

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, MAY 7, 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 – April 2, 2020 Regular Council Meeting
- April 16, 2020 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS – April 30, 2020 Revenue and Expenses Report

6. POLICIES & BYLAWS

a) Bylaw 771-20 – Special Tax Bylaw - a bylaw to authorize special tax charges to be levied against all taxable property within the Town of Onoway for the 2020 taxation year. The same as last year, this special tax includes two charges: \$50.00 per property for a recreation tax, and \$120.00 per property for the cost share road rehabilitation project with Lac Ste. Anne County. *(for all four readings of the Bylaw)*

b) Bylaw 772-20 – Tax Rate Bylaw – a bylaw to authorize the several rates of taxation imposed for all purposes for the year 2020. *(for all four readings of the Bylaw)*

c) Bylaw 773-20 – Tax Penalties Bylaw – a bylaw for the purpose of imposing penalties on unpaid taxes for the 2020 year. At the last meeting, Council passed Motion #105-20 extending the tax due date from June 30 to September 30 and changing the penalties for 2020 to 10% October 1; 5% November 1; and 5% December 1. *(for all four readings of the Bylaw)*

7. ACTION ITEMS

- 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

Pg 17-19
1) April 27, 2020 letter from Minister Rajan Sawhney advising that Family and Community Support Services (FCSS) funds can be temporarily used to address food security needs, until June 15, 2020.

Pg 20-26
2) Undated letter from Minister Kaycee Madu attaching two April 17, 2020 Ministerial Orders that clarify assessment deadlines and non-assessment item deadlines (extensions).

Pg 27-69
3) Business Continuity for Pandemic Plan – Further to Council's discussion of this document at their April 2, 2020 meeting, please refer to the report that outlines how critical municipal functions will continue and how recovery of services will take place in an orderly fashion in the event of a business disruption. *(for discussion and direction of Council at meeting time)*

- b) Draft Capital Budget for 2020 – Administration is not proposing any capital budget this year. *(that in recognition of the extreme circumstances resulting from the Covid-19 pandemic and resulting hardships faced by all property owners, that no capital projects budget be proposed for 2020 to allow the Town to facilitate cash flow requirements as a result of the tax deadline date being moved from June 30 to September 30, and utility payment relief for May, June and July)*

- Pg 70-71
c) TechMasters Inc – Muniware Conversion – please refer to the attached estimate for \$5,000.00 that the Town has received from TechMasters to update computer server software to stay current and backed up as per our requirements. In 2018 the Town had purchased a new server, now we need to pay to have our Muniware software moved from the old server to the new server. *(for approval to spend \$5,000.00 from reserves for computer /server software)*

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

Pg 72-74 fire invoice update
- murals

- e) Public Works Report

9. INFORMATION ITEMS

- a) Alberta Urban Municipalities Association (AUMA) – April 20, 2020 letter from Barry Morishita, President, to Honourable Kaycee Madu, Minister of Municipal Affairs, with suggestions on rolling out economic stimulus funding for shovel ready projects

- b) Alberta Municipal Affairs – April 20, 2020 letter from Minister Kaycee Madu, Minister advising that 50% of the 20/21 Library operating grant will be advanced immediately, and the second installment provided in the Fall of 2020

- c) Alberta Municipal Affairs – April 15, 2020 letter from Gary Sandberg, Assistant Deputy Minister, extending the time to respond to the Municipal Accountability Review (MAP) matters to October 1, 2020

- d) Lac Ste. Anne County – March 30, 2020 letter from Donna Kerr advising that the Highway 43 Come Play With Me Early Childhood Coalition is ceasing operations as of March 30, 2020 and are sharing remaining budget dollars with Coalition area Libraries. Onoway Public Library received \$667.73

- e) Alberta Beach – April 27, 2020 letter from Bud Love, Chairman, 100 Year anniversary Chairman, advising that Alberta Beach Council has postponed their celebrations to Summer, 2021.

f)

g)

h)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|---|-----------|
| - 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. |
| - July 2, 2020 – Regular Council Meeting | 9:30 a.m. |
| - July 16, 2020 – Regular Council Meeting | 9:30 a.m. |
| - September 23-25, 2020 – AUMA Convention | Calgary |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 2, 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 Jason Madge, Public Works Manager 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 #090/20	MOVED by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Thursday, April 2, 2020 as presented. CARRIED
3.	MINUTES Motion #091/20	MOVED by Deputy Mayor Lynne Tonita that the minutes of the Monday, March 16, 2020 special Council meeting be adopted as presented. CARRIED
	Motion #092/20	MOVED by Councillor Pat St. Hilaire that the minutes of the Thursday, March 19, 2020 regular Council meeting be adopted as presented. CARRIED
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS MOTION #093/20	MOVED by Councillor Lisa Johnson that Bylaw 770-20, a bylaw for the purpose of establishing an Intermunicipal Collaboration Framework (ICF) between the Town of Onoway and Lac Ste. Anne County, be given first reading. CARRIED
	Motion #094/20	MOVED by Deputy Mayor Lynne Tonita that Bylaw 770-20 be given second reading. CARRIED
	Motion #095/20	MOVED by Councillor Pat St. Hilaire that Bylaw 770-20 be considered for third reading. CARRIED UNANIMOUSLY

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 2, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #096/20	MOVED by Councillor Pat St. Hilaire that Bylaw 770-20 be given third and final reading. CARRIED
7.	ACTION ITEMS Motion #097/20	MOVED by Deputy Mayor Lynne Tonita that Council support the draft letter to Alberta Health Minister Tyler Shandro regarding changes to Medical First Response (MFR) on behalf of the Fire Services Committee, as brought forward by North West Fire and Rescue. CARRIED
	Motion #098/20	MOVED by Deputy Mayor Lynne Tonita that Council accept the discussion and updates on Covid-19 preparation for information, and that the Town continue to share information with Council and residents as necessary. CARRIED
	Motion #099/20	MOVED by Councillor Pat St. Hilaire that Council further review the tax payment due date and penalties at their next meeting, scheduled for April 16, 2020. CARRIED
	Motion #100/20	MOVED by Deputy Mayor Lynne Tonita that, in recognition of the extreme circumstances resulting from the Covid-19 pandemic and resulting hardships faced by property owners, Council authorize Administration to cancel current utility penalties for the months of May, June and July, 2020. CARRIED
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #101/20	MOVED by Deputy Mayor Lynne Tonita that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and Public Works Manager be accepted for information as presented. CARRIED
9.	INFORMATION ITEMS Motion #102/20	MOVED by Councillor Pat St. Hilaire that Council accept the following items for information as presented: 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 - \$6,299.19; 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) CARRIED



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 2, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

10.	CLOSED SESSION	n/a		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 12:30 p.m.		
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.

Mayor Judy Tracy

Debbie Giroux
Recording Secretary

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	PRESENT	Mayor: Judy Tracy Deputy Mayor: Lynne Tonita (in at 9:35 a.m.) Councillor: Lisa Johnson Councillor: Jeff Mickle Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Debbie Giroux, Recording Secretary
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:30 a.m.
2.	AGENDA Motion #103/20	<p>MOVED by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Thursday, April 16, 2020 with the following additions:</p> <p>7e) Council Remuneration and Expenses 7f) Ratification of Deputy Mayor Lynne Tonita's attendance at two Meetings 10) Closed Session - pursuant to Section 17 (4) (d) and (f) of the Freedom of Information and Privacy Act "Disclosure Harmful to Third Party's Personal Privacy"</p> <p style="text-align: right;">CARRIED</p> <p>Deputy Mayor Lynne Tonita joined the meeting at 9:35 a.m.</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 #104/20 Motion #105/20	<p>MOVED by Deputy Mayor Lynne Tonita that Council accept the discussion and updates on Covid-19 preparation for information, and that the Town continue to share information with Council and residents as necessary.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Jeff Mickle that, for 2020 only, in recognition of the extreme circumstances resulting from the Covid-19 pandemic and resulting hardships faced by property owners, the Town extend the tax due date from June 30 to September 30, 2020 and that the penalty structure be as follows: October 1, 2020 – 10%; November 1, 2020 – 5%; December 1, 2020 – 5%</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

		<p>Council recessed from 10:45 a.m. to 10:55 a.m.</p> <p>Motion #106/20 MOVED by Deputy Mayor Lynne Tonita that, in recognition of the extreme circumstances resulting from the Covid-19 pandemic and resulting hardships faced by property owners, Council approve the 2020 draft Operating budget as presented, with a 0% increase in municipal tax dollars collected, and that the minimum tax remain at \$875.00 per residential property and \$1075.00 for non-residential property, and that the Tax Rate Bylaw be brought to the next Council meeting.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #107/20 MOVED by Councillor Jeff Mickle that the Sturgeon River Watershed Management Plan 2020 be accepted for information and that Council resolve to work collaboratively with other municipalities and the Sturgeon River Watershed Association to implement the Plan.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #108/20 MOVED by Councillor Pat St. Hilaire that Council expense claims for mileage be paid whenever Councillors chose to claim their mileage costs for reimbursement.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #109/20 MOVED by Councillor Pat St. Hilaire that Deputy Mayor Lynne Tonita's attendance at the Government of Alberta Town Hall meeting of Tuesday, April 14, 2020 and the Unstoppable Conversations Meeting of April 9, 2020 be ratified.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #110/20</p> <p>Motion #111/20</p> <p>Motion #112/20</p>	<p>MOVED by Councillor Lisa Johnson that, due to the water meter discrepancies, the Town provide \$4,000.00 from the unrestricted surplus to the Onoway and District Agricultural Society for water consumption costs in 2019.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the Town provide \$7,000.00 to the Onoway and District Agricultural Society for a 3 year period beginning in 2020 for water consumption costs for the ice surface. The 2020 remittance will depend on the lifting of the Covid-19 ban (and the arena opening and operating for the 2020/2021 season).</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita 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>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

