

**AGENDA FOR THE REGULAR MEETING OF  
THE COUNCIL OF THE TOWN OF ONOWAY  
HELD ON THURSDAY, DECEMBER 17, 2020 IN THE COUNCIL CHAMBERS OF  
THE ONOWAY CIVIC CENTRE AT 9:30 A.M.**

**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

- as is, or with additions or deletions

Pg 1-5 **3. ADOPTION OF MINUTES – December 3, 2020 Regular Council Meeting**

**4. APPOINTMENTS/PUBLIC HEARINGS**

10:00 a.m. – Garth Hatch – The Church of Jesus Christ of Latter Day Saints  
- Teleconference regarding proposed development  
and potential land use redistricting

Pg 6-7 **5. FINANCIAL REPORTS – Revenue and Expense Report as of December 15, 2020**

**6. POLICIES & BYLAWS**

- Pg 8-21 a) Bylaw 777-20 – Emergency Management Bylaw - a bylaw for the Town of Onoway for the purpose of amending the existing Town of Onoway Bylaw 774-20 to correct the acronym for Local Authority Emergency Management Regulation (LAEMR) throughout the bylaw. Also names our Director of Emergency Management (DEM) as Jason Madge in the bylaw. This is as to prepare for the January 2021 audit that will be conducted by the Alberta Emergency Management Agency (AEMA). *(to approve as is, or with revisions; for 1<sup>st</sup> reading, 2<sup>nd</sup> reading, unanimous consent to consider 3<sup>rd</sup> reading, 3<sup>rd</sup> and final reading)*

## 7. ACTION ITEMS

- Pg 22-31  
Pg 32-33  
Pg 34-74
- a) Covid-19 Discussion – As of December 8 and 13, the Government of Alberta has placed province-wide measures in place. The Government of Alberta information is attached. For information, please refer to the December 3, 2020 letter from the City of Cold Lake to the Government of Alberta requesting Alberta to open access to the federal Covid-19 mobile app in Alberta. Also attached is the December 15, 2020 Business Continuity Plan, further to Council's discussion of this document at your May 7, 2020 meeting. Minor revisions have been made to the plan so that it is not just for pandemics, but all situations and 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 approval of the Business Continuity Plan with revisions as made, or some other direction as given by Council at meeting time, and accept the discussion for information)*
- Pg 75-82
- b) Municipal Stimulus Program (MSP) and Red Tape Reduction – please refer to the December 3, 2020 email from Alberta Municipal Affairs requesting reports from municipalities on actions taken to reduce red tape including at least one: make it easier to start up a new business in your municipality; streamline processes and shorten timelines for development and subdivision permit approvals; make your community a more attractive destination for new investment and/or tourism. Due date for the report for 2020 is February 1, 2021 and, for 2021, it is February 1, 2022. Administration will start working on this report in January, additional red tape so we can reduce red tape, hmm. *(accept the December 3 email and discussion for information, Administration to prepare response or some other direction as given by Council at meeting time)*
- c) Pending New Agreements – Contracts for a) Waste Services and b) Fire Services Amending Agreement – further information to be provided at meeting time *(for approval by Council)*
- Pg 83-91
- d) Lac Ste. Anne County – Adjacent Landowner Referral Letter – 315, 1414 Hwy 37 (Hillview Estates) - Discretionary Development Permit Application for a minor home based business – rental garden suite Hillview Lodge *(accept for information or file an appeal based on \_\_\_\_\_ and appeals can be filed by December 21, 2020)*

e) 2021 Interim Operating and Capital Budget – each year the municipality is required to pass an interim operating budget to carry on with the expenditures of the municipality until such time as the annual operating and capital budget is passed *(that a 2021 Interim Operating and Capital budget be passed at ½ of the 2020 Operating and Capital budget and that this 2021 Interim Operating and Capital Budget cease to have any force or effect once the 2021 Operating and Capital Budget is approved)*

Pg 92-101  
f) Police Act Review – Role of Police Survey – please refer to the attached December 14, 2020 email from Alberta Justice and Solicitor General enclosing a Police Act survey, to be completed by January 4, 2021. Previously, Administration has circulated an email from a resident encouraging the Town to solicit all property owners to complete the survey. *(each Councillor and Town Administration complete the survey and share information on where to find the survey with the public via Town website, Face Book, etc.)*

Pg 102-106  
g) Alberta Community Partnership (ACP) Grant Application – please refer to the attached email from Richard Horncastle attaching the ACP grant application that Onoway will submit on behalf of the Partnership Group and its Alberta Beach, Town of Onoway and Lac Ste. Anne County partners. Council is being asked to indicate their support for the ACP grant as well as the designation of the Town of Onoway as the managing partner. *(for Council's approval and support of the ACP grant and the Town of Onoway being the managing partner of the grant funds)*

h)

i)

j)

## 8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
  - County transfer stations
  - unsightly update
  - year end and 2021 draft budget
- e) Public Works Report

## 9. INFORMATION ITEMS

Pg 107-108  
a) Alberta Minister of Health – December 10, 2020 email from Honourable Tyler Shandro, providing an update on the Helicopter Emergency Medical Services (HEMS) review being carried out by Alberta Health Services (AHS)

Pg 109-114  
b) Towns West Update – December 13, 2020 email from Janet Jabush providing an update as the Alberta Urban Municipalities Association (AUMA) Towns West Director

c)

d)

e)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

## 12. UPCOMING EVENTS:

- January 7, 2021 – Regular Council Meeting 9:30 a.m.
- January 21, 2021 – Regular Council Meeting 9:30 a.m.
- February 4, 2021 – Regular Council Meeting 9:30 a.m.
- February 11, 2021 – Brownlee Muni Law Seminar 8:00 a.m. to 5:00 p.m. (Virtual)
- February 21, 2021 – Regular Council Meeting 9:30 a.m.

TOWN OF ONOWAY  
REGULAR COUNCIL MEETING MINUTES  
THURSDAY, DECEMBER 3, 2020  
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE  
TELECONFERENCE

	<b>PRESENT</b>	Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor: Lisa Johnson Councillor: Pat St. Hilaire Administration: Wendy Wildman, Chief Administrative Officer Debbie Giroux, Recording Secretary Jason Madge, Assistant Chief Administrative Officer/Public Works Manager
	<b>ABSENT</b>	Councillor: Jeff Mickle
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Judy Tracy called the meeting to order at 9:30 a.m.
<b>2.</b>	<b>AGENDA</b> <b>Motion #389/20</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Thursday, December 3, 2020 with the following additions:  7f) Mayor Video Shoot attendance at the County December 2 7g) Meeting with MLA Shane Getson – set agenda and dates 7h) Onoway and District Agricultural Society (ODAS) – The Joe  <b>CARRIED</b>
<b>3.</b>	<b>MINUTES</b> <b>Motion #390/20</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that the minutes of the Thursday, November 19, 2020 regular Council meeting be adopted, as presented.  <b>CARRIED</b>
	<b>Motion #391/20</b>	<b>MOVED</b> by Deputy Mayor Lynne Tonita that the minutes of the Thursday, November 26, 2020 regular Council meeting be adopted, as presented.  <b>CARRIED</b>
<b>4.</b>	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	Deferred to later in the meeting.
<b>5.</b>	<b>FINANCIAL REPORTS</b>	n/a
<b>6.</b>	<b>POLICIES &amp; BYLAWS</b>	n/a
<b>7.</b>	<b>ACTION ITEMS</b> <b>Motion #392/20</b>	<b>MOVED</b> by Mayor Judy Tracy that the discussion regarding Covid-19, a potential mandatory face coverings bylaw and the Covid-19 joint municipal leaders message with Lac Ste. Anne County



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		<p>municipalities be accepted for information, that Administration and Council continue to monitor developments, and that Covid-19 be an agenda item for the next regular Council meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council moved to appointments at 10:00 a.m.</p>
<b>4.</b>	<b>APPOINTMENTS/PUBLIC HEARINGS</b>	<p>Elan Buan, Schollie Research and Consulting, attended the meeting to discuss the Onoway Community Business Attraction Profile from 10:00 a.m. to 11:05 a.m.</p> <p><b>Motion #393/20</b> <b>MOVED</b> by Councillor Pat St. Hilaire that the discussion with Schollie Research and Consulting be accepted for information and Council will review the final draft of the Onoway Community Business Profile when the revisions and new information is completed.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 11:05 a.m. to 11:10 a.m.</p>
<b>7.</b>	<b>ACTION ITEMS</b>	<p><b>Motion #394/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that the requests from the property owners of tax roll 263000 to waive a \$213.60 tax penalty and property owners of tax roll 264000 to waive a \$1,650.78 tax penalty due to late payment of taxes, be denied and Administration to confirm penalties will stand to those two property owners.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #395/20</b> <b>MOVED</b> by Deputy Mayor Lynne Tonita that Dwight Moskalyk be appointed as the Returning Officer and Diane Wannamaker as the Substitute Returning Officer for the October 2021 Town of Onoway Civic election.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>Motion #396/20</b> <b>MOVED</b> by Councillor Lisa Johnson that the adjacent landowner referral letter received from Lac Ste. Anne County regarding the Yknott Ranch at 2223 Twp Rd 545 discretionary development permit application for a horse boarding facility and small horse related events, riding lessons and occasional small show or obstacle events, be accepted for information.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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	<p><b>Motion #397/20</b></p> <p><b>Motion #398/20</b></p> <p><b>Motion #399/20</b></p> <p><b>Motion #400/20</b></p>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that as the Heritage Society will not be holding a tree burning event this year due to Covid-19 gathering restrictions, Administration advise the public that they are able to drop off debris-free trees at the Public Works Yard (area will be signed) between January 4 and 11 during business hours (7:30 a.m. to 4:00 p.m.)</p> <p style="text-align:right"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Mayor Judy Tracy's attendance at the County Office on December 2, 2020 for a video shoot with municipal leaders regarding a regional pandemic promotional video be ratified.</p> <p style="text-align:right"><b>CARRIED</b></p> <p><b>MOVED</b> by Deputy Mayor Lynne Tonita that Administration advise MLA Shane Getson that Council would like a face to face meeting with him and, prior to the meeting, provide MLA Getson with suggested dates and a list of items that Council wants to raise.</p> <p style="text-align:right"><b>CARRIED</b></p> <p><b>MOVED</b> by Councillor Pat St. Hilaire that Administration advise the Onoway and District Agricultural Society (ODAS) that the Town supports a Farmers' Market occurring in the Community Hall on December 12, 2020 as long as they are following all Alberta Health Services (AHS) measures for preventing the spread of Covid-19, and the following specific measures being in place: no concession; need improved monitoring than what occurred at the November market; everyone must wear a mask (unless individual is exempted); social distancing be in effect; sign in sheet available; signage be displayed throughout hall; have someone at the door monitoring occupancy (suggest 1/3 capacity or whatever numbers the province has regulated for markets).</p> <p>As per Section 185 of the Municipal Government Act, Councillor Lisa Johnson requested a recorded vote on Motion #400/20:</p> <p>The Vote <b>SUPPORTING</b> this Motion was as follows: Mayor Judy Tracy, Deputy Mayor Lynne Tonita and Councillor Pat St. Hilaire</p> <p>The Vote <b>AGAINST</b> this Motion was as follows: Councillor Lisa Johnson</p> <p style="text-align:right"><b>CARRIED</b></p>
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<b>8.</b>	<b>COUNCIL, COMMITTEE &amp; STAFF REPORTS Motion #401/20</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the verbal Council reports and the written and verbal reports from the Chief Administrative Officer and the Assistant Chief Administrative Officer/Public Works Manager be accepted for information as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>9.</b>	<b>INFORMATION ITEMS Motion #402/20</b>	<p><b>MOVED</b> by Deputy Mayor Lynne Tonita that the following items be accepted for information:</p> <ul style="list-style-type: none"> <li>a) Swede Moren Ball Park – Thank you note to the Town for assistance provided</li> <li>b) Alberta Beach – November 3, 2020 letter with Alberta Beach Committee appointments from their October 20, 2020 Organizational Meeting</li> <li>c) Alberta Beach–November 18, 2020 letter from Kathy Skwarchuk CAO, advising that they will participate in the Shop The County Economic Development Project</li> <li>d) Onoway Development Officer Report – report from Tony Sonneleitner regarding his monthly activities for the Town for 2020</li> <li>e) Lac Ste. Anne County Notice of Public Hearing – Lac Ste. Anne County has scheduled a public hearing on December 2 for proposed amendments to their Land Use Bylaw 22-2017</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>10.</b>	<b>CLOSED SESSION Motion #403/20</b>	<p><b>MOVED</b> by Councillor Pat St. Hilaire that, pursuant to Section 197(2) of the Municipal Government Act and Section 27 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 12:30 p.m. to discuss the following item:</p> <ul style="list-style-type: none"> <li>1. "Legal" – solicitor/client privilege</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p> <p>Council recessed from 12:30 p.m. to 12:35 p.m.</p> <p><b>CLOSED SESSION:</b>  The following individuals were present for the Closed Session:  Mayor Judy Tracy  Deputy Mayor Lynne Tonita</p>



