anne County administration offices are closed to the public until further notice. County staff will work from home where possible, and have been advised to avoid all in-person meetings. All business-related travel including travel to off-site meetings, courses and conferences has been banned. Essential services will continue to be provided. Phone calls to the County will be fielded by the County's answering service and forwarded to the relevant departments.

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0
PHONE: 780.785.3411 Ext. 3609 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985

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Social Services Support for COVID-19 Funding Criteria

Overview

The Alberta Government is providing \$30 million to municipalities, charitable and non-profit organizations to provide help to individuals, seniors, families and other vulnerable Albertans who are isolated or impacted by measures to contain COVID-19.

Through grants from their local Family and Community Support Services (FCSS) in Edmonton and Calgary, and from Family and Community Support Services Association of Alberta (FCSSAA) representing the remainder of the province, funding will be distributed to civil society organizations.

These organizations will support a range of services needed from at-home help for seniors, crisis and helplines, food security issues, emotional and mental health counselling or any other identified community issues.

FCSS Funding Distribution

The \$30 million in funding will be distributed to the following municipalities:

- \$7 million to Edmonton FCSS (one-time grant)
- \$9 million to Calgary FCSS (one-time grant)
- \$14 million to Family and Community Support Services Association of Alberta (FCSSAA) to municipalities and Metis Settlements outside of Edmonton and Calgary (one-time grant)

- Municipalities and Metis Settlements who require funding will be required to submit a funding request to the FCSSAA.

As funding is being distributed outside the scope of the FCSS Act and Regulation, the 80/20 funding rule will not apply.

Charitable and non-profit organizations are encouraged to connect directly with their local FCSS program to receive detailed funding guidelines and grant criteria. FCSS will work closely with Community and Social Services (CSS) to obtain project approvals.

Grant funding must be expended by March 31, 2021. Any surplus dollars from the grant must be returned and cannot be carried over to the following fiscal year (2021/2022).

Eligible Services

For services to be eligible, they must address the social well-being of those most affected by COVID-19 and the measures implemented to limit the spread of the virus.

Those impacted may include seniors, individuals with chronic medical conditions, caregivers, families with children at home and individuals with limited access to supports. Services should align with one or more of the following funding priorities:

- help people maintain independence, build resiliency and strengthen their ability to cope during the COVID-19 pandemic;

- provide supports to help sustain people remain members in the community during the COVID-19 pandemic;
- fund civil society organizations to deliver projects for vulnerable Albertans who are in need during the COVID-19 pandemic; and
- coordinate services and programs to address the social well-being of vulnerable Albertans during the COVID-19 pandemic.

Examples of Eligible Services

- Services to allow individuals, seniors and families who are isolated to have their home needs met, including home support and support services for children and families. Examples include: transportation or delivery of goods, such as groceries or prescriptions, housekeeping services, caregiver relief and other services.
- Services to build capacity and strengthen volunteer work in the community. Examples include: food and meal service delivery, grocery shopping, helplines, volunteer support coordination, out of pocket expenses for volunteers and information services.
- Provide alternate ways of supporting individuals and families so people can function within this new environment. Examples include: telephone mentoring, counselling/emotional mental health supports and supports to help address economic and food security needs.
- Expand or supplement efforts to provide information and referral services and telephone/online support. Examples include: crisis/distress lines, 211 services, promotion of information and services, posters and signage.

Ineligible Expenses

Ineligible expenses include but are not limited to the following:

- Any expense NOT related to addressing the social well-being of those most vulnerable due to COVID-19.
- Offering direct assistance in the form of money or shelter.
- Being primarily rehabilitative or health-focused in nature.

- Purchase of any capital assets.
- Any costs required to sustain an organization that do not relate to direct service delivery under the project.

Reporting Requirements

Organizations chosen to provide services and supports will need to sign an agreement and submit a report at the end of the grant term. This report must demonstrate that activities were completed and monies spent as described in the agreement.

Application Process

Organizations should contact their local FCSS to request funding for specific programs or services in their community. Funding for specific programs and services will not be distributed directly from the Alberta Government.

All projects must adhere to government recommended procedures and standards pertaining to COVID-19.

Key Contact

Lac Ste. Anne County FCSS Community Services Department

(On behalf of Lac Ste. Anne County, the Town of Onoway, Alberta Beach, and the Summer Villages)

Email: dkerr@LSAC.ca

Phone: 780-785-3411

COVID-19 Information

For the most updated information, please visit Alberta.ca/COVID19.

Social Services Support for COVID-19 Funding Request Form

Applicant Information

Name of Organization: Click or tap here to enter text.

Address: Click or tap here to enter text.

Local FCSS Program: Click or tap here to enter text.

Type of Organization (please select one):

- Incorporated non-profit organization or registered charity
- Religious or faith-based organization

- First Nation
- Other (please specify): Click or tap here to enter text.

Please note: unincorporated non-profit organizations or community groups should apply in partnership with a registered organization.

Is this a collaboration between multiple groups or organizations?

- Yes No

If yes, please list the organizations involved: Click or tap here to enter text.