9.	INFORMATION ITEMS Motion #113/20	<p>MOVED by Councillor Pat St. Hilaire that Council accept the following items for information as presented:</p> <ul style="list-style-type: none"> a) Community Futures Yellowhead East – April 14, 2020 email regarding free coaching they are providing for businesses to navigate COVID 19 b) Pitch In Week – No date will be set for 2020. Our supplies have arrived and if an opportunity doesn't arise to use them this year, the Town is asked to keep those supplies on hand for next year c) Towns West Alberta Urban Municipalities Association (AUMA) Update – April 9, 2020 email from Fayrell Wheeler, Councillor, Town of Drayton Valley d) Alberta First Responders Radio Communications System (AFRRCS) – April 7, 2020 letter from Karen St. Martin, Chief Administrative Officer, Town of Mayerthorpe, advising that the Third Party Agreement between Mayerthorpe and the Town of Onoway is terminated immediately as Third Party Agreements are not permitted. <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION Motion #114/20	<p>MOVED by Councillor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act and Section 17 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 12:00 p.m. to discuss the following item:</p> <ul style="list-style-type: none"> 1. "Disclosure Harmful to Personal Privacy" <p style="text-align: right;">CARRIED</p> <p>Council recessed from 12:00 p.m. to 12:05 p.m.</p> <p>CLOSED SESSION: The following individuals were present for the Closed Session: Mayor Judy Tracy Deputy Mayor Lynne Tonita Councillor Lisa Johnson Councillor Jeff Mickle Councillor Pat St. Hilaire</p> <p>Chief Administrative Officer Wendy Wildman Recording Secretary Debbie Giroux</p> <p style="text-align: center;">Motion #115/20</p> <p>MOVED by Councillor Pat St. Hilaire that Council move out of Closed Session at 12:15 p.m.</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, APRIL 16, 2020
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE

	Motion #116/20	<p>Council recessed from 12:15 p.m. to 12:20 p.m. The meeting reconvened at 12:20 p.m.</p> <p>MOVED by Deputy Mayor Lynne Tonita that Council accept the recommendation of the Town of Onoway Library Board and authorize the Library to continue with modified operations indefinitely; specifically that the Library remain operating but closed to the public; and that the Librarian continue to work hours as budgeted for 2020, unless there becomes a significant change in circumstances at which time this would be reviewed further.</p> <p style="text-align: right;">CARRIED</p>																					
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 12:25 p.m.																					
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Mayor Judy Tracy

Debbie Giroux
Recording Secretary



TOWN OF ONOWAY

For the Period Ending April 30, 2020
Revenue & Expenses

Description	2020 Actual	2020 Budget
TOTAL TAXATION REVENUE	0.00	(1,585,879.21)
TOTAL REQUISITIONS	88,684.12	343,102.21
TAX REVENUE AVAILABLE FOR MUNI	88,684.12	(1,242,777.00)
TOTAL GENERAL REVENUE	(44,048.57)	(104,700.00)
TOTAL LEGISLATIVE EXPENSE	36,914.48	118,931.00
SURPLUS/DEFICIT LEGISLATIVE	36,914.48	118,931.00
TOTAL ADMIN REVENUE	(8,177.60)	(189,059.00)
TOTAL ADMIN EXPENSE	330,752.76	715,040.00
SURPLUS/DEFICIT ADMIN	322,575.16	525,981.00
TOTAL FIRE REVENUE	(74,916.16)	(344,887.00)
TOTAL FIRE EXPENSE	68,146.98	370,119.00
FIRE SURPLUS/DEFICIT	(6,769.18)	25,232.00
TOTAL DISASTER SERVICES REV.	0.00	0.00
TOTAL DISASTER SERVICES EXPENS	12,461.57	28,600.00
DISASTER SURPLUS/DEFICIT	12,461.57	28,600.00
TOTAL AMBULANCE REVENUE	(2,400.00)	(2,400.00)
TOTAL AMBULANCE EXPENSE	0.00	0.00
SURPLUS/DEFICIT AMBULANCE	(2,400.00)	(2,400.00)
TOTAL BYLAW REVENUE	0.00	(2,500.00)
TOTAL BYLAW EXPENSE	0.00	1,000.00
BYLAW SURPLUS/DEFICIT	0.00	(1,500.00)
TOTAL POLICING REVENUE	(82,900.00)	(176,000.00)
TOTAL POLICING EXPENSE	94,150.00	211,450.00
POLICING SURPLUS/DEFICIT	11,250.00	35,450.00
TOTAL PW REVENUE	0.00	0.00
TOTAL PW EXPENSE	69,932.84	189,599.00
PW SURPLUS/DEFICIT	69,932.84	189,599.00
TOTAL ROADS REVENUE	(14,302.42)	(115,776.00)
TOTAL ROAD EXPENSE	89,726.86	434,351.00
ROADS SURPLUS/DEFICIT	75,424.44	318,575.00
TOTAL STORM SEWER REVENUE	0.00	0.00
TOTAL STORM SEWER EXPENSE	2,617.50	0.00
STORM SEWER SURPLUS/DEFICIT	2,617.50	0.00
TOTAL WATER REVENUE	(138,304.44)	(566,500.00)

TOTAL WATER EXPENSE	121,128.73	517,803.00
WATER SURPLUS/DEFICIT	(17,175.71)	(48,697.00)
TOTAL SEWER REVENUE	(63,139.95)	(219,966.00)
TOTAL SEWER EXPENSE	62,790.08	197,002.00
SEWER SURPLUS/DEFICIT	(349.87)	(22,964.00)
TOTAL WASTE COLLECTION REV	(28,796.32)	(129,500.00)
TOTAL WASTE COLLECT EXP	21,842.44	113,124.00
WASTE COLLECT SURPLUS/DEF	(6,953.88)	(16,376.00)
TOTAL FCSS REVENUE	(91,651.00)	(114,312.00)
TOTAL FCSS EXPENSE	0.00	103,798.00
FCSS SURPLUS/DEFICIT	(91,651.00)	(10,514.00)
TOTAL PLAN REVENUE	(1,036.50)	(3,500.00)
TOTAL PLANNING EXPENSE	4,000.00	18,500.00
PLANNING SURPLUS/DEFICIT	2,963.50	15,000.00
TOTAL LAND REVENUE	0.00	0.00
TOTAL LAND EXPENSE	522.00	20,000.00
LAND SURPLUS/DEFICIT	522.00	20,000.00
TOTAL EDC REVENUE	(2,400.00)	(102,500.00)
TOTAL EDC EXPENSE	48,288.83	100,821.00
EDC SURPLUS/DEFICIT	45,888.83	(1,679.00)
TOTAL REC PROGRAM REVENUE	0.00	0.00
TOTAL REC PROGRAM EXPENSE	0.00	12,212.00
REC PROGRAM SURPLUS/DEFICIT	0.00	12,212.00
TOTAL PARKS REVENUE	(20.00)	(5,000.00)
TOTAL PARKS EXPENSE	31,648.63	135,676.00
PARKS SURPLUS/DEFICIT	31,628.63	130,676.00
TOTAL CULTURE EXPENSE	2,373.99	18,925.00
CULTURE SURPLUS/DEFICIT	2,373.99	18,925.00
TOTAL MISC EXPENSE	25.00	12,426.00
MISC SURPLUS/DEFICIT	25.00	12,426.00
TOTAL SURPLUS/DEFICIT	533,913.85	0.00

**BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
AUTHORIZE SPECIAL TAX CHARGES TO BE LEVIED AGAINST ALL TAXABLE
PROPERTY WITHIN THE TOWN OF ONOWAY FOR THE 2020 TAXATION YEAR**

WHEREAS the Town of Onoway has prepared and adopted detailed estimates of the cost of the specific services or purposes and included those estimates in the budget for 2020; and

WHEREAS, the estimated amount required for the cost of the specific services or purposes is **\$78,880.00**; and

WHEREAS the Town of Onoway deems it fair and equitable to charge equally all taxable property within the Town of Onoway that will benefit from the specific services and purposes; and

WHEREAS the Town of Onoway is authorized to pass a special tax bylaw under the Municipal Government Act RSA 2000 Chapter M-26, Part 10 Division 5; and

NOW THEREFORE, the Council of the Town of Onoway, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following special tax rates on each taxable property within the corporate limits of the Town of Onoway.

2020 Special Tax Required is **\$78,880.00** for the costs of the services and purposes as follows:

- a. Recreational Services Tax - **\$23,200.00**
 - b. Regional Collaboration Cost Share Road Rehabilitation Tax (Township Road 544 and Range Road 21) - **\$55,680.00**
2. That there are 464 taxable properties within the corporate limits of the Town of Onoway for the 2020 tax year, as per the assessment roll, and that each of these properties shall share equally the cost of the Recreation Service Tax and Regional Collaboration Cost Share Road Rehabilitation Tax.
3. That the amount payable per taxable property as a special tax shall be:
 - a. Recreation Service Tax:
 $\$23,200.00/464 = \mathbf{\$50.00}$;
 - b. Regional Collaboration Cost Share Road Rehabilitation Tax:
 $\$55,680.00/464 = \mathbf{\$120.00}$.

BYLAW NO. 771-20
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Part 10 Division 5 Special Tax

4. That the "**Special Tax**" and said charges of **\$50.00** and **\$120.00** shall be levied and included on the 2020 Tax Notice and is a debt due to the municipality known as the Town of Onoway and is payable September 30, 2020.

5. That this BYLAW shall come into force and effective for 2020 taxation on the date of the third and final reading.

Read a first time on this 7th day of May, 2020.

Read a second time on this 7th day of May, 2020.

Unanimous Consent to proceed to third reading on this 7th day of May, 2020.

Read a third and final time on this 7th day of May, 2020.

Signed this 7th day of May, 2020.