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		Councillor Lisa Johnson Councillor Pat St. Hilaire Chief Administrative Officer Wendy Wildman																		
	<b>Motion #404/20</b>	<b>MOVED</b> by Councillor Pat St. Hilaire that Council move out of Closed Session at 1:04 p.m.  <b>CARRIED</b>																		
<b>11.</b>	<b>ADJOURNMENT</b>	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 1:05 p.m.																		
<b>12.</b>	<b>UPCOMING EVENTS</b>	<table> <tr> <td>December 17, 2020</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 7, 2021</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 21, 2021</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 4, 2021</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 11, 2020</td> <td>Brownlee Muni Law Seminar</td> <td>8:00 a.m.</td> </tr> <tr> <td>February 18, 2021</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	December 17, 2020	Regular Council Meeting	9:30 a.m.	January 7, 2021	Regular Council Meeting	9:30 a.m.	January 21, 2021	Regular Council Meeting	9:30 a.m.	February 4, 2021	Regular Council Meeting	9:30 a.m.	February 11, 2020	Brownlee Muni Law Seminar	8:00 a.m.	February 18, 2021	Regular Council Meeting	9:30 a.m.
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\_\_\_\_\_  
Mayor Judy Tracy

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



# TOWN OF ONOWAY

## Revenue & Expense

Page 1 of 3  
2020-Dec-15  
8:50:53 AM

Description	2020 Actual	2020 Budget
TOTAL TAXATION REVENUE	(1,585,022.07)	(1,585,879.21)
TOTAL REQUISITIONS	210,789.69	343,102.21
TAX REVENUE AVAILABLE FOR MUNI	(1,374,232.38)	(1,242,777.00)
TOTAL GENERAL REVENUE	(112,477.61)	(104,700.00)
TOTAL LEGISLATIVE EXPENSE	99,536.32	118,931.00
SURPLUS/DEFICIT LEGISLATIVE	99,536.32	118,931.00
TOTAL ADMIN REVENUE	(68,298.62)	(189,059.00)
TOTAL ADMIN EXPENSE	628,741.05	715,040.00
SURPLUS/DEFICIT ADMIN	560,442.43	525,981.00
TOTAL FIRE REVENUE	(324,909.26)	(344,887.00)
TOTAL FIRE EXPENSE	313,841.01	370,119.00
FIRE SURPLUS/DEFICIT	(11,068.25)	25,232.00
TOTAL DISASTER SERVICES REV.	(4,200.00)	0.00
TOTAL DISASTER SERVICES EXPENS	22,663.86	28,600.00
DISASTER SURPLUS/DEFICIT	18,463.86	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	(310.00)	(2,500.00)
TOTAL BYLAW EXPENSE	(50.57)	1,000.00
BYLAW SURPLUS/DEFICIT	(360.57)	(1,500.00)
TOTAL POLICING REVENUE	(90,650.50)	(176,000.00)
TOTAL POLICIING EXPENSE	125,602.50	211,450.00
POLICING SURPLUS/DEFICIT	34,952.00	35,450.00
TOTAL PW REVENUE	0.00	0.00
TOTAL PW EXPENSE	212,205.00	189,599.00
PW SURPLUS/DEFICIT	212,205.00	189,599.00
TOTAL ROADS REVENUE	(18,684.26)	(115,776.00)
TOTAL ROAD EXPENSE	362,039.09	434,351.00
ROADS SURPLUS/DEFICIT	343,354.83	318,575.00
TOTAL STORM SEWER REVENUE	0.00	0.00
TOTAL STORM SEWER EXPENSE	3,654.30	0.00
STORM SEWER SURPLUS/DEFICIT	3,654.30	0.00

16

TOTAL WATER REVENUE	(526,016.70)	(566,500.00)
TOTAL WATER EXPENSE	507,537.60	517,803.00
<b>WATER SURPLUS/DEFICIT</b>	<b>(18,479.10)</b>	<b>(48,697.00)</b>
TOTAL SEWER REVENUE	(232,045.47)	(219,966.00)
TOTAL SEWER EXPENSE	201,933.39	197,002.00
<b>SEWER SURPLUS/DEFICIT</b>	<b>(30,112.08)</b>	<b>(22,964.00)</b>
TOTAL WASTE COLLECTION REV	(116,261.66)	(129,500.00)
TOTAL WASTE COLLECT EXP	91,580.99	113,124.00
<b>WASTE COLLECT SURPLUS/DEF</b>	<b>(24,680.67)</b>	<b>(16,376.00)</b>
TOTAL FCSS REVENUE	(114,312.00)	(114,312.00)
TOTAL FCSS EXPENSE	85,386.47	103,798.00
<b>FCSS SURPLUS/DEFICIT</b>	<b>(28,925.53)</b>	<b>(10,514.00)</b>
TOTAL PLAN REVENUE	(4,661.43)	(3,500.00)
TOTAL PLANNING EXPENSE	10,400.12	18,500.00
<b>PLANNING SURPLUS/DEFICIT</b>	<b>5,738.69</b>	<b>15,000.00</b>
TOTAL LAND REVENUE	0.00	0.00
TOTAL LAND EXPENSE	3,522.00	20,000.00
<b>LAND SURPLUS/DEFICIT</b>	<b>3,522.00</b>	<b>20,000.00</b>
TOTAL EDC REVENUE	(3,050.00)	(102,500.00)
TOTAL EDC EXPENSE	153,585.67	100,821.00
<b>EDC SURPLUS/DEFICIT</b>	<b>150,535.67</b>	<b>(1,679.00)</b>
TOTAL REC PROGRAM REVENUE	0.00	0.00
TOTAL REC PROGRAM EXPENSE	7,000.00	12,212.00
<b>REC PROGRAM SURPLUS/DEFICIT</b>	<b>7,000.00</b>	<b>12,212.00</b>
TOTAL PARKS REVENUE	(21,873.00)	(5,000.00)
TOTAL PARKS EXPENSE	127,463.71	135,676.00
<b>PARKS SURPLUS/DEFICIT</b>	<b>105,590.71</b>	<b>130,676.00</b>
TOTAL CULTURE EXPENSE	16,272.65	18,925.00
<b>CULTURE SURPLUS/DEFICIT</b>	<b>16,272.65</b>	<b>18,925.00</b>
TOTAL MISC EXPENSE	3,273.75	12,426.00
<b>MISC SURPLUS/DEFICIT</b>	<b>3,273.75</b>	<b>12,426.00</b>
<b>TOTAL SURPLUS/DEFICIT</b>	<b>(38,193.98)</b>	<b>0.00</b>

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**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA  
TO BE KNOWN AS THE EMERGENCY MANAGEMENT BYLAW**

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**WHEREAS**, pursuant to the *Emergency Management Act*, RSA 2000, c. E-6.8 as amended or repealed and replaced from time to time, Council is responsible for the direction and control of all Town of Onoway emergency responses;

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

This Bylaw is cited as the Town of Onoway "Emergency Management Bylaw".

**1. DEFINITIONS**

For the purposes of this Bylaw, the following words mean:

- a. *AEMA* means the Alberta Emergency Management Agency, which is the Alberta Government agency responsible for the coordination, collaboration and cooperation of all organizations involved in the prevention, preparedness and response to Disasters and Emergencies;
- b. *Town* means the Town of Onoway;
- c. *CAO* means Chief Administrative Officer or Town Manager, or designate;
- d. *Council* means the municipal Council for the Town of Onoway, and may include the Mayor, individual Councillors, or Council as a whole;
- e. *DDEM* means a Deputy Director of Emergency Management appointed by the DEM;
- f. *DEM* means the Town designate appointed as Director of Emergency Management by Council or the CAO;
- g. *Disaster* means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- h. *DRP* means the Disaster Recovery Program managed by the Alberta Government to provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not-for-profit cooperatives), Local Authorities and government departments for uninsurable loss and damage caused by Emergencies and Disasters;
- i. *EMA* means the Emergency Management Agency established under this Bylaw exercising those powers and duties, which are granted by the *EM Act* and assigned to the EMA under this Bylaw;