Project Information

1. Total amount of funding requested: Click or tap here to enter text.

2. What geographic location(s) will be served through this funding? Click or tap here to enter text.

3. Which vulnerable group(s) will this funding support (select all that apply)?

- Seniors
- Caregivers
- Individuals or families with low or limited income
- Families with young children
- Individuals with chronic or underlying medical conditions
- Individuals experiencing mental health challenges
- Individuals or families experiencing violence
- Individuals or families with limited access to support (remote)
- Other (please specify): Click or tap here to enter text.

4. How many individuals do you expect to serve through this funding? Click or tap here to enter text.

5. Briefly describe the social need related to COVID-19 this funding will help to address:

Click or tap here to enter text.

6. Briefly describe how the funding will be used to support the vulnerable groups identified above:

Click or tap here to enter text.

7. Which outcome(s) will this funding will address (select all that apply):

- Enable vulnerable Albertans to have their social well-being needs met, which have been compromised during or as a result of the COVID-19 pandemic.

Performance measure:

- 1) Number of individuals served through Social Services Support for COVID-19 grant

- Engage individuals, families, communities and civil societies in identifying and implementing ways to meet their social well-being needs during the COVID-19 pandemic.

Performance measures:

- 1) Number of community organizations/funded agencies engaged in providing services and supports
2) Number of volunteers engaged in providing services and supports

- Provide additional social infrastructure to support the social well-being of Albertans who are affected either directly or indirectly by COVID-19.

Performance measure:

- 1) Type of additional supports created/provided

Budget

Please provide a breakdown of estimated project costs. Please also provide details about the expenditure e.g. number of staff hours for project, print 500 flyers; Annual Zoom membership; 200 gift cards (\$50 each).

Expenditure	Expenditure Details	Amount
Administration		
Front-line staff (includes salary and benefits)		
Support staff		
Supplies		
Service costs (delivery costs, training, travel)		
Other (please list and provide amount) •		
Total		

Declaration

I, [Click or tap here to enter text. \(name in full\)](#) of the [City of Click or tap here to enter text.](#), in the Province of Alberta, am the [Click or tap here to enter text.\(position\)](#) of [Click or tap here to enter text. \(name of organization applying\)](#), and certify that the information contained in this application is true, accurate, and complete and that I am a representative with designated signing authority/decision-making authority in our organization.

Contact Information

Primary Contact Name: [Click or tap here to enter text.](#)

Primary Contact Telephone: [Click or tap here to enter text.](#)

Primary Contact Email: [Click or tap here to enter text.](#)

Secondary Contact Name: [Click or tap here to enter text.](#)

Secondary Contact Telephone: [Click or tap here to enter text.](#)

Secondary Contact Email: [Click or tap here to enter text.](#)

Info



Lac Ste. Anne Foundation



ADMINISTRATION OFFICE
4407 42A Avenue
Box 289
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-3100
Fax: 780-786-4810

PLEASANT VIEW LODGE
4407 42A Avenue
Box 289
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-2393
Fax: 780-786-4810

SPRUCEVIEW LODGE & HEIGHTS
12 Sunset Boulevard
Whitecourt, AB T7S 1S9
Phone: 780-778-5530
Fax: 780-778-5215

CHATEAU LAC STE. ANNE
5129-49 Ave
Onoway, AB T0E 1V0
Phone: 780-987-0475
Fax: 780-987-0470

SUPPORTIVE HOUSING SERVICES
4503-52 Ave
Whitecourt, AB T7S 1M4
Phone: 780-778-3623
Fax: 780-786-4810

March 26, 2020

Town of Onoway
Box 540,
Onoway, AB T0E 1V0

Attention: Wendy Wildman, Chief Administrative Officer

RE: 2020 Municipal Requisition

Dear Wendy;

Please accept this letter as formal communication regarding the approved 2020 Municipal Requisition amounts for your Community.

As per the Lac Ste. Anne Foundation Municipal Requisition Policy;

The municipalities for which the organization provides supportive living accommodation shall be requisitioned annually based on the current year's approved budget. The total requisition shall be shared on the basis of the proportion that a municipality's equalized assessment bears to the total of the equalized assessments of all the municipalities to be requisitioned. Payments shall be made in quarterly installments the 1st banking day of January, April, July and October. Contributing Municipalities with total requisition in the annual amount less than \$20,000 shall pay on the 1st banking day of July. January and April quarterly payments will be equal to the previous year's quarterly payment. By April 1st the current year Equalized Assessment and approved current year's operating/capital deficit will be calculated and a balancing invoice will be issued.

Your total requisition amount is **\$25146.21** based on the 2020 Provincial Equalized Assessment Report. Invoicing will be as follows;

- January 1, 2020 - \$6229.19
- April 1, 2020 - \$6229.19
- July 1, 2020 - \$6,343.91
- October 1, 2020 - \$6,343.92

Thank you for your ongoing support of the Lac Ste. Anne Foundation and its seniors.

If you have any questions or concerns, please contact me at 780-786-3167.

Yours truly,

For Dena Krysik
Chief Administrative Officer

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