Mayor Judy Tracy

Wendy Wildman, Chief Administrative Officer

**BEING A BYLAW OF THE TOWN OF ONOWAY TO AUTHORIZE THE
SEVERAL RATES OF TAXATION IMPOSED FOR ALL PURPOSES FOR THE
YEAR 2020**

WHEREAS the total requirements for the Town of Onoway in the Province of Alberta as shown in the budget estimates are as follows:

Municipal General	3,319,377.00
Lac Ste. Anne Foundation Seniors Housing Residential Requisition	17,391.21
Lac Ste. Anne Foundation Seniors Housing Non-Residential Requisition	7,755.00
ASFF Residential School Requisition	204,565.00
ASFF Residential School Requisition (2019 Overlevy)	(13,548.00)
ASFF Non-Residential School Requisition	132,228.00
ASFF Non-Residential School Requisition (2019 Overlevy)	(5,577.00)
Designated Industrial Property Requisition	<u>283.29</u>
TOTAL:	\$3,662,474.50

WHEREAS the total taxable assessment of land, buildings and improvements amounts to:

Residential - Improved	76,219,190.00
Residential – Vacant	560,700.00
Farmland	79,910.00
Non-Residential - Improved	28,483,480.00
Non-Residential – Vacant (Linear)	1,321,300.00
Non-Residential – Vacant (DIP/Linear)	3,727,510.00
Machinery and Equipment (~Vacant)	8,200.00
Exempt	<u>36,660,820.00</u>
TOTAL:	\$147,061,110.00

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Town of Onoway for 2020 total \$ \$3,319,377.00 and

WHEREAS, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$2,076,600.00 in administrative revenues and transfers, \$23,200.00 in Recreation Tax and \$55,680.00 in Regional Collaboration Road Rehabilitation Tax, and the balance of \$ \$1,163,897.00 is to be raised by general municipal taxation;

WHEREAS, the amount of municipal taxation to be raised as a minimum amount payable on each lot of the following assessment classes of:

Residential-Vacant:	\$ 875.00
Residential-Improved:	\$ 875.00
Farmland:	\$ 000.00
Non-Residential- Vacant:	\$1,075.00
Non-Residential-Improved:	\$ 000.00

BYLAW NO. 772-20
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

is estimated to be \$19,993.34 and the remaining \$1,143,903.66 is to be collected based on municipal mill rates;

WHEREAS, the rates hereinafter set out are deemed necessary to provide the amounts required for municipal, school and other purposes, after making due allowance for the amount of taxes which may reasonably be expected to remain unpaid;

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000;

The Municipal Administrator is hereby authorized and required to levy the following rates of taxation on the assessed value of all land, buildings and improvements as shown on the assessment and tax roll:

<u>RATE</u>	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX</u> <u>(in mills)</u>
General Municipal			
Residential – Improved	516,564.08	76,219,190	6.777348
Residential – Vacant	16,971.81	560,700	30.268990
Non-residential – Improved	517,864.41	28,483,480	18.181220
Non-residential – Vacant	91,942.62	5,057,010	18.181220
Farmland	560.73	79,910	7.017265
TOTAL	\$1,143,903.65	\$110,400,290	

<u>RATE</u>	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX</u> <u>(in mills)</u>
Alberta School Foundation Fund (ASFF)			
Residential/Farmland	204,565.00		
Res/Farm (2019 Overlevy)	(13,548.00)		
Sub-Total	191,017.00	76,859,800	2.4852654
Non-residential	132,228.00		
Non-Res (2019 Overlevy)	(5,577.00)		
Sub-Total	126,651.00	33,532,290	3.7769863
TOTAL	\$317,668.00	\$110,392,090	

<u>RATE</u>	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX</u> <u>(in mills)</u>
LSA Seniors Foundation			
Residential/Farmland	17,506.59	76,859,800	0.2277730
Non-residential	7,639.62	33,540,490	0.2277730
TOTAL	\$25,146.21	\$110,400,290	

BYLAW NO. 772-20
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26

<u>RATE</u>	<u>TAX LEVY</u>	<u>ASSESSMENT</u>	<u>TAX</u> <u>(in mills)</u>
Designated Industrial Property (DIP)			
Non-Residential	283.29	3,727,510	0.0760000
Total	\$283.29	\$3,727,510	

THAT this Bylaw shall come into force and effect upon the passing thereof.

READ a first time this 7th day of May, 2020

READ a second time this 7th day of May, 2020

UNANIMOUS CONSENT to proceed to third reading this 7th day of May, 2020

READ a third and final time this 7th day of May, 2020

SIGNED this 7th day of May, 2020

Mayor Judy Tracy

Wendy Wildman, Chief Administrative Officer

**A BYLAW FOR THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF IMPOSING PENALTIES ON UNPAID TAXES**

WHEREAS, Section 344 and 345 of the Municipal Government Act, being Chapter M-26, RSA 2000, permits Council to pass a bylaw to impose penalties on unpaid taxes, and

WHEREAS, the Council of the Town of Onoway, in the Province of Alberta, deems it expedient to impose penalties on unpaid taxes;

NOW THEREFORE, the Council of the Town of Onoway enacts as follows:

- 1) The Taxes in the Town of Onoway are due and payable on September 30th for the year in which the taxes are levied.
- 2) Where any taxes levied for the current year remain unpaid after September 30, these outstanding taxes are subject to a penalty thereon in the amount of 10% on the first day of October; 5% on the first day of November, 5% on the first day of December, 2020.
- 3) For the purpose of section (2), a reference to "the outstanding taxes" shall be deemed not to include the amount of any penalties thereon.
- 4) Any taxes that are not paid on or before the 31st day of December of the current year, shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty of 15% on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes and applicable penalties that are levied but remain unpaid as of the 31st day of December, and to all taxes which may hereafter be deemed to be in arrears in accordance with section 345 of the Municipal Government Act.
- 5) That Bylaw No 704-11 is hereby repealed.
- 6) That this Bylaw shall come into force and have effect on the date of third and final reading.

BYLAW NO. 773-20
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Section 344 and 345

READ a first time this 7th day of May, 2020

READ a second time this 7th day of May, 2020

UNANIMOUS CONSENT to proceed to third reading this 7th day of May, 2020

READ a third time this 7th day of May, 2020

SIGNED this 7th day of May, 2020

Mayor Judy Tracy

Wendy Wildman, Chief Administrative Officer



ALBERTA
COMMUNITY AND SOCIAL SERVICES
Office of the Minister

April 27, 2020

Dear Mayors and Chief Administrative Officers:

We are dealing with a fast and rapidly changing landscape in response to the COVID-19 pandemic. As a government, we are committed to supporting our most vulnerable and at-risk people.

There is a growing use of food banks, and food security was identified as one of the most common areas for funding requests during the initial round of applications for the COVID-19 emergency social services funding. Community and Social Services (CSS) is temporarily relaxing the funding restrictions on Family and Community Support Services (FCSS) funding to help you address food security needs at the local level.

In response to COVID-19, CSS has temporarily suspended the regulatory restriction that prevents FCSS funding from addressing food security. This has been done through a Ministerial Order (attached) under the authority of the *Public Health Act*. With this amendment, FCSS programs will have more flexibility in providing secure access to food for vulnerable Albertans.

Food security is but one of many issues facing Albertans at this time. Given the magnitude of impact of COVID-19 on our province, I would like FCSS programs to work with your partner organizations and prioritize available funding to meeting COVID-19 needs in your local community.

Thank you for your support and ongoing commitment to meeting the needs of Albertans during this extra-ordinary time.

Sincerely,

Rajan Sawhney
Minister of Community and Social Services

Attachment

cc: Family and Community Support Services Program Directors



ALBERTA

COMMUNITY AND SOCIAL SERVICES
Office of the Minister

Ministerial Order No. 2020-15

WHEREAS the Lieutenant Governor in Council made Order in Council 080/2020 under section 52.1(1) of the *Public Health Act* (PHA) on March 17, 2020 declaring a state of public health emergency in Alberta due to pandemic COVID-19 and the significant likelihood of pandemic influenza;

WHEREAS Order in Council 080/2020 has effect for 90 days following March 17, 2020 under section 52.8(1)(a) of the PHA;

WHEREAS sections 52.1(2) and 52.1(3) of the PHA authorize the Minister of Community and Social Services (Minister) to make an order, without consultation, to suspend or modify the application or operation of all or part of an enactment, subject to the terms and conditions the Minister prescribes, if the Minister is satisfied that the application or operation of all or part of the enactment is not in the public interest;

WHEREAS section 2(a) of the *Family and Community Support Services Act* (Act) allows a municipality to provide for the establishment, administration and operation of a family and community support services program;

WHEREAS section 7(a) of the Act allows the Lieutenant Governor in Council, by regulation, to determine what constitutes a program for the purposes of the Act;

WHEREAS section 2.1 of the *Family and Community Support Services Regulation* (Regulation) sets out the service requirements for a program under the Act;

WHEREAS section 2.1(1) of the Regulation requires programs to be of a preventive nature that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and section 2.1(2) of the Regulation sets out program prohibitions;

WHEREAS I am satisfied that the prohibition on providing direct assistance for food to sustain an individual or family set out in section 2.1(2)(b) of the Regulation is not in the public interest because during this COVID-19 crisis food security and providing food directly to individuals and families is preventive in nature and enhances the social well-being and safety of those individuals and families and allows them to remain independent, strengthens their ability to cope with the other consequences of the restrictions put in place to slow the spread of COVID-19 and be more resistant to the other impacts of COVID-19 and the associated social distancing restrictions;

THEREFORE, I, Rajan Sawhney, Minister of Community and Social Services, pursuant to section 52.1(2) of the PHA, do hereby order that:

1. The prohibition in section 2.1(2)(b) of the Regulation that direct assistance for food not be provided to individuals and families is suspended and that direct assistance for food is deemed to meet the criteria set out in section 2.1(1) of the Regulation.
2. This Order lapses, unless it is sooner continued by an order of the Lieutenant Governor in Council under section 52.811(3) of the PHA, at the earliest of the following:
 - (a) August 14, 2020;
 - (b) 60 days after Order in Council 080/2020 is terminated by the Lieutenant Governor in Council, if Order in Council 080/2020 is terminated before June 15, 2020;
 - (c) when the Order is terminated by the Minister under section 52.811(2) of the PHA because the Minister is satisfied that this Order is no longer in the public interest; or
 - (d) when this Order is terminated by the Lieutenant Governor in Council under section 52.811(1)(c) of the PHA.

DATED this 14 day of April, 2020.



Rajan Sawhney
Minister of Community and Social Services



ALBERTA

MUNICIPAL AFFAIRS

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

Dear Mayors, Reeves and Councils:

Earlier this spring, Municipal Affairs put in place a Ministerial Order that extended timeframes under the Municipal Government Act for a wide variety of activities for municipalities and your residents. The intent of these extensions was to relieve pressure on municipalities and allow you to focus on supporting your communities through the current public health emergency, and to preserve the right to a meaningful appeal process at a time when it was not yet clear how or when council meetings, appeal hearings or similar proceedings could be conducted.

Unfortunately, some of the time extensions were leading to unintended consequences. As a result, today I have signed two new Ministerial Orders to replace the previous Order. A copy of each of the new Ministerial Orders is attached for your information.

Ministerial Order MAG: 014/20 deals specifically with various assessment-related timelines, and makes important changes to clarify and shorten some of the original timeline extensions.


Ministerial Order MSD: 036/20 addresses the non-assessment items from the original Ministerial Order. This Order retains some timeline extensions for things like financial reporting and other routine activities that can easily be deferred for now. However, for the most part, timelines for things like appeal processes have been returned to the standard timelines under the Municipal Government Act.