- j. *EM Act* means the *Emergency Management Act*, RSA 2000, c. E-6.8;
- k. *Emergency* means an event that requires prompt coordination of action or special regulation of Persons or property to protect the safety, health or welfare of people or to limit damage to property or the environment;
- l. *EAC* means the Emergency Advisory Committee, which is established under this Bylaw consisting of all members of Council;
- m. *Emergency Management* means the development, coordination and execution of plans, measures and programs pertaining to prevention, preparedness, response and recovery before, during and after an Emergency event;
- n. *Emergency Procurement* means a procurement of goods or services, including sole source procurements, that bypasses normal procurement requirements, such as the need for a standing offer agreement, request for quote, request for proposal or an invitation to tender, when necessitated by Emergency or other unforeseen circumstances;
- o. *EOC* means the Emergency Operations Centre or a site from where Town officials can coordinate, monitor and direct Emergency response and recovery activities and disseminate information during an Emergency, or a location used for command and control of planned, non-emergent civic events; as of January 1, 2020 EOC is now called Incident Command Post (ICP);
- p. *Evacuation Order* means an evacuation order made under Section 19(1)(g) or Section 24(1)(b) of the *EM Act*;
- q. *Fire Chief* means the Person appointed by Council as head of the Town operated Fire Department;
- r. *IC* means the Incident Commander responsible for Emergency Management of an incident and may include the DEM, DDEM, or if a further sub-delegation has been made, the RIMT IC assigned to manage an incident;
- s. *ICP* means Incident Command Post which is a site from where Town officials can coordinate, monitor and direct Emergency response and recovery activities and disseminate information during an Emergency; or a location used for command and control of planned, non-emergent civic events;
- t. *LAEMR* means the *Local Authority Emergency Management Regulation 203/2018*, in force on January 1, 2020;
- u. *Local Authority* means a municipality which has a council, pursuant to the MGA;
- v. *MEP* means the Municipal Emergency Plan prepared and maintained by the EMA to coordinate the response to an Emergency event;

- w. *MGA* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;
- x. *Minister* means the Minister responsible for the EM Act;
- y. *Peace Officer* means a police officer or peace officer having jurisdiction and authority to enforce the EM Act, LEMR, and this Bylaw;
- z. *Person* means an individual and includes a firm, partnership, joint venture, proprietorship, corporation, department, board, agency, association, society or any other legal entity;
- aa. *RIMT* means the Capital Region Emergency Preparedness Partnership Incident Management Team or Persons who form part of that team;
- bb. *Risk* means a probability or Threat of damage, injury, liability, loss, or other negative occurrence that is caused by external or internal vulnerabilities, and that may be neutralized through preemptive action;
- cc. *SOLE* means a declaration of a State of Local Emergency by a Local Authority relating to all or any part of the Local Authority at any time when it is satisfied that an Emergency exists or may exist; and
- dd. *Threat* means a negative event that can cause a Risk to become a loss, expressed as an aggregate of Risk, consequences of Risk and the likelihood of the occurrence of the event. A Threat may be a natural phenomenon such as an earthquake, flood, storm or a human caused incident such as fire, power failure, sabotage, etc.

## **2. EMERGENCY ADVISORY COMMITTEE**

- 2.1 A Local Authority shall, at all times, be responsible for the direction, control and administration of the Local Authority's Emergency response unless the Alberta Government assumes direction and control under Section 18 of the EM Act.
- 2.2 All Council members are members of the EAC. The Mayor is the Chair of the EAC. If the Mayor is absent, the Deputy Mayor shall chair the EAC.
- 2.3 The EAC shall meet at minimum, once each year and more frequently as required. Members of the EAC, including the Chair, shall be entitled to expenses in accordance with Council policy.
- 2.4 The EAC may meet on less than 24 hours' notice. Where meetings in person are not feasible, the Committee may convene by electronic means of communication.
- 2.5 Where the EAC is not able to meet in a timely manner; the powers of the EAC may be exercised by the Mayor acting alone, or in the Mayor's absence the Deputy Mayor, or in absence of the Mayor and Deputy Mayor, by any 2 members of Council.

- 2.6 The Managing Director of AEMA may prescribe the command, control and coordination system to be used by the EAC.
- 2.7 The Managing Director of the AEMA may prescribe courses that each Local Authority's Council members shall complete, by posting notice of the courses on the AEMA website. Any courses that are prescribed must be completed within 90 days of the Council member taking an official oath as required by the MGA (e.g., a Municipal Elected Officials Course).
- 2.8 The DEM may call an emergency meeting of the EAC when the DEM considers that an Emergency exists or may exist in the Town.
- 2.9 A quorum for an emergency meeting of the EAC is not dependent on the number attending, but on those Council members available to attend.
- 2.10 The EAC shall apply appropriate provisions of the Town's Procedures Bylaw for matters relating to parliamentary procedure.

### **3. EAC ROLES AND RESPONSIBILITIES**

- 3.1 The EAC is to guide and direct the Town's EMA in the development of a MEP and any related programs.
- 3.2 The EAC is to pass a motion/resolution to appoint or unappoint a Person as the DEM (as stipulated by LAEMR).
- 3.3 The Town's DEM, Jason Madge:
  - a. shall be appointed through this Bylaw, and the EAC shall appoint the Person who holds the office of DEM, and by default this may fall to the CAO;
  - b. the CAO may delegate another Town designate to serve as the DEM; and
  - c. if another Town designate is appointed to serve as the DEM, the CAO shall cause that appointment to be recorded pursuant to the Town's Delegation of Authority.
- 3.4 When no Disaster or Emergency exists, the EAC shall:
  - a. on an annual basis, review and advise the Town about the MEP and related programs;
  - b. on an annual basis, approve the MEP;
  - c. assess the hazards, risks, and mitigation strategies affecting the Local Authority; and
  - d. determine the level of Emergency Management resourcing for the Town.

- 3.5 During an Emergency or Disaster, the EAC shall:
- a. maintain regular Council member duties, to the extent possible;
  - b. provide political, financial and resourcing support to the EMA; and
  - c. may be required to declare a SOLE.
- 3.6 The Mayor, or in the Mayor's absence, any 2 members of the EAC are authorized to declare, renew or terminate a SOLE.
- 3.7 Following an Emergency or Disaster, the EAC may,
- a. within 90 days, make an application to the DRP to provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not-for-profit cooperatives), municipalities and government departments for uninsurable loss and damage caused by Emergencies and Disasters; and
  - b. seek reasonable remuneration from the Person who caused the Emergency, for expenses and costs of the actions or measures for any Person who provides labour, services, equipment or materials to the municipality to eliminate the Emergency, pursuant to the MGA.
- 3.8 The members of the EAC, including the Chair, shall be entitled to expenses in accordance with Council policy.

#### **4. EMERGENCY MANAGEMENT AGENCY**

- 4.1 The Town's EMA is responsible for:
- a. the administration of the Local Authority's Emergency Management program;
  - b. the development, maintenance and implementation of the MEP. A Local Authority must review the MEP that applies to that Local Authority at least once per year;
  - c. the maintenance, establishment and operation of the ICP;
  - d. the provision of Emergency Management advice to the DEM and the EAC as required;
  - e. the conduct of all coordination and liaison with AEMA; and
  - f. coordinating and conducting all appropriate training to ensure the effective operation of the ICP.



- 4.2 The EMA shall provide updates to the EAC at least annually, or more frequently if directed to do so by the EAC. Updates may include:
- a. a summary of the EMA's prevention, preparation, response and recovery efforts;
  - b. the status of the Local Authority's EMA MEP;
  - c. status of training of ICP personnel;
  - d. planned training events; and
  - e. budget recommendations.
- 4.3 The EMA will utilize the command, control and coordination system prescribed by the Managing Director of AEMA (e.g., Incident Command System – Canada).

## **5. EMA TRAINING REQUIREMENTS**

- 5.1 The LAEMR sets out minimum training requirements for the EMA.
- 5.2 The Managing Director of the AEMA may prescribe courses that each director of a Local Authority EMA must complete, by posting notice of the courses on the AEMA's website. (e.g., Basic Emergency Management and ICS 100).
- 5.3 Individuals who have been assigned responsibilities respecting the implementation of the MEP must complete the posted courses within 18 months of being identified for this role, as long as training is available.

## **6. EMA TRAINING EXERCISES**

- 6.1 Unless an exercise under subsection 6.2 is carried out that year, a Local Authority's EMA shall engage in at least 1 exercise per year in which participants identify a significant possible Emergency or Disaster scenario, and discuss how the Local Authority would respond to and resolve Emergency Management issues which may arise from the scenario.
- 6.2 A Local Authority's EMA shall engage in at least 1 exercise every 4 years in which participants identify a significant possible Emergency or Disaster scenario, and carry out actions as if the significant Emergency or Disaster was actually occurring, but without deploying personnel or other resources.
- 6.3 Section 6.2 does not apply to a Local Authority EMA that has responded to an Emergency or Disaster within the previous 4 years, which resulted in the implementation of the Local Authority's MEP and where a written post-incident assessment was completed that included observations, recommendations for improvement, and corrective action to be conducted.

- 6.4 A Local Authority EMA may fulfill the obligations set out in Sections 6.1 and 6.2 by participating in regional Emergency exercises that require the Local Authority to utilize relevant portions of the Local Authority's MEP.
- 6.5 A Local Authority EMA shall submit an exercise notification to the AEMA 90 days before engaging in the exercise required under 6.1 or 6.2. The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants, and state the date the exercise will be conducted.

## **7. DEM**

- 7.1 The DEM plans and leads the responses to natural Disasters and other Emergencies, and is to ensure Town Council members and staff become familiar with Emergency procedures.
- 7.2 The DEM shall:
- a. ensure that all Emergency plans are prepared and coordinated as required by the EM Act, LAEMR, and this Bylaw;
  - b. act as Director of the ICP;
  - c. coordinate all Emergency operations within the Town;
  - d. conduct or direct appropriate training to ensure effective operation of the ICP, such as:
    - i. the incident command system and all position-specific training required by the Alberta Government under the EM Act or LAEMR; and
    - ii. optional position-specific training or training intended to ensure the readiness or mental well-being of personnel assigned to Emergency Management for the Town (e.g., standard or emergency first-aid, and mental health resiliency training);
  - e. perform other duties as required by the Town during an Emergency;
  - f. appoint 1 or more Deputy DEM(s) as required; and
  - g. appoint an Interim DEM as required.
- 7.3 The DEM is authorized to delegate and authorize further delegations of any powers, duties, and functions delegated to the DEM under this Bylaw.
- 7.4 The DEM may invite any Person or entity to work with or support the activation and management of the ICP, including:
- a. all departments within the Town;

- b. Alberta Health Services;
- c. public and separate school divisions;
- d. police or RCMP Services;
- e. municipalities that have entered into mutual-aid agreement(s) with the Town;
- f. the RIMT or Persons forming part of the RIMT team;
- g. local business or industry, or business or industry associations;
- h. local utility companies;
- i. Alberta or Canadian Government boards or agencies; and
- j. any other Person or non-governmental organization who might serve a useful purpose in the preparation or implementation of the MEP.

## **8. DEM TRAINING REQUIREMENTS**

- 8.1 The LAEMR sets out minimum training requirements for the DEM.
- 8.2 The Managing Director of the AEMA may prescribe courses that each Director of a Local Authority EMA shall complete by posting notice of the courses on the AEMA's website. (e.g., Basic Emergency Management, ICS 100, 200 & 300, and the Director of Emergency Management course).
- 8.3 Any courses prescribed for the DEM under the LAEMR shall be completed within 18 months of the Person being appointed as the Director of a Local Authority's EMA, or within 6 months of the LAEMR coming into force, whichever is later.