To ensure that some Albertans are not deprived of their right of appeal, this second Ministerial Order includes transitional provisions. If a legislated timeline for a particular matter either ended or started between the date of the original Ministerial Order and this one (March 25 to April 17, 2020), these transitional provisions "restart the clock" for the applicable appeal periods. This ensures that anyone who might have considered an appeal of a municipal decision, but chose to defer filing that appeal because they thought they had until October 1, will not inadvertently lose their right to appeal through a return to the normal timelines.

I want to thank key partners like the AUMA, RMA, City of Edmonton, City of Calgary, and BILD Alberta for helping us work through these issues to arrive at this solution. Working together, we have again showed our ability to collaborate to identify and solve problems quickly and efficiently.

I trust that these new Ministerial Orders will address the concerns that many of you have raised with me in recent days. As new issues and challenges arise, please do not hesitate to reach out to me and/or to ministry officials so that we can be aware of those issues and work with you to find solutions.

Sincerely,


Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550



ALBERTA
MUNICIPAL AFFAIRS

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

MINISTERIAL ORDER NO. MAG:014/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act* make the following order:

1. The complaint deadline pursuant to Section 284(4) of the *Municipal Government Act*, for an assessment notice with a notice of assessment date that falls on or after January 31, 2020 is extended to July 1, 2020 or 60 days from the notice of assessment date, whichever time is later.
2. The date by which a municipality must perform the actions articulated under Sections 412 and 436.03(1) of the *Municipal Government Act* is extended to June 30, 2020.
3. For properties for which a tax sale was required to be held between March 31, 2019 and March 31, 2020 pursuant to Section 418(2) of the *Municipal Government Act*, the time to complete a sale is extended to October 1, 2020.
4. The date by which municipalities, persons, or entities must perform the actions articulated under Sections 417 and 436.08(1) of the *Municipal Government Act* is extended to October 1, 2020.
5. The time set out in Section 295(4) for a person to provide information requested pursuant to Section 295(1) of the *Municipal Government Act* is extended to July 1, 2020 or within 60 days from the date of request, whichever time is later.
6. The time set out in Sections 34 and 35 of the *Matters Relating to Assessment and Taxation Regulation, 2018* for an assessor to provide information requested pursuant to Sections 299, 299.1, 300, and 300.1 of the *Municipal Government Act* is extended to July 1, 2020 or within 15 days of receiving the request, whichever time is later.
7. The time for municipalities, persons, or entities to perform the actions required under Section 364.3(1) of the *Municipal Government Act*, and Section 36(3) of the *Matters Relating to Assessment and Taxation Regulation, 2018* is extended to October 1, 2020 or within the time specified in the sections, whichever is later.

8. Anything that, under normal timelines pursuant to Parts 9, 10, 11, 12 of the *Municipal Government Act* and its associated regulations, would have been required to be done between the period of March 25, 2020 and the date this Order is signed, which as a result of Ministerial Order MSD 022/20 was not done, and which is not otherwise addressed in this Order, must be completed no later than May 31, 2020.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Edmonton - South West

MINISTERIAL ORDER NO. MSD:036/20

I, Kelechi Madu, QC, Minister of Municipal Affairs, pursuant to Sections 577 and 605(2) of the *Municipal Government Act*, make the following order.

- 1. Each municipality must complete a 2019 Statistical Information Return in accordance with the instructions prepared by Municipal Affairs.**
- 2. The Statistical Information Return must be signed by the Chief Administrative Officer or designated officer and submitted to Municipal Affairs by October 1, 2020.**
- 3. The time for a municipality to make publically available its financial statements or a summary of them and the auditor's report of the financial statements pursuant to Section 276(3) of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.**
- 4. The time for a municipality to submit its financial information return, the auditor's report on the financial information return, its financial statements and the auditor's report on the financial statements to the Minister pursuant to Section 278 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.**
- 5. The time for a regional services commission to submit its financial information return and audited annual financial statements to the Minister and each member of the commission pursuant to Section 602.34 of the *Municipal Government Act* is extended to October 1, 2020 from May 1, 2020.**
- 6. The time for a summer village to hold an organizational meeting under Section 192(2) of the *Municipal Government Act* is extended to October 1, 2020 from August 31, 2020.**
- 7. The 120 day period for a growth management board to submit a report to the Minister under Section 708.09(1) of the *Municipal Government Act* is extended so that the report must be filed by October 1, 2020.**

8. Where the normal timeline associated with a requirement under the sections of the *Municipal Government Act* or its associated regulations as listed in the attached Appendix either began or ended during the period between March 25, 2020 and the date this Order is signed, the timeline is hereby modified such that the timeframe for taking action is to be calculated as starting on the date this Order is signed.

9. Ministerial Order MSD: 022/20 is hereby rescinded.

Dated at Edmonton, Alberta, this 17th day of April, 2020.



Kelechi Madu, QC
Minister of Municipal Affairs

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APPENDIX

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s.688(4.3)

Off-site Levies Regulation (AR 187/2017)
s.11

DRAFT

Town of Onoway

Business Continuity for Pandemic Plan

To Be Reviewed by MEO: October of each year

Version 1: April 2 2020

Business Continuity for Pandemic Plan

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This Business Continuity for Pandemic Plan has been created through the combined efforts of the Business Continuity for Pandemic Planning Committee composed of the members as follows:

Town Council: Administration:	Incumbent Council Chief Administrative Officer
Director of Emergency Management:	Wendy Wildman
Logistics Chief:	Jason Madge
Operations Chief:	Dave Ives
Finance Chief:	Dwight Moskalyk
Reception Center Manager:	Debbie Giroux
ESS Director:	Penny Frizzell
Scribe:	Shelley Vaughan

1. Purpose of the Plan.

The purpose of the Business Continuity for Pandemic Plan is to provide for the continuation of critical municipal functions and recovery of services that were suspended in the event of a business disruption in particular in the event of a pandemic influenza. Many potential contingencies and disasters can be averted, or the damage they cause can be reduced, if appropriate steps are taken to manage through the event.

This completed Business Continuity for Pandemic Plan outlines the course of action to be taken in the event of an emergency and the process for each business unit to follow in their recovery to normal business operation. It is intended to:

- Provide an orderly and efficient transition from normal to emergency conditions.
- Provide specific guidelines appropriate for complex and unpredictable occurrences.
- Provide consistency in action.
- Prevent activity inconsistent with the philosophy of this municipality.
- Establish a threshold at which an emergency response is triggered and determines who may authorize the response.

2. Objectives of the Plan.

This Business Continuity for Pandemic Plan is intended to:

- Define critical operations that must be continued, those operations that can be postponed for a period of time and those operations that can be postponed indefinitely.
- Provide a planned transition for normal operations to emergency operations and maintaining only those functions defined as critical or vital operations.
- Provide a level of security and safety for employees.

- Provide standards for testing the Business Continuity for Pandemic Plan.
- Ensure continuation of services to residents, protection of taxpayers' interests.
- Prevent loss of confidence in Municipal government.
- Meet regulatory requirements imposed by the Province or other regulatory agency.
- Manage successfully through a pandemic and reduce the disruption to services.
- Receive positive media coverage as a result of advanced planning and provide leadership by example.

3. Scope.

This plan only considers the effect of a Pandemic Influenza on the operation of the Town of Onoway and outlines the manner in which those services deemed critical and vital will continue to be delivered throughout the influenza. All services offered by the Town of Onoway were considered and rated as **critical, vital, necessary** and **desired**. Once critical and vital services are established, necessary services will be established and then desired services as resources become available.

Critical are services that must be provided immediately without which, loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue will result. These services normally require resumption within 24 hours, but for the purposes of pandemic planning they are the core services of the municipality.

Vital are services that must be provided within 72 hours without which would likely result in loss of life, infrastructure destruction, loss of confidence in government and significant loss of revenue or disproportionate recovery costs. For the purposes of pandemic planning, these are vital and necessary services that would normally need to be performed or completed within a two to four week business cycle to avoid significant damage or loss. These are services that may be performed on a rotating schedule.

Necessary are services that must be resumed within two weeks, or could result in considerable loss, further destruction, or disproportionate recovery costs. For purposes of pandemic planning these are services that staff will be allocated to either last or on a need to do priority.

Desired are services that could be delayed for two weeks or longer, but are required in order to return to normal operating conditions, or alleviate further disruption. For pandemic planning purposes, these are services that will be deemed as non-essential until such time as either staff levels are back to normal and/or priority necessitates.

Factors that may be considered in prioritizing services may include, but are not limited to:

- Immediate external obligations
- Immediate internal obligations
- Dependencies on other departments, service providers or agencies
- Other agencies dependent on your services
- Contractual obligations and liabilities
- Regulatory requirements
- First response obligations

- Access to essential information
- Minimum manpower required to provide services

Safety must also be considered. The safety of personnel or clients can be measured in terms of impact on individuals and groups as follows:

- **Low** – event occurrence unlikely to kill or injure
- **Medium** – event occurrence likely to cause injury or death
- **High** – event occurrence likely to cause many injuries and/or fatalities

In addition the threat to resources other than personnel must be considered. The potential for property loss or damage can be assessed as follows:

- **Low** – no damage
- **Medium** – moderate damage to most resources
- **High** – all or most resources seriously damaged or destroyed

During a pandemic or other serious interruption of the Municipality's business the senior personnel may become ill and not able to make decisions or may lose their life. This plan will also be the basis for a policy that outlines the criteria, including scope of responsibility for available senior staff to activate and implement this plan.

4. Background on Pandemic Influenza.

A pandemic (a global epidemic) influenza occurs when a novel influenza virus strain emerges with an ability to efficiently spread in human populations and cause significant morbidity (illness) and mortality (death). Since the 1500's, pandemic influenza has occurred 3 to 4 times per century. In the last century, there were 3 pandemics: The 'Spanish Flu' of 1918 (H1N1), The 'Asian Flu' of 1957 (H2N2) and the 'Hong Kong Flu' of 1968 (H3N2).

In April 2009 test samples from ill people in Mexico confirmed an outbreak of Influenza caused by a new virus (H1N1). By May, the virus was spreading quickly throughout North America and on June 11th 2009, the World Health Organization declared a global pandemic.

Pandemic (H1N1) 2009 influenza has been noted to cause more severe illness than seasonal influenza in some individuals. It can vary in severity from mild to severe with the most severe cases occurring mainly in people with other risk factors including chronic illness, weak immune systems or pregnancy.

How Large Could the Effect Be In Oneway?

It is believed that over 70% of the population may be infected but only 15% - 35% will display symptoms of influenza. Although the rates of severe illness and complications from virus are anticipated to be low overall, the number of people infected may be so large that severe disease associated with virus may nonetheless place a heavy burden on the health care system as well as schools, businesses and local government.

Absenteeism will be the major issue that municipalities and all businesses will be forced to deal with. People will be absent from work for many reasons, including illness, caring for others, fear of going to work, pandemic related public health measures (e.g. school closures) and normal baseline absenteeism.

When preparing this plan the planning team considered that:

- The pandemic virus may spread rapidly leaving little or no time to prepare due to the high level of global traffic

- The pandemic will be widespread with simultaneous outbreaks. Municipalities may not be able to rely on neighboring jurisdictions to assist.
- There will be shortages of healthcare, emergency, and essential services personnel due to illness and absenteeism
- There will be severe disruptions in essential services
- There will be shortages of equipment and supplies
- There will be intense and unrelenting scrutiny from media and the public and fear will be abundant.

5. Assumptions.

In preparing this plan it is assumed that 35% of the Municipality's staff will either be infected by the influenza and unable to work or unable to attend at work because they are needed to care for family members.

A pandemic may occur at any time during the year, not necessarily during "flu" season so all services offered by the municipality must be considered when doing a Business Continuity for Pandemic Plan.

6. Plan Activation

Once the Pandemic influenza is given Pandemic status in our region of Alberta, the Town of Onoway will take steps to ensure the municipalities Pandemic Plan is on standby and activated when appropriate. Alberta Health Services have the lead in this situation with Municipalities supporting their mandates/instructions. Significant consideration must be committed to the decision to activate the plan. The risks inherent with the delay of implementing the plan must be considered and conversely the premature activation of the plan. The Town of Onoway should regularly update and inform key municipal stakeholders of ongoing preparations during the pre-planning and activation stages.

The Town of Onoway may wish to declare a state of local emergency to provide additional powers to do such things as prohibiting public gatherings or any other powers provided under such a proclamation.

The Town of Onoway shall have the authority to suspend the delivery of municipal services as required based on the resources available to deliver those services and to redeploy staff as necessary. Those services defined as **desired** will be the first to be suspended, followed by those defined as **necessary**. If the public need for any of the services identified as **critical** or **vital** were to decrease, their continued operation will be reviewed and may be suspended and any staff, made available by the suspension, redeployed to another service.

Once the plan has been activated communications with staff (both at work and at home) must strive to address or assist with a wide of concerns, from questions regarding service delivery to assistance in providing information on health care and shelter-in-place suggestions.

7. Succession Plan.

It is possible in the event of a pandemic, that senior staff may not be capable of functioning in their normal positions. If the Chief Administrative Officer is not available, his/her position will be assumed by the Finance Officer. If that person is not available the person in the position listed immediately below that position in the chart below will assume that position.

Chief Administrative Officer
Logistics Chief/Public Works Manager

In the event the Director of Emergency Management is not capable of filling that position a Deputy Director of Emergency Management will assume that position. In the event a Deputy Director of Emergency Management is not available the Chief Administrative Officer or his/her replacement will assume the responsibilities of the Director of Emergency Management.

(Municipalities may wish to enter into mutual aid agreements with another municipality for the sharing of administrative personnel or emergency services personnel during a pandemic).

8. Minimizing Illness Among Staff

Primary strategies which will be used in order to minimize illness among staff include:

- Restrict workplace entry of people with influenza symptoms
- Promote good personal hygiene practices and workplace cleaning practices
- Enforce social distancing (3 meter workspace rule, no shaking hands, limit meetings to numbers of people in larger rooms etc)
- Encourage Staff to self-isolate as much as possible
- Enable work from home strategies, if available and when applicable
- Assist staff who become ill at work as described below.
- Provide flexible worksites and work hours to minimize face to face contact.

The municipality will ensure that sufficient supplies of hand sanitizers and single use tissues are available in the workplaces and that used tissues are disposed of immediately.

People with respiratory infection symptoms should use appropriate protection. Any mask (if used) must be disposed of as soon as it becomes moist or after any cough or sneeze in an appropriate waste receptacle and hands must be thoroughly washed and dried after the mask has been discarded. Employees demonstrating respiratory infection at work should be instructed to leave work and immediately contact a health professional for advice and direction. Infected employees shall not return to work until no longer infectious (as defined by the Alberta Health Services).

9. Support to Employees and Employees Families

Staff expects planning and preparedness for their own and their family's wellness and safety. Lack of planning could result in litigation, resignations and could damage the municipalities' reputation.

To assist maintaining employees at work and to ensure that employees who are sick do not return to work and infect other employees the municipality shall institute modified employee benefit policies during a pandemic as follows.

Staff will be trained in respiratory etiquette and symptom recognition.

The Chief Administrative Officer may review existing policies on employee benefits and develop guidelines specific to pandemic to allow for the most flexible and fair compensation affordable and allowable to all staff.

Because a pandemic may place additional stress on employees' families, the municipality should ensure to the best of their ability 'Employee Assistance Benefits' are available to assist all employees and their families.

A Fitness for Duty Policy may be developed. This policy will provide guidelines on how long employees who have demonstrated they are feeling the effects of influenza should stay away from work. This period of time will be established once the effects of the influenza are known. The policy shall also facilitate employees returning to work once they are well.

Family medical leave policy may be developed and instituted.

Travel restrictions. To contain the spread of the influenza and to protect those employees who are well, travel restrictions may be instituted. Staff may be restricted from traveling to meetings outside the office.

10. Recovery Process.

Lessons learned from previous pandemics indicate that there will be a 3rd wave of the pandemic. The subsequent wave may be of a lesser severity and may have reduced effect because of a vaccine being available. Therefore the municipality will have to regroup quickly to determine its status in terms of staffing, availability of supplies or services from external suppliers and what role the municipality needs to play in the recovery of its residents and the public and non-profit sectors.

As part of the recovery process the municipality must develop plans for the replacement of employees unable to return to work and prioritizing hiring efforts. This will largely be driven by the reintroduction of the desired and necessary services.

11. Testing and Maintaining Your Business Continuity for Pandemic Plan.

Plan testing is essential to this Business Continuity for Pandemic Plan. This plan shall be tested, in detail, November of each year to determine if environmental changes, or plan and policy changes affect this plan. Time will also erode staff's memory of the plan and critical parts forgotten. Other benefits of regular testing include:

- Ensuring adequacy to this plan
- Determining additional training that may be required, particularly as a result of staff changes.
- Identifying any deficiencies in this plan.
- Demonstrating that your municipality has the ability to provide services during an emergency.

A record of the date and time of the test of this plan shall be maintained.

Testing, training and exercising of this plan should include social distancing techniques including work for home capabilities and impacts of reduced staff on families and essential functions and services.

12. Identification of Essential Services

12.1. Identification of Essential Services – Town Council

Department: Town Council

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Governance	Conduct council meetings to provide direction to administration, and provide services or other things that are necessary for the continued operation of the municipality.				X		1
	Declaration of a state of local emergency.	Mayor or two Councillors	X				2
	Maintain confidence in local government.	Press Releases Situational Analysis Reports to Council	X				

1. Does Council have the authority to hold meetings other than face to face meetings to maintain a quorum? Yes
2. Does your Emergency Services Bylaw allow a State of Local Emergency in the event that all of Council cannot attend a meeting? Yes, Mayor or Deputy Mayor or two Councillors.

12.2. Identification of Essential Services – Administration.

Department: Chief Administrative Officer

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Assessment and Taxation	Prepare Tax Rate Bylaw				X		
Freedom of Information and Protection of Privacy	Follow duties as described in the FOIP Act in the event of an application under that Act.					X	
Communications	Communications necessary as a result of the emergency.		X				
E.O.C.	Ensure EOC is functional		X				
	Coordinate funds/resources		X				
	Advise Council to declare emergency		X				
Town Operations	Oversee the overall operations of the town in accordance with M.G.A.						

12.3. Identification of Essential Services – Administration.

Department: Corporate Services (Finance)

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Finance	Process employee payrolls and issue payment. Ensure employee group plan coverage is maintained and employees are receiving benefits due.			X			
	Process payments for supplier invoices.					X	
	Complete and submit GST returns.					X	
	Monitor and record additional payments as a result of any.					X	
	Prepare and submit annual financial reporting.					X	
	Ensure sufficient funds are available to meet the municipal requirements.			X			

12.4. Identification of Essential Services – Administration

Department: Utilities and Tax Clerk

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Invoicing	Prepare and mail utility bills monthly including applying penalties.				X		
	Invoice for other receivable for the municipality including applying penalties,				X		
Assessment and Taxation	Prepare the property tax assessment roll.				X		
	Prepare and mail assessment and property tax notices.				X		
	Answer property owners' questions about their property taxes.					X	
	Conduct Assessment Review Board Hearing.					X	
	Issue tax certificates					X	
	Follow property tax notification for those properties on which taxes are in arrears.					X	

Department: Municipal Secretary

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
				X			

Notes: Office closure with continued telephone, e-mail, fax support to public can accommodate requirements

12.5. Identification of Essential Services – Administration.

Department: Municipal Secretary

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Communications	Routine communications to municipal residents				X	X	
	Ensure municipal website is updated				X		
	Answer telephone and redirect inquiries to respective Departments				X		
IT Services	Contact IT support contractors when required for Computer and Printer issues in order to maintain and ensure the operation of the internal computer network.				X		
Council Support	Prepare package for Council meetings				X		

Note: This position is to provide support to all other areas when capacity exists.

12.7. Identification of Essential Services – Fire Protection.

Department: Fire Protection

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Protection of persons and property and safety of the community	Respond to fire calls in the department's response area.	First Responder SOG/P's	X				
	Respond to motor vehicle collisions in the department's response area to provide extrication services if needed and traffic control services.	First Responder SOG/P's	X				
	Fire inspections.	First Responder SOG/P's			X		
	Fire prevention education.	First Responder SOG/P's				X	
Medical assists	Provide medical assist for certain ambulance calls in the department's response area.	First Responder SOG/P's	X				May be suspended pending AHS protocols
	Provide first response to medical calls when ambulance service is not readily available in the department's response area.	First Responder SOG/P's	X				May be suspended pending AHS protocols

Notes: Town Fire Department has mutual aid agreements in place with Sturgeon County, Lac Ste. Anne Counties, Town of Mayerthorpe,, Alberta Beach, and Summer Villages Agency. Lac Ste Anne County has access to personnel and equipment from Barrhead, Yellowhead and Parkland Counties. Currently, there is no agreement in place with Associated Ambulance Service; however, they do respond if requested to do so.