## **9. DDEM**

- 9.1 The DDEM is to assist the DEM in planning and leading the responses to natural Disasters and other Emergencies, and to ensure Council members and staff become familiar with the Emergency procedures.
- 9.2 The DDEM shall assist the DEM to:
  - a. ensure that all Emergency plans are prepared and coordinated as required by the EM Act, LAEMR, and this Bylaw;
  - b. act as Director of the ICP when appointed to do so by the DEM, or in the absence of the DEM;
  - c. coordinate all Emergency operations within the Town;

- d. conduct or direct appropriate training to ensure effective operation of the ICP; and
- e. perform other duties as required by the Town during an Emergency.

## **10. DDEM TRAINING REQUIREMENTS**

10.1 A DDEM shall meet the minimum training requirements required for a DEM as defined in the LAEMR.

## **11. DUTIES OF THE FIRE CHIEF**

11.1 The DEM may appoint the Fire Chief as a DDEM.

11.2 The Fire Chief, or another person designated by the CAO, shall manage the day-to-day aspects of Emergency Management planning and preparedness, assist the DEM with all aspects of Emergency Management, and to ensure that the MEP and all other plans and programs are prepared, coordinated, maintained and submitted to the proper authorities as directed by the DEM.

11.2 The MEP shall include:

- a. an administrative description of the Local Authority's Emergency Management program;
- b. the procedures for implementing the MEP during an Emergency or exercise response;
- c. the Local Authority's plan for preparedness, response and recovery activities;
- d. a hazard and Risk assessment;
- e. Emergency Management program exercises that the Local Authority shall engage in;
- f. the Local Authority EMA's plan for regular review and maintenance of the Local Authority's MEP;
- g. the Local Authority EMA's plan for the review and maintenance of the Local Authority's MAP after an exercise, Emergency or Disaster;
- h. how the command, control and coordination system prescribed by Section 3(3) of the LAEMR shall be used by the Local Authority's EMA;

- i. the assignment of responsibilities to Local Authority employees and Council members by position, respecting the implementation of the Local Authority's MEP;
  - j. a training plan for staff assigned with responsibilities under the Local Authority's MEP;
  - k. the mechanisms that shall be used to prepare and maintain an Emergency Management staff contact list for employees and Council members who have been assigned responsibilities respecting the implementation of the Local Authority's MEP;
  - l. the Local Authority's plan for communications, public alerts and notifications during exercises, Emergencies and Disasters; and
  - m. the Local Authority's plan for providing Emergency social services during an Emergency or Disaster.
- 11.3 The DEM, along with the Deputy DEM and Fire Chief, shall present the MEP to the EMA, a minimum of once each calendar year, and discuss the current practices and optimal Emergency Management planning for the Town.

**12. SOLE**

- 12.1 By resolution, the EAC may at any time when it is satisfied that an Emergency exists or may exist, make a declaration of a SOLE relating to all or any part of the Town.
- 12.2 The EAC shall ensure that the declaration identifies the nature of the Emergency and the area of the Town in which it exists.
- 12.3 When a SOLE is declared, the EAC shall:
- a. cause the details of the declaration to be published by any means of communication that it considers most likely to make known to the population of the area affected the contents of the declaration.
- 12.4 When a SOLE is declared, the DEM or IC may at anytime, in accordance with the MEP or related plans or programs:
- a. cause the MEP or any related plans or programs to be put into operation, if not already in operation;
  - b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an Emergency or Disaster;

- c. authorize or require any qualified Person to render aid of any type they are qualified to provide;
- d. control or prohibit travel to and from any area of the Town;
- e. provide for the restoration of essential services and the distribution of essential supplies, and provide, maintain and coordinate Emergency medical, welfare and other essential services in any part of the Town;
- f. cause the evacuation of Persons and the removal of livestock and personal property from any area of the Town that is or may be affected by a Disaster and make arrangements for the adequate care and protection of those Persons or livestock, and of their personal property;
- g. authorize the entry into any building or on any land, without warrant, by any Person in the course of implementing an Emergency plan or program;
- h. cause the demolition or removal of any trees, structures or crops if the demolition or removal is necessary or appropriate in order to reach the scene of a Disaster, to attempt to forestall its occurrence, or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies, and the use of any, services, resources or equipment within the Town for the duration of the SOLE. If impractical to procure equipment or services in accordance with the Town's procurement policy, the DEM may authorize an Emergency Procurement, and/or;
- j. authorize the conscription of Persons needed to meet an Emergency.

### **13. SOLE CANCELLATION OR TERMINATION**

13.1 When, in the opinion of the EAC, an Emergency no longer exists in a Local Authority in relation to which a declaration of a SOLE was made, it shall by resolution or, in the case of the Minister responsible for the MGA, by order, terminate the SOLE declaration.

13.2 Immediately after:

- a. the passage of a resolution or order terminating a declaration of a SOLE;
- b. the cancellation by the Minister of a declaration of a SOLE; or
- c. the termination by lapse of 7 days of a declaration of a SOLE;
- d. the termination by lapse of 90 days of a declaration of a SOLE for a pandemic,

the EAC shall cause the details of the declaration, cancellation, or the termination lapse to be published by any means of communication that it considers most effective to the residents of the affected areas.

## **14. EVACUATION ORDERS**

- 14.1 Following a declaration of a SOLE made by the EAC, an Evacuation Order may be issued by the DEM or DDEM, or by the RIMT IC when delegated the authority to serve as IC by the DEM, DDEM or CAO.
- 14.2 When circumstances permit, the DEM, DDEM or the RIMT IC should communicate notice of their intent to issue an Evacuation Order to the EAC, prior to issuing the Evacuation Order.
- 14.3 If the Emergency situation does not permit notice to be given to the EAC in advance, the DEM, DDEM or the RIMT IC may issue an Evacuation Order without seeking or obtaining further direction or input from the EAC.
- 14.4 Subject to Section 14.3, an Evacuation Order issued by the DEM, DDEM or RIMT IC shall be communicated to the EAC as soon as reasonably practicable.
- 14.5 Pursuant to Section 19.1(1) of the EM Act, If an Evacuation Order is made, every Person within the area that is the subject of the Evacuation Order shall leave the area:
  - a. immediately, or
  - b. if a deadline for evacuation is specified in the Evacuation Order, by that deadline.
- 14.6 Section 19.1(1) of the EM Act does not apply to a Person acting under the direction of a Person exercising powers under Section 19(1) or 24(1)(b) of the EM Act, as the case may be, so long as there is a plan for safely evacuating that Person in a timely manner and the means available to carry out the plan.
- 14.7 An Evacuation Order shall be enforced by a Peace Officer having authority to enforce the EM Act or LAEMR, and holding jurisdiction for the Town.

## **15. FINANCIAL**

- 15.1 In accordance with the EM Act, Council may by a bylaw which does not require advertising, borrow, levy, appropriate and expend, without the consent of the electors, all sums required for the operation of the EMA.
- 15.2 Council may, during or within 60 days after the SOLE, by a bylaw which does not require advertising but that is approved by the Minister responsible for the MGA, borrow any money necessary to pay expenses caused by the Emergency. This may include payment for services provided by the Provincial or Federal Government, when the services were provided at the request of the Town.

- 15.3 Council may enter into agreements with and, make payments or grants or both, to Persons or organizations for the provision of services in the development or implementation of MEP and related programs.
- 15.4 Council may, in accordance with the EM Act and this Bylaw, expend all sums required for the response to and recovery from an Emergency event.
- 15.5 In the event of a Disaster, the Alberta Government may provide financial assistance to individuals, small businesses (including farming operations), not-for-profit organizations (including not for-profit cooperatives), Local Authorities and government departments after a Local Authority applies for DRP relief on behalf of their residents, and if the program is approved.

## **16. NUMBER AND GENDER REFERENCES**

- 16.1 All references in this Bylaw shall be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female Person, or a corporation or partnership.

## **17. SEVERABILITY PROVISION**

- 17.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

## **18. OFFENCE**

- 18.1 Any Person who violates any provision of this Bylaw or interferes with or obstructs any Person in the exercise of any power or the performance of any duty conferred or imposed by this Bylaw is guilty of an offence and is liable upon conviction to a maximum fine of \$10,000, or in default of payment of the fine to imprisonment for a period not exceeding 1 year, or to both fine and imprisonment in such amounts.
- 18.2 Section 17 of the EM Act states that when a Local Authority declares a SOLE, any Person who:
- a. contravenes the EM Act or the LAEMR;
  - b. fails to comply with an Evacuation Order, or
  - c. interferes with or obstructs any Person in the carrying out of a power or duty under the EM Act or the LAEMR,

is guilty of an offence and liable to imprisonment for a term of not more than 1 year or to a fine of not more than \$10,000, or to both imprisonment and a fine.



18.3 No action lies against Council or a Person acting under the direction or authorization of Council for anything done or omitted to be done in good faith while carrying out a power or duty under the EM Act or this Bylaw.

**19. REPEAL**

19.1 Emergency Management Bylaw 774-20 is hereby repealed.

**20. EFFECTIVE DATE**

20.1 This Bylaw becomes effective upon third and final reading.

READ a first time on this 17<sup>TH</sup> day of December, 2020.

READ a second time on this 17<sup>th</sup> day of December, 2020.

UNANIMOUS CONSENT to proceed to third reading on this 17<sup>th</sup> day of December, 2020.

READ a third time and passed on this 17<sup>TH</sup> day of December, 2020.

SIGNED this 17<sup>th</sup> day of December, 2020

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Mayor Judy Tracy

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Chief Administrative Officer  
Wendy Wildman

## Notifications

COVID-19: State of public health emergency. Mandatory measures in effect provincewide.

Close



[Home](#) → [Government](#) → [Priorities and initiatives](#) → [Key initiatives](#) → [Alberta's COVID-19 response](#) → [COVID-19 info for Albertans](#) → [Stronger public health measures](#)  
[COVID-19 info for Albertans](#)

## Stronger public health measures

Mandatory, provincewide restrictions are in effect to protect the health system and slow the spread of COVID-19.

### Bend the curve

Due to Alberta's high case numbers, aggressive action is required now to protect our health system from being overwhelmed.

The current situation is critical. These mandatory restrictions apply provincewide and will be in place at least until January 12, 2021.

Health officials are monitoring the situation and will adjust measures if required.

### Gathering restrictions

Alberta declared a State of Public Health Emergency to protect the health care system from COVID-19. Social gatherings are the top source of transmission.

Effective Dec. 8, all indoor and outdoor social gatherings are prohibited. This will be enforced with \$1,000 fines.