12.8. Identification of Essential Services – Emergency Management

Department: Emergency Management

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Managing the municipal response to an emergency with the municipality.	Monitoring the situation and develop plans to provide the protection of: 1. People 2. Property 3. The environment	DEM & DDEM	X				
	Implement plans developed above and monitor their effectiveness. Modify the plans as necessary.	DEM/DDEM	X				
	Providing information to the community to increase awareness of the situation and methods that can be used to minimize and protect individuals.	PIO		X			
	Requesting the declaration of a local state of emergency if required.	DEM/DDEM	X				
	Enforcement of any authorities provided under the local state of emergency required.	DEM/CPO1	X				
	Review Municipal Emergency Plan and update information contained in the plan.	DEM/EAC/MS			X		

12.10. Identification of Essential Services – Municipal Enforcement.

Department: Municipal Enforcement

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Enforcement under Bylaws	Deal with complaints on matters governed under municipal bylaws.		X			X	
Enforcement under Provincial Statues	Enforcement of specified matters governed by the Traffic Safety Act as authorized.		X			X	
Other	Duties as assigned during local emergency			X			

Notes:

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12.11. Identification of Essential Services – Operations Department

Department: Public Works Department

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Transportation	Street sweeping.					X	
	Crosswalk and line painting.					X	
	Plowing and removal of snow on streets.		X				
	Street sanding.			X			
	Plowing of snow of sidewalks.					X	
	Repairing of pot holes and cave-ins.					X	
	Inspection and repairing of traffic control devices (signals and signage).		X				
	Grading and graveling of streets and lanes.				X		
	Inspection and repair of sidewalks, curbs and gutters.				X		
	Storm Sewer	Inspection of storm water catch basins and leads, culverts and outfalls.			X		
Thawing of catch basins and leads as required to prevent flooding.				X			
Water	Fire hydrant inspections and maintenance.				X		
	Water inspection and testing as required under the Provincial License.		X				
	Repair and maintenance of the water distribution system.		X				

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
	Repair and maintenance of all water reservoirs.		X				
	Repair, maintenance and operation the water treatment plant including testing as required.		X				
	Meter reading.				X		
	Collection of outstanding bills and stopping of service.				X		
Waste Water	Opening of waste water line blockages.			X			
	Lift station inspections and maintenance.		X				
	Operation and maintenance of the waste water treatment plant including tests as mandated by the Provincial License.		X				
	Repair to collection line failures.			X			
Solid Waste	Collection of waste that can be recycled.					X	
						X	

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes	Notes
Parks Playgrounds	Maintain grass and shrubs							
	Maintain sports fields including fencing, backstops and netting, infields and dugouts.							

Notes:

12.9. Identification of Essential Services – Family and Community Support Services.

Department: Family and Community Social Services

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Service Delivery							
	•					X	
	•					X	
						X	
						X	
						X	
						X	
						X	
Seniors transportation							
Community Van							

Notes: All programs are run by Lac Ste. Anne Country. FCSS Coordinator, Seniors Coordinator, Play Group Coordinator. Lac Ste. Anne County manages booking of the West End Bus Van.

12.14. Identification of Essential Services – Parks and Recreation

Department: Family Community Support Services

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Administration	Liaison with community organizations.					X	
Operations							
	•						Restrict/Close per AHS Orders
	•						
	•						Restrict/Close per AHS/AB Agriculture Orders
	•						Close per AHS/AB Agriculture Orders
	•						
	•						

12.15. Identification of Essential Services – Economic Development.

Department: Economic Development

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Programs	Conducting collaborative Framework with LSAC					XX	
	Order and distribute promotional material.					X	
	Preparation of advertising material and placing of orders.					X	

Notes: EDO is Public Information Officer during an emergency.

13. Determination of Staff Shortfalls - Critical Services.

Department: Fire Department
 Functional Service: As above

Functional Activity	Current Staff	Minimum Staff	Reduced Staff as a Result of Pandemic (Current Staff x 65%)	Potential Pandemic Staff Shortfall
Responding to fires in response area				0
Responding to collisions				0

Notes: Mutual Aid Agreements are in place with surrounding Fire Departments.

Department: Public Works Department
 Functional Service: Maintenance of Town owned utilities, infrastructure and other buildings/properties

Functional Activity	Current Staff	Minimum Staff	Reduced Staff as a Result of Pandemic (Current Staff x 65%)	Potential Pandemic Staff Shortfall
Water Treatment Plant	2	1	0	1
Sewage Treatment Lift Station/Lagoon	2	1	0	1
Road Maintenance and Clearing	2	1	0	1
				2

Notes: Water Treatment Plant Operator Coverage Agreement in place with Lac Ste. Anne County. Contract in place for backup equipment/equipment operators/gravel trucks. Casual Part-time Equipment Operator in place.

3.a Municipal Summary

Department	Total Departmental Staff	Staff Required to Offer Critical and Vital Services	Staff Available to provide Services During a Pandemic (Total Departmental Staff x 65%)	Staff Short (-) or Staff Available for Redeployment (+)
Fire Department	Contracted			
Public Works				
Municipal Enforcement	Contracted			
Finance				
Municipal Receptionist				
Utilities/Taxes Clerk				
Emergency Management				
Chief Administrative Officer				
Municipal Total				

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14. Staff Allocation for Critical and Vital Services

Department: Fire Department (CONTRACTED)

Functional Service: Yes

Functional Activity: First Response/Incident Command

Critical: X	Vital:
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Potential Staff Shortfall	Fire Dept can respond with as few as two firefighters but ability to function normally would be greatly reduced.
----------------------------------	--

Alternate Staff Sources: (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Mutual Aid agreements are in place with neighboring Counties Lac Ste Anne County
Training Required for alternate staff or cross training of current staff. List staff that are cross trained or staff that are to be cross trained. See Appendix B for Skills Inventory.	Refer to Standard Operating Guidelines.
Alternate Services Delivery Options: Are there any alternatives in how this service can be delivered that will reduce staff requirement?	No
Known Work Around Procedures:	None

14. Staff Allocation for Critical and Vital Services

Department: Public Works

Functional Service: Yes

Functional Activity: Operation Key Essential Services

Critical: X	Vital:
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Potential Staff Shortfall	One
----------------------------------	-----

Alternate Staff Sources: (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Previous Public Works employees may be asked to come back to work on temporary basis. Applicable contractors may be brought in to assist.
Training Required for alternate staff or cross training of current staff. List staff that are cross trained or staff that are to be cross trained. See Appendix B for Skills Inventory.	Cross training of staff will take place to ensure at least two employees can complete any responsibility deemed Critical or Vital.
Alternate Services Delivery Options: Are there any alternatives in how this service can be delivered that will reduce staff requirement?	Contracted Grader Operators/Equipment/Operators/Labourers is an option. Part-time call in Equipment Operator.
Known Work Around Procedures:	None

14. Staff Allocation for Critical and Vital Services

Department: Corporate Services (Finance)

Functional Service: Yes

Functional Activity: Financial, Payroll, Risk Management

Critical:	Vital: X
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Potential Staff Shortfall	One
----------------------------------	------------

Alternate Staff Sources: (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Finance Part Time Assistant position has been added to department.
Training Required for alternate staff or cross training of current staff. List staff that are cross trained or staff that are to be cross trained. See Appendix B for Skills Inventory.	Cross training of following staff: CAO, Administrative Assistants, Municipal; Clerk
Alternate Services Delivery Options: Are there any alternatives in how this service can be delivered that will reduce staff requirement?	Muniware support staff can be contacted to assist if required.
Known Work Around Procedures:	None

14. Staff Allocation for Critical and Vital Services

Department: Utilities Clerk

Functional Service: Yes

Functional Activity: Utility Bills, Taxation, Tax Certificates, Business Licenses, Dog Licenses, Cash Receipting

Critical:	Vital: X
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Potential Staff Shortfall	One
----------------------------------	------------

Alternate Staff Sources: (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Part Time Finance Clerk and/or ACAO/Finance Officer
Training Required for alternate staff or cross training of current staff. List staff that are cross trained or staff that are to be cross trained. See Appendix B for Skills Inventory.	Cross training of following staff member; Administrative Assistance, Municipal; Clerk
Alternate Services Delivery Options: Are there any alternatives in how this service can be delivered that will reduce staff requirement?	No
Known Work Around Procedures:	None

14. Staff Allocation for Critical and Vital Services

Department: Emergency Management

Functional Service: Yes

Functional Activity: Monitoring of Situation, observing ongoing developments and Evoking of Emergency Plan if required.

Critical: X	Vital:
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Potential Staff Shortfall	One
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Alternate Staff Sources: (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Peace Officer Deputy Director of Emergency Management. Mutual Aid Agreements are in place with surrounding Counties, Town of Mayerthorpe, Alberta Beach, and Summer Villages Agency where staff could fill in. Previously trained former staff could be called back to service.
Training Required for alternate staff or cross training of current staff. List staff that are cross trained or staff that are to be cross trained. See Appendix B for Skills Inventory.	Training of following staff members, as required by LEMR regulations. All staff BEM and ICS 100. CAO and CPO BEM, ICS 100, ICS 200, ICS 300, EOC, PIO, Emergency Alert.
Alternate Services Delivery Options: Are there any alternatives in how this service can be delivered that will reduce staff requirement?	Yes
Known Work Around Procedures:	Unified Command with Lac Ste. Anne County, Mutual Aid Agreements, Contract Service Providers, Alberta Emergency Management Agency support

15. Determine What is Required for Critical/Vital Services

Department: Fire Department (CONTRACT SERVICE)

Functional Service: Yes _____

Functional Activity: Fire, Motor Vehicle Assistance, Mutual Aid, Fire Investigations

<p>Critical Supplies and Suppliers: Are backup suppliers available? Will these suppliers be able to continue to provide their services/supplies during a pandemic?</p>	<p>Agreement with Lac Ste. Anne County and mutual aid agreements with other Fire Departments.</p>
<p>Critical Support from Other Departments/Organizations: (e.g. IT requirements, Contractors) In short term can you provide services without IT systems support, a suppliers or a contractors' support?</p>	
<p>Critical resources required: What forms, or other equipment is required?</p>	
<p>Are all resources required to accomplish this service available? (Preprinted forms, equipment, telecommunication devices and services, other supplies?)</p>	
<p>Are there procedures in place to replace critical equipment, forms, or supplies? If not how long will it take to obtain them?</p>	
<p>Are there important reference materials, manuals or operating procedures used in this service? How would these be replaced if necessary?</p>	
<p>Should any reference materials or manuals, forms, supplies, or equipment be stored in an offsite location? If so where?</p>	
<p>Are there vital records or original documents needed in the provision of this service? How would this information be replaced if required? Should it be stored in an offsite or other location?</p>	