Indoor and outdoor social gatherings

*Mandatory restriction – Provincewide – Effective Dec. 8*

All indoor and outdoor social gatherings – public and private – are prohibited

- Close contacts are limited to household members only
- People who live alone can have up to 2 close contacts:

22

- must be the same two contacts throughout the duration of the restriction
- if the close contacts do not live alone, visits cannot be held at their home
- single parents who only live with their children under 18 are permitted to have up to 2 close contacts

This does not apply to:

- co-parenting arrangements
- service visits from caregivers, health or childcare providers
- home maintenance and repairs
- mutual support group meetings

[Read Order 41-2020](#)

Out-of-town travel and visitors

### Returning home

- If the individual belongs to the household (e.g., a child returning home from post-secondary), then they would be permitted to return to the home.
  - If participating in the [Border Testing Pilot Program](#), all program directives must be followed before rejoining the household.
- If you do not have a household in Alberta, you must not stay in other people's homes while these restrictions are in place.

### Visitors

- Out-of-town visitors cannot stay in other people's homes while these restrictions are in place, regardless of where they are coming from.

While we appreciate this may affect your travel plans as you may wish to visit or stay with family, the increase in COVID cases is being taken very seriously and these enhanced public health measures are required to stop the spread of COVID-19.

Weddings and funerals

*No change – Mandatory restriction – Provincewide – Effective Nov. 24*

- Maximum of 10 people for wedding ceremonies or funeral services and must be held in a public place
  - This includes the officiant, bride/groom and witnesses
  - This does not include staff or organizers who are not considered an invited guest
  - This applies to any facility, including places of worship and funeral homes.

- This includes services held indoors or outdoors, seated or non-seated.
- Receptions are not permitted

This measure will help limit exposure, reduce outbreaks and protect vulnerable attendees.

### Places of worship

*Mandatory restriction – Provincewide – Effective Dec. 13*

Faith services are limited to 15% of fire code occupancy for in-person attendance:

- Physical distancing between households must be maintained
- Mask use is mandatory

Alternatively:

- Virtual or online services are recommended
- Drive-in services where people do not leave their vehicles and adhere to guidance are allowed

Additional safety measures:

- In-person faith group meetings and other religious gatherings are:
  - not permitted in private homes while these measures are in effect
  - permitted when conducted at a place of worship as long as physical distancing and public health measures are followed
- Faith leaders and other speakers can remove their masks while speaking if there is a distance of 2 metres. The mask must be put on again once finished speaking.
- Group performance activities, such as choir singing and playing music, are permitted if they are normal worship practices and not for the purpose of entertainment. Performers must wear masks at all times.

## Masks, workplaces, schools and child care

- Effective Dec. 8, masks are mandatory in all indoor public spaces and workplaces.
- Effective Dec. 13, working from home is mandatory when physical presence is not required.
- Current child care and K-12 learning measures remain in effect.

### Mandatory mask requirements

*Mandatory restriction – Provincewide – Effective Dec. 8*

Masks are mandatory in all:

- indoor public places
- places of worship

24

- indoor workplaces and facilities outside the home, except:
  - when working alone in an office or a safely distanced cubicle or a barrier is in place
  - rental accommodations used solely for the purposes of a private residence
  - farm operations (exempt)

This workplace requirement:

- applies to all employees, customers, visitors, delivery personnel and contractors
- includes any location where employees are present in-person
- includes all workplace locations where masks won't pose a safety risk
- does not change current student mask requirements in schools

Learn more about [wearing a mask](#) to help prevent COVID-19.

Working from home

*Mandatory - Provincewide - Effective Dec. 13*

Working from home is mandatory unless the employer requires a physical presence for operational effectiveness.

K-12 Schools

*No change – Mandatory restriction – Provincewide – Starting Nov. 30*

Grades 7-12 students

- Move to at-home learning Nov. 30 to Jan. 8, except during winter break\*
- Resume in-person classes Jan. 11
- School buildings remain open during shifts to at-home learning
- Diploma exams are optional for rest of the school year. Students and families can choose to write an exam or receive an exemption for the January, April, June and August 2021 exams.

Grades K-6 students, including [Early Childhood Services](#)

- Continue in-person learning until their scheduled winter break (generally Dec. 18\*)
- Move to at-home learning after the winter break until Jan. 8
- Resume in-person classes Jan. 11

\*Schools have different winter break schedules, check with your school for details.

Exemption is available for students with disabilities or in outreach programs, learn more at [K-12 learning during COVID-19](#).

25

## Child care

*No change to current measures*

Licensed daycare, out-of-school and preschool program can continue operating as long as providers follow all public health orders and [guidance for child care programs](#).

## Business and service restrictions

Effective Dec. 13, some businesses will be required to close, reduce capacity or limit their in-person access.

All [previous restrictions from Nov. 27](#) remain in place until the new restrictions come into effect.

## Retail

*Mandatory restriction – Provincewide – Effective Dec. 13*

Retail services must reduce customer capacity to 15% of fire code occupancy (not including staff) or a minimum of 5 customers:

- Curbside pick up, delivery and online services are encouraged
- Shop alone if possible or only with the people you live with
- Shopping mall:
  - capacity limits of 15% include common areas and individual stores
  - food courts open for grab and go only

Retail services include but are not limited to:

- Retail businesses operating within a shopping centre or mall
- Shopping centres and malls
- Pet supply stores
- Grocery stores
- Pharmacies
- Clothing stores
- Computer and technology stores
- Hardware
- Automotive
- Sporting goods
- Liquor and cannabis
- Gift shops
- Markets

## Restaurants, bars, pubs, lounges and cafes

(26)

**Mandatory restriction – Provincewide – Effective Dec. 13**

- o All restaurants, pubs, bars, lounges and cafes are closed to in-person service.
- o Take out, curbside pickup and delivery services are allowed.

**Entertainment and recreation facilities****Mandatory restriction – Provincewide – Effective Dec. 13**

All entertainment businesses and entities must close, including:

- o Casinos, bingo halls, gaming centres
- o Racing centres, horse tracks, raceways
- o Bowling alleys, pool halls
- o Legions and private clubs (nightclubs must remain closed)
- o Art galleries, libraries and museums
- o Science and interpretive centres
- o Amusement and water parks
- o Children's play centres and indoor playgrounds
- o Movie theatres, auditoria and concert halls
- o Banquet halls, conference centres and trade shows

All indoor recreation facilities must close, including:

- o Gyms and studios
- o Fitness and recreation centres
- o Spas, pools, indoor rinks and arenas
- o Day and overnight camps
- o Community halls and centres

Outdoor recreation is permitted, but facilities with indoor spaces except for washrooms will be closed.

**Personal and wellness services****Mandatory restriction – Provincewide – Effective Dec. 13**

All personal and wellness services must close.

Personal services include:

- o esthetics, manicure, pedicure, body waxing, make-up
- o body, nose and ear piercing, and tattoos
- o artificial tanning and spray tanning

27

- facial, eyebrow and eyelash treatments
- cosmetic skin and body treatments
- laser hair and tattoo removal
- hairstyling and barbering

Wellness services include:

- massage therapy
- floatation tanks
- reflexology
- colonic irrigation

Health, social and professional services

*Mandatory - Provincewide - Effective Dec. 13*

Regulated health services can remain open by appointment only as long as public health orders and sector guidance is followed. Appointments should be limited to one-on-one services.

- physicians, dentists
- physical therapists
- optometrists
- chiropractors
- hearing aid practitioners
- acupuncturists
- naturopaths

Professional services can remain open by appointment only:

- lawyers
- mediators
- accountants
- photographers

Social services can remain open for in-person services including:

- social, protective or emergency services
- shelters for vulnerable persons
- not-for-profit community kitchens, religious kitchens and soup kitchens

Home-based businesses should follow the restrictions for the type of service they provide.

Hotels, motels, hunting and fishing lodges

28



**Mandatory - Provincewide - Effective Dec. 13**

Hotels, motels, hunting and fishing lodges may remain open but must follow restrictions:

- No spa, pool or gym access
- No in-person dining (room service only)

Performance activities

*Mandatory restriction – Provincewide – Effective Dec. 13 (Nov. 27 restrictions remain in effect until Dec. 13)*

Performance activities include dancing, singing, theatre and playing wind instruments.

**Outdoor settings**

- Rehearsals and practices are permitted up to a maximum of 10 participants. Physical distancing and other relevant guidelines must be followed.
- Performances with audiences are not permitted.

**Indoor settings**

- No group performances in indoor settings are permitted.
- Rehearsals, practices and lessons involving 2 or more are not permitted unless it is 1-to-1 with a coach or instructor.

**Lessons**

- 1-to-1 in-person lessons are permitted.
- Virtual lessons are strongly encouraged where possible.
- Lessons can't occur in facilities that are closed under the current measures

**School settings**

- Phys Ed., band and drama classes are permitted to continue
- Assemblies, performances, concerts, and inter-school games, activities and competitions are not permitted.

**Places of worship**

- Indoor group performance activities conducted in a place of worship, such as choir singing and playing music, are permitted provided these are normal activities conducted as part of worship practices and not for the purpose of entertainment.

Sport and physical activities

*Mandatory restriction – Provincewide – Effective Dec. 13 (Nov. 27 restrictions remain in effect until Dec. 13)*

29

Group physical activities, including team sports, fitness classes and training sessions, are prohibited or restricted across Alberta.

- Outdoor group physical activity must be limited to 10 people or fewer.
  - it is strongly recommended that the activity is kept to members of the same household
  - members of different households must maintain 2 metre distancing at all times
- Outdoor team sports must also be limited to 10 people or fewer and 2 metre distancing must be maintained at all times.
- Indoor group physical activities are prohibited unless:
  - the group only involves members of the same household.
  - the activity involves students at a school or post-secondary institution as part of an education program
  - the activity involves students at a post-secondary institution
- One-to-one indoor training, such as training with a fitness trainer or coach, is not permitted.

For more information, read:

- [Order 41-2020](#) (places of worship)
- [Order 42-2020](#) (masks, gatherings, business restrictions)

## Financial support

### Canada's COVID-19 economic response plan

Financial support programs are available to help people, families and businesses facing hardship as a result of COVID-19.

[Find a program](#)

### Small- and medium-enterprise relaunch grant

Funding is available for small- and medium-sized businesses, co-ops and non-profits impacted by COVID-19 to offset a portion of their costs.

[Learn more](#)

## Why these measures are needed

Albertans have a responsibility to slow the virus's spread and make sure the health system can continue supporting patients with COVID-19, influenza and many other needs.

There is a time lag between when people get infected and when new cases are identified. This means the cases we see today were infected up to 2 weeks ago.

We must work together to protect each other. The greater the community spread, the more likely it will infect our loved ones [most at-risk of severe outcomes](#), including death.

30

## What else you should do

Albertans must continue following existing public health measures to keep everyone safe:

- Stay 2 metres apart when you can, wear a mask when you can't
- Practice good hygiene: wash your hands often and cover coughs and sneezes
- [Monitor your symptoms](#) every day
- If sick, stay home, get tested, and follow [mandatory isolation requirements](#) while waiting for results:
  - if positive, isolate from others for 10 days or until symptoms are gone, whichever is longer
  - if negative, stay home until you're better
- Avoid [non-essential travel](#)
- [Get the flu shot](#) to keep influenza cases low so health workers can focus on the COVID-19 pandemic
- Download and use the [ABTraceTogether contact tracing app](#) when out in public

## Enforcement

If you violate a [public health order](#), you may be subject to a \$1,000 fine. Additionally, you can be prosecuted for up to \$100,000 for a first offense.

If you are concerned someone is not following public health orders, you can:

- remind them that not following orders is against the law and puts people at risk
- submit a complaint to AHS public health inspectors online or call [1-833-415-9179](tel:1-833-415-9179)

### [Submit a complaint](#)

Complaints that require an immediate response can also be reported to your local police force through their administrative phone line.

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Home





COPY

City of **Cold Lake**

**OFFICE OF THE MAYOR**

December 3, 2020

Via Email [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Government of Alberta  
Office of the Minister of Health  
423 Legislature Bldg. 10800-97<sup>th</sup> Avenue  
Edmonton, AB T5K 2B6



Attention: Honourable Tyler Shandro, Minister of Health

Dear Minister Shandro:

At the City of Cold Lake's regular Council meeting, held on November 24, 2020, City Council debated concerns being raised by our residents relating to access to the Government of Canada's "COVID-19 Alert" mobile application.

In the Cold Lake context, these concerns are exacerbated due to our proximity to the Province of Saskatchewan, the City of Cold Lake's position as an economic hub in the northeast, and the presence of CFB Cold Lake. Many Saskatchewan residents are using the federal COVID-19 contact/exposure alert application and come to our community to shop and access healthcare services. It is our hope that a solution may be found that would allow the Government of Alberta to enable the federal government's application, or to harmonize the Alberta tracing application with the federal one.

We understand that the "ABTraceTogether" was launched in May 2020 and the Government of Canada developed its "COVID-19 Alert" at a later date, and that this has caused concerns relating to provincial coordination and potential confusion between different applications.

Our Council feels that the Government of Alberta deserves much credit in its quick response, development, and deployment of its tracing application. Since inter-provincial travel and trade is critical to our economy and will be a large factor in our post COVID recovery, however, it is our hope that a Canada-wide solution can be implemented as soon as reasonably possible.

Although the federal government's application may have been late, it has the unique advantage of being able to trace contacts across the country. Our residents feel there are significant benefits a Canada-wide approach can bring to help safely strengthen interprovincial travel and trade.

In response to our residents' concerns, Council passed the following resolution:

*Moved by Councillor Vining that Council consider a letter to the Government of Alberta urging it to open access to the federal COVID-19 mobile app in Alberta.*

**WHEREAS** Canada is in the midst of a global pandemic relating to the COVID-19 virus, during which health experts have expressed the need to be able to trace people who may have been exposed to the virus in an effort to break the cycle of infection; and

.../2



**OFFICE OF THE MAYOR**

-2-

**WHEREAS** the Government of Canada has developed a nation-wide mobile application to assist with tracing efforts in response to the COVID-19 pandemic; and

**WHEREAS** as on November 4, 2020, eight (8) provinces and territories have opened the app for access within their jurisdictions and over 5 million Canadians have now downloaded the application.

**NOW THEREFORE BE IT RESOLVED** that the Council of the City of Cold Lake urges the Government of Alberta to enable the Government of Canada "COVID-19 Alert" application for Albertans.

And that a copy of this resolution be sent to the Honourable Jason Kenny Premier of Alberta, MLA David Hansen, opposition health critic MLA David Shepherd, the Alberta Urban Municipalities Association, and all municipalities within the Province of Alberta.

The City feels that the more Albertans who voluntarily download and use a tracing application capable of operating across all provinces, the quicker Albertans can react to information and assist with curbing the spread of the COVID-19 virus, which will assist in quicker economic recovery efforts.

The City of Cold Lake appreciates your leadership in these uncertain times and stands ready to assist in any way called upon.

And we remain,

Respectfully yours,

Craig Copeland,  
Mayor

cc: Council

Chief Administrative Officer K. Nagoya  
The Honourable Jason Kenny, Premier of Alberta  
The Honourable David Hanson, MLA Bonnyville-ColdLake-St. Paul Constituency  
The Honourable David Shepherd, MLA Opposition Health Critic  
Alberta Urban Municipalities Association (AUMA)  
and all Municipalities within the Province of Alberta

# **Town of Onoway**

## **Business Continuity Plan (Encompasses all situations, not just Pandemic)**

**To Be Reviewed by MEO: October of each year**

**Version 2: December 15, 2020**

# Business Continuity Plan

## Table of Contents

1. Purpose of the Plan.	3
2. Objectives of the Plan.	3
3. Scope.	4
4. Background on Pandemic Influenza.	5
5. Assumptions.	6
6. Plan Activation	6
7. Succession Plan	6
8. Minimizing Illness Among Staff	7
9. Support to Employees and Employees Families	7
10. Recovery Process.	8
11. Testing and Maintaining Your Business Continuity for Pandemic Plan.	8
12. Identification of Essential Services	9
12.1. Identification of Essential Services – Town Council.	10
12.2. Identification of Essential Services – Chief Administrative Officer.	11
12.3. Identification of Essential Services - Finance	12
12.4. Identification of Essential Services – Utilities Clerk.	13
12.5. Identification of Essential Services – Municipal Clerk	14
12.6. Identification of Essential Services – Policing.	15
12.7. Identification of Essential Services – Fire Department	16
12.8. Identification of Essential Services – Emergency Management.	17
12.9. Identification of Essential Services – Emergency Medical Services.	18
12.10. Identification of Essential Services – Municipal Enforcement.	19
12.11. Identification of Essential Services – Public Works.	20
12.12. Identification of Essential Services – F.C.S.S..	23
12.13. Identification of Essential Services – Planning & Development.	24
12.14. Identification of Essential Services – Parks & Recreation.	25
12.15. Identification of Essential Services - Economic Development	26
13. Determination of Staff Shortfalls - Critical Services.	27
13. Departmental Summary	28
13.a Municipal Summary	28
14. Staff Allocation for Critical Services	29
15. Determine What is Required for Critical/Vital Services	36
Appendix C – Supplier Enquiry	41

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

Town Council: Administration:	Incumbent Council Chief Administrative Officer
Director of Emergency Management:	Jason Madge
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 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 or emergency condition. 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 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 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 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 or emergency conditions 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 considers the effect of a Pandemic and emergency conditions 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 emergency. 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 emergency 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 emergency 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 emergency 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 emergency 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 facilities

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 11<sup>th</sup> 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 Emergency 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 range 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 (CAO) is not available, his/her position will be assumed by the Assistant CAO. 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/Assistant CAO

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 or emergency 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 a 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 3<sup>rd</sup> 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 Plan.**

Plan testing is essential to this Business Continuity 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.				X		



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	

**12.5. Identification of Essential Services – Administration.**

Department: Municipal Clerk

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.

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



### 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 within 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:



### 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	X			Dependent on amount of snowfall
	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				
Storm Sewer	Grading and graveling of streets and lanes.				X		
	Inspection and repair of sidewalks, curbs and gutters.				X		
	Inspection of storm water catch basins and leads, culverts and outfalls.			X			
Water	Thawing of catch basins and leads as required to prevent flooding.			X			
	Fire hydrant inspections and maintenance.				X		
	Water inspection and testing as required under Provincial/Federal Regulations		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 of the water pump house 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 lagoon including tests as mandated by the Provincial/Federal Regulations		X				
	Repair to collection line failures.		X	X			Dependant on severity/type of failure
Solid Waste	Collection of waste that can be recycled.	Contracted Service				X	
	Collection of waste that cannot be recycled	Contracted Service				X	

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

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 County. FCSS Coordinator, Seniors Coordinator, Play Group Coordinator. Lac Ste. Anne County manages booking of the West End Bus Van.

### 12.13. Identification of Essential Services – Planning and Development

Department: Planning and Development

Service	Function	How is Service Provided	Critical	Vital	Necessary	Desired	Notes
Planning	Maintenance and revision of planning documents including:					X	
	• Municipal Development Plans					X	
	• All Area Structure Plans					X	
	• Land Use Bylaw					X	
	• Inter-municipal Development Plans					X	
	• Inter-municipal Collaborative Framework					X	
Development	Issue development permits.						

Notes: This department is primarily conducted via contracted service.

## 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					X	
	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 Lift Station/Lagoon	2	1	0	1
Road Maintenance and Clearing	3	1	0	2

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

(60)



### 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				

## 14. Staff Allocation for Critical and Vital Services

Department: Fire Department (CONTRACTED)

Functional Service: Yes

Functional Activity: First Response/Incident Command

<b>Critical:</b> X	<b>Vital:</b>
--------------------	---------------

<b>Potential Staff Shortfall</b>	Fire Dept can respond with as few as two firefighters but ability to function normally would be greatly reduced.
----------------------------------	--

<b>Alternate Staff Sources:</b> (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Mutual Aid agreements are in place with neighboring Lac Ste Anne County
<b>Training Required for alternate staff or cross training of current staff.</b> 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.
<b>Alternate Services Delivery Options:</b> Are there any alternatives in how this service can be delivered that will reduce staff requirement?	No
<b>Known Work Around Procedures:</b>	None

## 14. Staff Allocation for Critical and Vital Services

Department: Public Works

Functional Service: Yes

Functional Activity: Operation Key Essential Services

<b>Critical:</b> X	<b>Vital:</b>
--------------------	---------------

<b>Potential Staff Shortfall</b>	One
----------------------------------	-----

<b>Alternate Staff Sources:</b> (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.
<b>Training Required for alternate staff or cross training of current staff.</b> 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.
<b>Alternate Services Delivery Options:</b> Are there any alternatives in how this service can be delivered that will reduce staff requirement?	Contracted/Equipment/Operators/Labourers is an option. Part-time call in Equipment Operator.
<b>Known Work Around Procedures:</b>	None

## 14. Staff Allocation for Critical and Vital Services

Department: Corporate Services (Finance)

Functional Service: Yes

Functional Activity: Financial, Payroll, Risk Management

<b>Critical:</b>	<b>Vital: X</b>
------------------	-----------------

<b>Potential Staff Shortfall</b>	<b>One</b>
----------------------------------	------------

<b>Alternate Staff Sources:</b> (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Finance Part Time Assistant position has been added to department.
<b>Training Required for alternate staff or cross training of current staff.</b> 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
<b>Alternate Services Delivery Options:</b> 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.
<b>Known Work Around Procedures:</b>	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

<b>Critical:</b>	<b>Vital: X</b>
------------------	-----------------

<b>Potential Staff Shortfall</b>	<b>One</b>
----------------------------------	------------

<b>Alternate Staff Sources:</b> (e.g. retirees, staff from other departments or other municipalities, supervisors, contractors)	Part Time Finance Clerk and/or ACAO/Finance Officer
<b>Training Required for alternate staff or cross training of current staff.</b> 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
<b>Alternate Services Delivery Options:</b> Are there any alternatives in how this service can be delivered that will reduce staff requirement?	No
<b>Known Work Around Procedures:</b>	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.