(62)

<p>Are there any stand-alone computer systems required in the provision of this service? How would those systems (hardware and software) be replaced if needed?</p>	
<p>Is there currently a temporary operating procedure in place should a disruption occur? If yes how will this procedure be instituted?</p>	
<p>What other departments will be affected by a disruption in this service? Has this been discussed with the departments and have plans been put in place to deal with this disruption?</p>	
<p>How long can this service be provided without the support of the IT network assuming the loss of support occurred during the peak period? What procedures can be instituted to reduce the dependency or continue operations?</p>	<p>Alberta First Responder Radio Communication in place</p>
<p>Is there a peak or critical time for the provision of this service? What will be done to handle this peak demand?</p>	
<p>Would a disruption of this service cause the municipality in default of legally required reporting?</p>	
<p>Are their job descriptions or desk manuals available for this department? Could someone else, with no experience assume the jobs that need to be done?</p>	
<p>Are there any other factors that need to be considered relating to planning for business continuity?</p>	

15. Determine What is Required for Critical/Vital Services

Department: Public Works

Functional Service: Water and Sewer

Functional Activity: Water Treatment Plant, Distribution System, Wells, Lift Station, Lagoon, Force Main to Lagoon

Critical Supplies and Suppliers: Are backup suppliers available? Will these suppliers be able to continue to provide their services/supplies during a pandemic?	YES
Critical Support from Other Departments/Organizations: (e.g. IT requirements, Contractors) In short term can you provide services without IT systems support, a suppliers or a contractors' support?	YES
Critical resources required: What forms, or other equipment is required?	ALREADY ON HAND
Are all resources required to accomplish this service available? (Preprinted forms, equipment, telecommunication devices and services, other supplies?)	YES
Are there procedures in place to replace critical equipment, forms, or supplies? If not how long will it take to obtain them?	EQUIPMENT CONTRACTED OUT
Are there important reference materials, manuals or operating procedures used in this service? How would these be replaced if necessary?	MANUALS LOCATED IN SUPERVISORS OFFICE IN P.W. BUILDING. AND AT TOWN OFFICE
Should any reference materials or manuals, forms, supplies, or equipment be stored in an offsite location? If so where?	YES, TOWN OFFICE
Are there vital records or original documents needed in the provision of this service? How would this information be replaced if required? Should it be stored in an offsite or other location?	NO
Are there any stand-alone computer systems required in the provision of this service? How would those systems	.

(hardware and software) be replaced if needed?	
Is there currently a temporary operating procedure in place should a disruption occur? If yes how will this procedure be instituted?	
What other departments will be affected by a disruption in this service? Has this been discussed with the departments and have plans been put in place to deal with this disruption?	
How long can this service be provided without the support of the IT network assuming the loss of support occurred during the peak period? What procedures can be instituted to reduce the dependency or continue operations?	
Is there a peak or critical time for the provision of this service? What will be done to handle this peak demand?	
Would a disruption of this service cause the municipality in default of legally required reporting?	
Are their job descriptions or desk manuals available for this department? Could someone else, with no experience assume the jobs that need to be done?	
Are there any other factors that need to be considered relating to planning for business continuity?	

Services

Department: Emergency Management

Functional Service: Yes

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Functional Activity: Business Continuity, Support to First Responders, Emergency Mitigation, Communication

Critical Supplies and Suppliers: Are backup suppliers available? Will these suppliers be able to continue to provide their services/supplies during a pandemic?	
Critical Support from Other Departments/Organizations: (e.g. IT requirements, Contractors) In short term can you provide services without IT systems support, a suppliers or a contractors' support?	
Critical resources required: What forms, or other equipment is required?	
Are all resources required to accomplish this service available? (Preprinted forms, equipment, telecommunication devices and services, other supplies?)	
Are there procedures in place to replace critical equipment, forms, or supplies? If not how long will it take to obtain them?	
Are there important reference materials, manuals or operating procedures used in this service? How would these be replaced if necessary?	
Should any reference materials or manuals, forms, supplies, or equipment be stored in an offsite location? If so where?	
Are there vital records or original documents needed in the provision of this service? How would this information be replaced if required? Should it be stored in an offsite or other location?	
Are there any stand-alone computer systems required in the provision of this service? How would those systems (hardware and software) be replaced if needed?	
Is there currently a temporary operating procedure in place should a disruption occur? If yes how will this procedure be instituted?	
What other departments will be affected by a disruption in this service? Has this	

66

been discussed with the departments and have plans been put in place to deal with this disruption?	
How long can this service be provided without the support of the IT network assuming the loss of support occurred during the peak period? What procedures can be instituted to reduce the dependancy or continue operations?	
Is there a peak or critical time for the provision of this service? What will be done to handle this peak demand?	
Would a disruption of this service cause the municipality in default of legally required reporting?	
Are their job descriptions or desk manuals available for this department? Could someone else, with no experience assume the jobs that need to be done?	
Are there any other factors that need to be considered relating to planning for business continuity?	

Appendix C – Supplier Inquiry

Supplier Inquiry Sheet

To assist in determining supplier preparedness during a pandemic.

Name:

Contact person:

Phone:

e-mail:

1. Does this supplier have a Business Continuity for Pandemic Plan?
2. Will this plan allow the supplier to perform the functions/supply the goods and services required during a pandemic:
3. Telephone and extension numbers that may be necessary in the event of a pandemic.
4. E-mail addresses that may be required in the event of a pandemic.

Tech Masters inc. Presents an Estimate for:
Infrastructure Upgrade Completion and Muniware Conversion for ToO
 Last modified 1-May-2020, prices are good for 15 days
 Note: all labour times are estimates, labour will be billed on a actual basis
 Note: prices do not include GST



Hardware

Sub-total			\$ 802.50
NAS Backup Repository Unit	1	750.00	750.00
QNAP TS-253A			
Disk 1: 2TB			
Disk 2: 2TB			
Network Cables CAT-6 Assorted Length (As needed)	3	17.50	52.50
			-



Software

Sub-total			\$ 850.00
Rapid Recovery Backup Software	1	850.00	850.00



Installation and Configuration (Labour Estimate)

Sub-total			\$ 2,775.00
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Domain Setup and File Server Move

Virtual Server Preparation <i>(Continuation of previously approved project)</i>	15	185.00	2,775.00
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- User and group creation
- Data transfers
- Login Scripts
- Security
- Printer Setup
- Application Server Setup
- Antivirus

Set up Server Backups

Set up Backup Repository on NAS	1.5	185.00	277.50
Agent install on TOOSRV02 (New Windows Server 2016 Server)			
Agent install on TOODB02 (New Windows Server 2016 Server)			
Set up connection for Offsite Backup			

Move Muniware Database

Assist Muniware in Migration

- Reconconfigure all clients to point to new server
- Configure access into servers
- Set up security groups required to separate databases
- Testing configuration

2.5 185.00 462.50

Set up WildWillow into System

Wire WildWillow office into Onoway network

Setup users in Onoway domain

Connect to Muniware database

2 135.00 270.00
1 135.00 135.00

New Ongoing Cost:

Remote Offsite Backup to TMI Data Center Monthly Fee for Service \$169.99 per month

x 12 = 2000¹/₁

2800^w move Muniware old to new

3rd back 802^w
850^w

4-5 q → one time

On Apr 23, 2020, at 12:09 PM, Wendy Wildman <cao@onoway.ca> wrote:

Ana - It's impossible to follow-up or for the Fire Chief or myself to reach out when we have no idea who the individual is. And the Town will only deal with the property owner.

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

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: Ana Craig <Ana.Craig@telus.com>

Sent: April 23, 2020 10:09 AM

To: Wendy Wildman <cao@onoway.ca>

Cc: 'Lisa Johnson' <ljohnson@onoway.ca>; 'Judy Tracy, Mayor' <jtracy@onoway.ca>; 'Lynne Tonita' <ltanita@onoway.ca>; 'Pat St. Hilaire' <Psthilaire@onoway.ca>; 'Jeffery Mickle' <jmickle@onoway.ca>

Subject: RE: Telus Escalations Management team contact-general question

Please ensure your fire chief is reaching out to the client In regards to his bill as he states they have not been able to speak.

Also please forward any information or link on your site that shows your fees for false alarms.

Many thanks,

Ana

Escalations Management Team

TEL: 1-855-392-6316 Ext. 1406825

ana.emt@telus.com

Member of the TELUS team

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From: Ana Craig
Sent: Tuesday, April 21, 2020 3:28 PM
To: 'Wendy Wildman' <cao@onoway.ca>
Cc: 'Lisa Johnson' <ljohnson@onoway.ca>; 'Judy Tracy, Mayor' <jtracy@onoway.ca>; 'Lynne Tonita' <ltanita@onoway.ca>; 'Pat St. Hilaire' <Psthilaire@onoway.ca>; 'Jeffery Mickle' <jmickle@onoway.ca>
Subject: RE: Telus Escalations Management team contact-general question

I was looking into this further on our side due to this second level escalation request. I do have a document that shows other areas and their charges for call outs. Can you supply a link or documents that state what your rates are in your area please?
For most areas in Alberta, from what I see the first call out is at no charge, and the 2nd and 3rd call outs are well below \$1000.

Any information you can supply will be greatly appreciated so that we can share this with our teams. I am hoping once the client reaches out directly, you can help clear up what seems to be a misunderstanding in regards to the charges as per this client it was a first time false dispatch, but in general your fees would be something we should be aware of for your area.

Many thanks,
Ana
Escalations Management Team
TEL: 1-855-392-6316 Ext. 1406825
ana.emt@telus.com
Member of the TELUS team

This message and any accompanying attachments are intended only for the person(s) to whom this message is addressed and may contain privileged, proprietary and/or confidential information. Any unauthorized use, disclosure, reproduction or distribution of this message or its attachments is strictly prohibited. If you have received this message in error, please notify the sender immediately and permanently delete or destroy this message, including any attachments.