<b>Critical:</b> X	<b>Vital:</b>
--------------------	---------------

<b>Potential Staff Shortfall</b>	One
----------------------------------	-----

<b>Alternate Staff Sources:</b> (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, Village of Alberta Beach, and Summer Villages Agency where staff could fill in. Previously trained former staff could be called back to service.
<b>Training Required for alternate staff or cross training of current staff.</b> 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 LAEMR regulations. All staff BEM and ICS 100. CAO and CPO BEM, ICS 100, ICS 200, ICS 300, EOC, PIO, Emergency Alert.
<b>Alternate Services Delivery Options:</b> Are there any alternatives in how this service can be delivered that will reduce staff requirement?	Yes
<b>Known Work Around Procedures:</b>	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><b>Critical Supplies and Suppliers:</b> 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><b>Critical Support from Other Departments/Organizations:</b> (e.g. IT requirements, Contractors) In short term can you provide services without IT systems support, a suppliers or a contractors' support?</p>	
<p><b>Critical resources required:</b> What forms, or other equipment is required?</p>	
<p><b>Are all resources required to accomplish this service available?</b> (Preprinted forms, equipment, telecommunication devices and services, other supplies?)</p>	
<p><b>Are there procedures in place to replace critical equipment, forms, or supplies?</b> If not how long will it take to obtain them?</p>	
<p><b>Are there important reference materials, manuals or operating procedures used in this service? How would these be replaced if necessary?</b></p>	
<p><b>Should any reference materials or manuals, forms, supplies, or equipment be stored in an offsite location? If so where?</b></p>	
<p><b>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?</b></p>	

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



## 15. Determine What is Required for Critical/Vital Services

Department: Public Works

Functional Service: Water and Sewer

Functional Activity: Water Pump House, Distribution System, Lift Station, Lagoon, Force Main to Lagoon

<b>Critical Supplies and Suppliers:</b> Are backup suppliers available? Will these suppliers be able to continue to provide their services/supplies during a pandemic?	YES
<b>Critical Support from Other Departments/Organizations:</b> (e.g. IT requirements, Contractors) In short term can you provide services without IT systems support, a suppliers or a contractors' support?	YES
<b>Critical resources required:</b> What forms, or other equipment is required?	ALREADY ON HAND
<b>Are all resources required to accomplish this service available?</b> (Preprinted forms, equipment, telecommunication devices and services, other supplies?)	YES
<b>Are there procedures in place to replace critical equipment, forms, or supplies?</b> If not how long will it take to obtain them?	EQUIPMENT CONTRACTED OUT
<b>Are there important reference materials, manuals or operating procedures used in this service? How would these be replaced if necessary?</b>	MANUALS LOCATED IN SUPERVISORS OFFICE IN P.W. BUILDING. AND AT TOWN OFFICE
<b>Should any reference materials or manuals, forms, supplies, or equipment be stored in an offsite location? If so where?</b>	YES, TOWN OFFICE
<b>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?</b>	NO
<b>Are there any stand-alone computer systems required in the provision of this service? How would those systems</b>	Yes, contracted IT services are available 24 hours

(hardware and software) be replaced if needed?	
<b>Is there currently a temporary operating procedure in place should a disruption occur? If yes how will this procedure be instituted?</b>	
<b>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?</b>	
<b>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?</b>	Indefinitely, there is a mechanical natural gas driven pump connected as a backup
<b>Is there a peak or critical time for the provision of this service? What will be done to handle this peak demand?</b>	Stand by generator, back up pump
<b>Would a disruption of this service cause the municipality in default of legally required reporting?</b>	Yes
<b>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?</b>	No
<b>Are there any other factors that need to be considered relating to planning for business continuity?</b>	

# Services

Department: Emergency Management

Functional Service: Yes \_\_\_\_\_

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

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

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

## Appendix C – Supplier Inquiry

## Supplier Inquiry Sheet

To assist in determining supplier preparedness during an emergency.

Name:

Contact person:

Phone:

e-mail:

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

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** December 10, 2020 3:21 PM  
**To:** 'Debbie Giroux'  
**Subject:** FW: MSP Red Tape Reduction  
**Attachments:** RTR Report Template 2020.pdf; RTR Report Template 2021.pdf

**Wendy Wildman**

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

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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

---

**From:** MA Municipal Stimulus <MA.MunicipalStimulus@gov.ab.ca>  
**Sent:** December 3, 2020 10:46 AM  
**To:** jtracy@onoway.ca  
**Cc:** cao@onoway.ca  
**Subject:** MSP Red Tape Reduction

Dear Chief Elected Official,

On July 30, 2020, our government was proud to announce the Municipal Stimulus Program (MSP). One of the conditions associated with this funding is that municipalities are required to reduce red tape, and this email provides further information about what this commitment entails.

Municipalities are required to take actions that advance at least one of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

The attached report templates provide some examples of actions you could take to achieve these objectives, but you are not limited to these examples. Each municipality must determine the most appropriate actions for their local circumstances. I strongly encourage you to think carefully about what actions would result in the most benefit for your local economy, and pursue those actions diligently. If you are unsure which actions will be most effective, I urge you to speak with local job creators in your area to understand how you can best support them.

There are separate report templates for 2020 and 2021.

- Municipalities must submit the 2020 report template to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) before February 1, 2021, indicating any actions they have undertaken in 2020 to reduce red tape and how they intend to reduce red tape in 2021.
- Municipalities must submit the 2021 report template to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) before February 1, 2022, describing the concrete progress they made in reducing red tape in 2021.

I trust you understand the important role municipalities play in creating a positive environment for investment. Municipalities are the level of government directly responsible for business licensing, construction permitting, and development decisions – all of which are factors businesses consider when deciding where and when to invest. Municipalities can contribute to Alberta’s economic recovery by creating an environment where processes are clear and consistent; where decisions are made quickly and transparently; and where there are no unnecessary barriers to realizing our province’s potential.

Thank you for your commitment to work with us in ensuring Alberta’s future prosperity.

Tracy L. Allard  
Minister

Classification: Protected A





Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

### What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

### What do municipalities need to do?

Municipalities participating in MSP developed plans to reduce red tape in 2020, and are expected to have made concrete progress on reducing red tape to meet at least one of the objectives listed above in 2021. Municipalities are encouraged to follow the plans that the Minister approved in 2020, but if they wish to reduce red tape through unapproved actions this is acceptable, as long as they are able to demonstrate concrete progress.

Any municipalities that have not taken sufficient action to reduce red tape may be required to refund their MSP grant regardless of whether the funding has already been spent. Actions to reduce red tape will generally be considered sufficient if they result in demonstrable, measurable improvements in at least one of the three objectives listed above, but the scope of action taken must correspond to the capacity of the municipality. Each municipality's individual circumstances will be considered in determining whether actions were sufficient, so please include any relevant information on your completed form.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can take any action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

## Submission

### Instructions:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
  - You are required to indicate how your municipality reduced red tape in 2021.
- E-mail the completed form to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) by February 1, 2022 by clicking on the "Submit by E-mail" button.

This template, the MSP program guidelines, and other program resources are available at [www.alberta.ca/municipal-stimulus-program.aspx](http://www.alberta.ca/municipal-stimulus-program.aspx).

If you have any questions regarding this template or the MSP, please e-mail [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

### About this Form

Adobe Acrobat or Adobe Reader can be used to complete this form. Open the form in Acrobat or Adobe Reader, and fill out the form electronically. When you are finished, click "Save Form" to save a copy of the form for your records. Press the "Submit to E-mail" button to send the completed form as an attachment to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca). Scanned copies of the form will not be accepted.

**Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.**

Municipality Name	
Date	

**1. What steps have been taken to make it easier to start up a new business in the municipality? Please check all that apply.**

- Implement incentives to encourage new businesses.
- Streamline or speed up processes for obtaining a business licence.
- Review the process for establishing a business and eliminate any unnecessary municipal requirements.
- Work with neighbouring municipalities to establish common business licensing systems, or recognize business licences from other Alberta municipalities.
- Establish a paperless process for business licence applications, and/or an option for electronic payment of application fees.
- Create a section on the municipality's website providing information on how to start a business, including municipal licensing requirements and application forms, process documents, and/or other guidance documents.
- Review and evaluate municipal regulatory requirements to limit and mitigate unintended impacts on small business.
- Work with neighbouring municipalities to coordinate bylaws for weight restrictions, noise restrictions, dust abatement requirements, or other factors that impact commercial/industrial activity.
- Consult with a local post-secondary institution about how to help students establish new businesses after graduation.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

**2. What steps have been taken to streamline processes and shorten timelines for development and permit approvals? Please check all that apply.**

- Establish internal targets for issuing subdivision application decisions that are faster than legislated timelines.
- Establish internal targets for issuing development permit decisions that are faster than legislated timelines.
- Prepare process summaries and checklists of required materials for subdivision and development permit applications.
- Update the municipal website to clearly communicate subdivision and development permit approval processes.
- Establish an online application process for subdivision and development applications.
- Establish an electronic payment system for subdivision and development permit applications.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

3. What steps have been taken to make the municipality a more attractive destination for new investment and/or tourism? Please check all that apply.

- Implement incentives for new investment or tourism, such as new property tax incentives now allowed under the *Municipal Government Act*.
- Develop an action plan to reduce red tape with clearly defined objectives, actions, and targets, and make it available on the municipality's website.
- Partner with neighbouring municipalities to promote investment and economic development opportunities at a regional level.
- Develop and implement asset management policies, plans, and strategies to ensure infrastructure supports long-term economic growth.
- Develop measures of economic activity supported by municipal capital assets (such as roads) and incorporate into asset management plans.
- Assess how the community's long-term plans align with and support Alberta's long-term economic strategies.
- Other (Please specify briefly and elaborate below)

Please elaborate on your response, including metrics and performance targets.

4. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?

### Certification

<input type="checkbox"/>	<p>As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality .</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><input type="text"/> Print Name</td><td style="width: 50%; text-align: center;"><input type="text"/> Telephone Number</td></tr></table> <p>The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.</p>	<input type="text"/> Print Name	<input type="text"/> Telephone Number
<input type="text"/> Print Name	<input type="text"/> Telephone Number		

Save Form

Submit by E-mail



Municipalities that receive funding under the MSP are required to reduce red tape. This template has been developed to provide guidance about the province's expectations for municipalities to reduce red tape to further advance our shared objective of returning our economy to prosperity.

The requirement to reduce red tape is not related to individual MSP projects. Municipalities may reduce red tape in ways that are entirely unrelated to MSP projects.

### What is Red Tape?

The Government of Alberta defines red tape as unnecessary time and resources spent by citizens and businesses to comply with regulatory and administrative requirements imposed by legislation; regulations; and associated policies, forms and guides. More specifically for the purposes of the MSP, red tape reduction means actions taken in support of the following objectives:

- Make it easier to start up a new business in your community.
- Streamline processes and shorten timelines for development and subdivision permit approvals.
- Make your community a more attractive destination for new investment and/or tourism.