From: Wendy Wildman [<mailto:cao@onoway.ca>]
Sent: Tuesday, April 21, 2020 12:26 PM
To: Ana Craig <Ana.Craig@telus.com>
Cc: 'Lisa Johnson' <ljohnson@onoway.ca>; 'Judy Tracy, Mayor' <jtracy@onoway.ca>; 'Lynne Tonita' <ltanita@onoway.ca>; 'Pat St. Hilaire' <Psthilaire@onoway.ca>; 'Jeffery Mickle' <jmickle@onoway.ca>
Subject: FW: Telus Escalations Management team contact-general question

Ana – you can forward my contact information to your client.

W

73

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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Begin forwarded message:

From: Ana Craig <Ana.Craig@telus.com>
Date: April 21, 2020 at 12:09:25 PM MDT
To: "ljohnson@onoway.ca" <ljohnson@onoway.ca>
Subject: Telus Escalations Management team contact-general question

Hello,

I have a client that is very upset that he received a bill for over \$1000 for a false fire alarm dispatch.

Can you please send any link or information in regards to your rates as there was no fire and no equipment was used but it was dispatched.

Your help and time is greatly appreciated and I hope to hear from you soon.

Many thanks,
Ana
Escalations Management Team
TEL: 1-855-392-6316 Ext. 1406825
ana.emt@telus.com
Member of the TELUS team

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(74)



April 20, 2020

The Honourable Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Minister Madu:

On behalf of the Alberta Urban Municipalities Association (AUMA) and our members, we are pleased that your government is seeking input from municipalities on shovel-ready projects that can be funded as part of a provincial economic stimulus package. This news is welcomed by AUMA and municipal leaders as it will create thousands of jobs for Albertans who are currently struggling due to the current economic crisis caused by depressed oil prices and the COVID-19 pandemic.

As we understand that your ministry is currently exploring options for how economic stimulus funding can be rolled out for municipal infrastructure projects, AUMA recommends two key levers for this stimulus funding.

1. That this new economic stimulus funding for municipal infrastructure be implemented using the fundamental mechanisms of the Municipal Sustainability Initiative (MSI) program. While the new program must be separate from MSI, the allocation formula and guidelines of MSI would serve as a foundation for the delivery of new economic stimulus funding and would result in the following benefits.
 - **Minimize red tape** – The MSI formula is an established and successful mechanism to flow funding with minimal administrative burden for the province or municipalities. The simple allocation of funding would eliminate the costs and time for the province to create a new system for collection and review of applications and would also eliminate the time for municipalities to submit applications that have no guarantee of success.
 - **Diversity in job creation** – MSI allows municipalities to invest in a broad range of infrastructure projects based on community need. By using a similar set of guidelines, the economic stimulus funding would create jobs across numerous trades and industries without overloading one particular sector.
 - **Spread jobs across the province** – By distributing funding to all municipalities, jobs will be created in every community across Alberta. This includes construction contractors as well as indirect investments in local retail and service businesses such as suppliers, restaurants and accommodation providers.
2. This new and additional infrastructure stimulus funding will need to be a multi-year investment in Alberta's economy. It is recommended that the Provincial government front-load the funding in the 2020-21 budget year, and then cash-flow the funds to municipalities for projects over the next 1 to 3 years. This will allow for municipal projects that require a few more months of design before they can be considered as shovel-ready to be funded and proceed. Also, by committing to and

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

accounting for historically significant stimulus infrastructure costs in 2020-21, this gets the expenditure booked in an already horrific financial year for the province and allows for the funds to be cash-flowed out in future years, when the province can focus on budget balancing.

Collectively, our goals are the same. A focus on job creation and ensuring Albertans receive value for their money. The use of MSI as the foundation for economic stimulus funding will minimize red tape and ensure that communities, businesses, and workers from all parts of the province can benefit.

Thank you for your consideration of our proposal and if you would like to discuss this matter further, please feel free to contact me by email at president@auma.ca or my cell phone at (403) 363-9224.

Sincerely,



Barry Morishita
AUMA President

cc: The Honourable Jason Kenney, Premier of Alberta
The Honourable Travis Toews, President of Treasury Board and Minister of Finance
Al Kemmere, President, Rural Municipalities of Alberta
Ken Gibson, Executive Director, Alberta Construction Association
Ron Glen, Chief Executive Officer, Alberta Roadbuilders and Heavy Construction Association



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

April 20, 2020

To all Alberta Libraries,

I want to thank all of Alberta's dedicated library boards and staff for working hard to serve your patrons in new ways while physical libraries are closed. I know many of you are facing hard decisions about budgets, services, and staffing. As the Minister responsible for public library service in Alberta, I also know that our strong network and innovative library service will help us get through this time.

I have heard many inspiring stories of how libraries are going above-and-beyond during the pandemic. I am amazed that there were over 1 million visits to EPL's new virtual programs in one week alone. I applaud the Medicine Hat Public Library for lending Chromebooks and physical books to the day shelter for homeless and vulnerable people. I am also proud that public libraries in Sundre and Olds are using their 3D printers to make personal protective equipment for frontline healthcare staff. These are just a few examples of the wonderful things so many of you are doing to support your communities.

To ensure that our libraries continue to be supported in your great work, I am pleased to announce that I have asked my staff at the Public Library Services Branch to immediately advance 50% of all 2020-2021 public library operating grant amounts. We will pause the requirement for library boards to submit applications and reports to get you this first installment of the annual grant. We want to lighten administrative burdens on library staff right now. We also want to ensure that libraries have funds to continue to serve communities in virtual ways until you can re-open your physical doors.

The second installment of your grant will be available in the fall. Hopefully by then, we will have returned to a version of "business as normal" and can resume our regular processes.

We are also continuing our support for network services – such as e-content (including ebooks and audiobooks), services for people with print disabilities, interlibrary loan supports, and SuperNet connectivity. I encourage you to utilize the great resources we support such as the *Read Alberta Ebooks Project* and *Voices of Amiskwaciy* to bolster your digital offerings.

My staff at Public Library Services Branch will be sending out follow-up information about your operating grant payments shortly and, as always, are happy to answer any of your specific questions.

In the meantime, thank you for all that you do to serve Albertans and make Alberta libraries thrive.

Yours truly,

Hon. Kaycee Madu, QC
Minister of Municipal Affairs

132 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550

AR97086

April 15, 2020

Ms. Wendy Wildman
Chief Administrative Officer
Town of Onoway
Box 540
Onoway, AB T0E 1V0

Dear Ms. Wildman:

I would like to thank you again for your participation and cooperation throughout the Municipal Accountability Review process for the Town of Onoway.

The current COVID-19 pandemic presents unique operational challenges to Alberta municipalities. As we continue to navigate these challenging times together, we recognize that focusing on preparing your final submission may take away from addressing critical local concerns during this public health crisis.

In the letter your municipality received dated November 14, 2019, it stated that your next response to the ministry was due on July 23, 2020. In our ongoing proactive measures to help municipalities respond to the immediate governance and operational needs, I am pleased to grant the Town of Onoway an extension to October 1, 2020 to make your next submission to the ministry.

For further information, please contact Desiree Kuori, Municipal Accountability Advisor, toll-free at 310-0000, then 780-644-8528.

Yours truly,



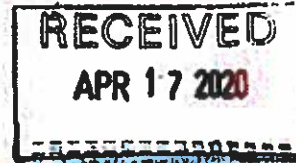
Gary Sandberg
Assistant Deputy Minister



Highway 43 Come Play with Me Early Childhood Coalition!

March 30, 2020

Onoway Public Library
C/O Town of Onoway
Box 540
Onoway, AB T0E 1V0



I write to you today on behalf of the Highway 43 Come Play with Me Early Childhood Coalition. This Coalition is made up of parents/caregivers and many local agencies/stakeholders who believe in the importance of Early Childhood Development and giving our children the best start in life.

ECD-focused coalitions have been working in communities across Alberta since the Early Childhood Development Mapping Project. Between 2009-2014, over 100 coalitions were formed to plan and promote community-based supports for young children and families. Starting in 2015, the Family and Community Support Services Association of Alberta (FCSSAA) took on the role of distributing provincial funding grants, and providing support, to all these early childhood coalitions.

In November 2019, all coalitions, including our Highway 43 Come Play with Me Early Childhood Coalition, were advised that grant funding would cease effective March 31, 2020, and that all funding must be expended, and program delivery must cease, effective that date.

Due to the large geographical area our Coalition covered, and our desire to support as many families with young children as possible, we have made the decision to share the remaining dollars of our budget with the seven libraries within our Coalition area (Alberta Beach Municipal Library, Blue Ridge Community Library, Darwell Public Library, Mayerthorpe Public Library, Onoway Public Library, Rich Valley Public Library and Sangudo Public Library) with a specific purpose in mind for these dollars (see next paragraph). Payment of \$667.73 is enclosed.

Due to the COVID-19 crisis our communities are currently struggling with, we ask that this funding be used specifically to support families with children approximately six years old and younger in your community, to assist in the recovery phase. Use the funding to get those families back out into the community once the crisis has passed and help them rebuild social connections. We know that our libraries are a hub of community connectedness, and we trust that our dollars in your hands will make a difference to your local families.

Lac Ste. Anne County was the Fiscal Agent (Banker) for the Highway 43 Come Play with Me Coalition since its inception, and as such now distributes this funding on behalf of the Coalition. If you have any questions, or need clarification, please reach out to me at your convenience.

Sincerely,


Donna Kerr

Community Services Manager, Lac Ste. Anne County
Box 219 Sangudo, AB T0E 2A0

Email: dkerr@LSAC.ca or Telephone: 780-785-3411 ext. 3609

79



Alberta Beach

Box 278 • Alberta Beach • Alberta • T0E 0A0
Telephone: 780-924-3181 • Fax: 780-924-3313

April 27th, 2020

Town of Onoway
Box 540
Onoway, Alberta
T0E 1V0



Dear Town of Onoway:

Re: Alberta Beach 100 Anniversary Celebration.

Alberta Beach Council and the Alberta Beach 100th Anniversary Committee would like to thank you for your donation towards our 100th Anniversary Celebrations event that had been scheduled for August 22nd, 2020.

Given the concerns surrounding the COVID - 19 pandemic and to help prevent the spread, Alberta Beach Council has made the difficult decision to postpone the 100 year Anniversary Celebrations until the summer of 2021. Keeping the well being and safety of our community, volunteer staff and visitors our priority.

Once a new date and programming is confirmed, we will let you know. Please advise if you would like your donation, sponsorship, or item returned or held in our event account. Thank you once again for your contribution.

Yours truly,

A handwritten signature in blue ink that reads "Bud Love". The signature is written in a cursive, flowing style.

Bud Love, Chairman

Alberta Beach 100 Year Anniversary Planning Committee