### What do municipalities need to do?

Municipalities are required to make measurable progress in at least one of these areas, develop a red tape reduction plan, and report it to Municipal Affairs using this form by February 1, 2021. For the 2020 report only, if no progress was made in 2020, municipalities must still complete the section indicating their plans to meet this commitment in 2021.

Municipal Affairs will review the submitted plan and determine whether it is sufficient based on the actions identified and the circumstances of the municipality. Please include any information Municipal Affairs should be aware of when reviewing your plan. The 2020 Red Tape Reduction Report must be approved by the Minister before the 2021 MSP payment will be released. Municipalities will undertake their plan and must report on concrete progress using a separate form by February 1, 2022.

The actions listed below are examples of ways that local governments may choose to reduce red tape, but municipalities are not limited to these examples. Based on your local circumstances, you can develop any plan or action that achieves one or more of the objectives cited above. You are encouraged to take as many steps as reasonable to enhance the environment in your community for local investment.

## Submission

### Summary:

- Complete this form, and ensure it is approved at the appropriate level within the municipality.
  - You are required to indicate how your municipality intends to reduce red tape in 2021.
- E-mail the completed form to [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca) by February 1, 2021 by clicking on the "Submit to E-mail" button below.
- Take action to reduce red tape.
- Report on the concrete progress you have made to reduce red tape using the 2021 Red Tape Reduction Report Template, and submit it to Municipal Affairs by February 1, 2022.

This template, the MSP program guidelines, and other program resources are available at [www.alberta.ca/municipal-stimulus-program.aspx](http://www.alberta.ca/municipal-stimulus-program.aspx).

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**Please note that you must use the text boxes to elaborate on your plans or the report will not be considered sufficient.**

Municipality Name	<input type="text"/>
Date	<input type="text"/>

1. Please indicate any steps your municipality has taken to reduce red tape in 2020. Please note that MSP funding is NOT conditional on reducing red tape in 2020, though any steps you have taken to reduce red tape should be noted. Use "+" and "-" buttons beside each objective to see example actions.

a) *Make it easier to start up a new business.*

Please elaborate on your response, including metrics and performance targets..

b) *Streamline processes and shorten timelines for development and permit approvals.*

Please elaborate on your response, including metrics and performance targets.

c) *Make your municipality a more attractive destination for new investment and/or tourism.*

Please elaborate on your response, including metrics and performance targets.

2. How do you plan to measurably reduce red tape in 2021? Please check all that apply. Please note that a refund of MSP funding may be required if there is insufficient progress in reducing red tape in 2021. Use "+" and "-" buttons beside each objective to see example actions.

a) *Make it easier to start up a new business.*

b) *Streamline processes and shorten timelines for development and permit approvals.*

c) *Make your municipality a more attractive destination for new investment and/or tourism.*

*d) How do you intend to measure the results of your actions? Include a brief description of your action(s), baseline data (your current state) and quantitative targets. For example:*

- We plan to review our processes for approving business licenses. Currently it takes a new business with a complete application approximately 4 weeks to obtain a license. We hope through our process review to bring that down to 2 weeks.
- We partner with two neighbouring municipalities to network with businesses and share economic development opportunities in our region. We intend to expand this group to include one more municipality.

**3. Is there anything else you wish to share about your municipality's efforts to reduce red tape, or your municipality's unique circumstances regarding red tape reduction?**

**Certification**

<input type="checkbox"/>	<p>As a representative of the above municipality, I have been authorized to submit this red tape reduction report on behalf of the municipality.</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;"><div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div><p>Print Name</p></td><td style="width: 50%; text-align: center;"><div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div><p>Telephone Number</p></td></tr></table> <p><small>The personal information you are providing on this form is being collected to support the administration of the Municipal Stimulus Program and is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The personal information will be managed in accordance with the privacy provisions of the FOIP Act.</small></p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Print Name</p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Telephone Number</p>
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Print Name</p>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Telephone Number</p>		

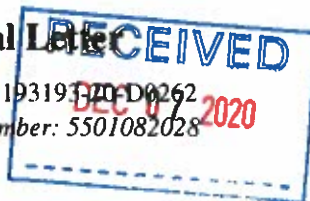
Save Form

Submit by E-mail





Adjacent Landowner Referral Letter



Date: November 30, 2020

Permit Number: 193193-20-D0262

File Number: 5501082028

To: TOWN OF ONOWAY
PO BOX 540
ONOWAY, AB T0E 1V0

Re: Adjacent Landowner Referral

Dear Sir or Madam (adjacent landowner):

Please be advised that a Discretionary Development Permit Application for Minor Home Base Business - Rental Garden Suite (1) under application #193193-20-D0262 has been received and as an adjacent landowner who may be affected, you are being notified in accordance with the County's Land Use Bylaw regarding the below noted property:

As an adjacent landowner you are hereby given notice of the above noted development on the following land:

Table with 3 columns: Property Address, Long Legal, Lot, Block, Plan. Row 1: 315, 1414 HWY 37, SW 08-55-01 W5M, 20A, 4, 8020791, Hillview Estates

This is your opportunity to provide comments to Lac Ste. Anne County. Be advised that all comments received are recorded as public information once presented to the Development Authority. All comments must be received within three (3) weeks from the date of this referral letter.

If you have any questions or concerns regarding the Development Permit application, please contact the Department to make an appointment to review the application at (780)785-3411. Comments can be submitted to the undersigned via email tvanderwell@LSAC.ca

Yours truly,

[Handwritten signature]

Tanya Vanderwell, Development Officer
Development Authority
Planning & Development Department
Lac Ste. Anne County

Encl: Application

The personal information provided as part of this application is collected under Sections 303 and 295 of the Municipal Government Act and in accordance with Section 32(c) of the Freedom of Information and Protection of Privacy Act.

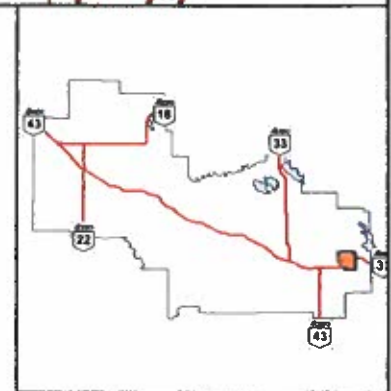
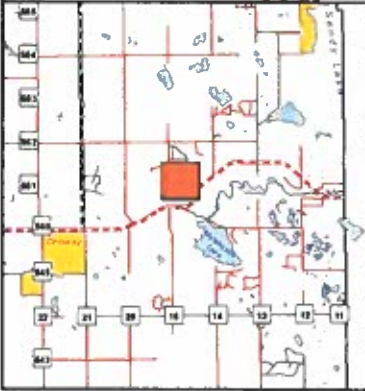
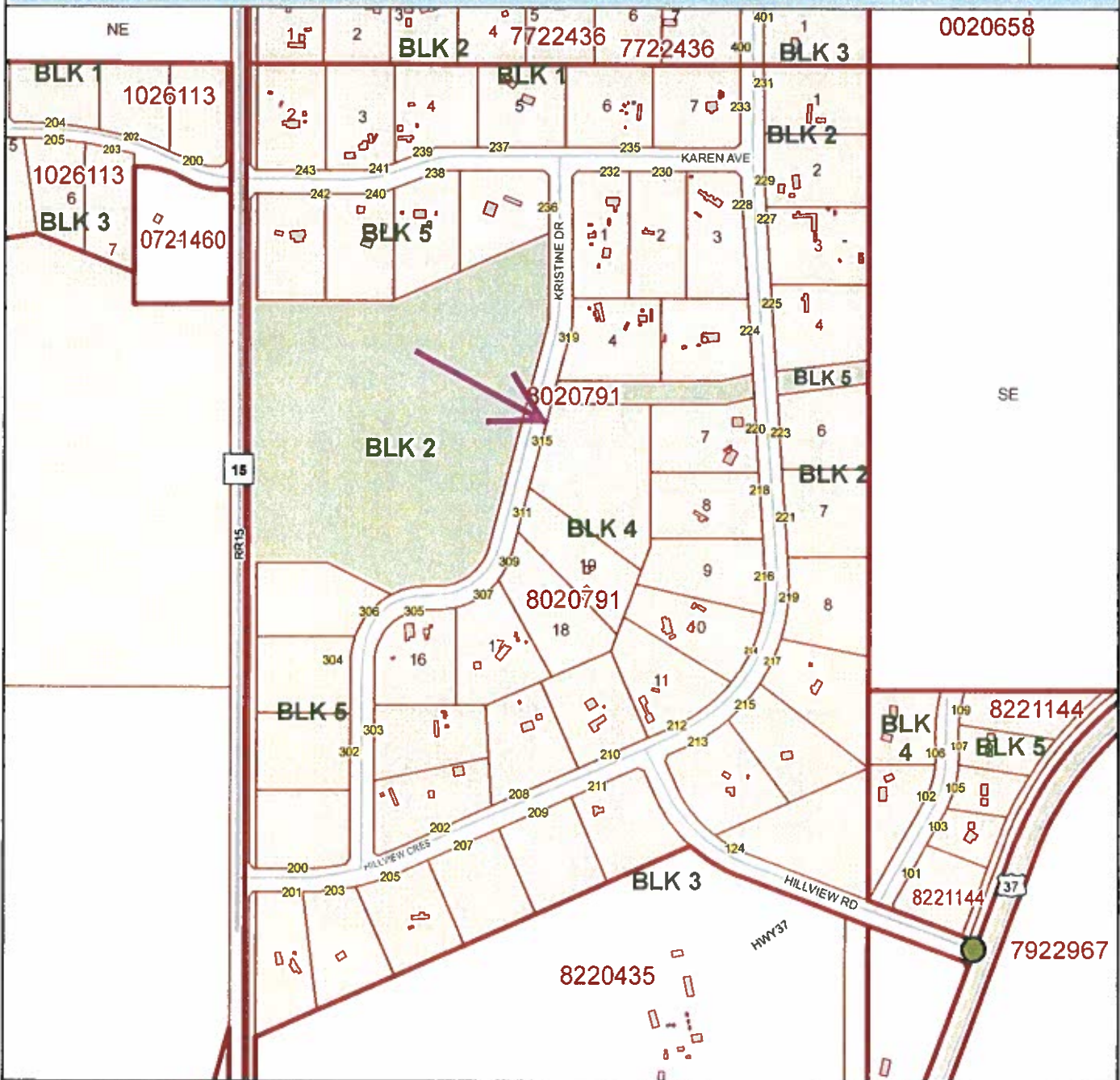
If you have any questions about the collection or use of the personal information provided, please contact Lac Ste. Anne County FOIP Coordinator at Box 219, Sangudo, AB T0E 2A0 or phone 1-866-880-5722 or (780) 785-3411.

MAIN ACCESS: 1414 HWY 37

LOCATION: NW 5-55-1

Plan: 802 0791

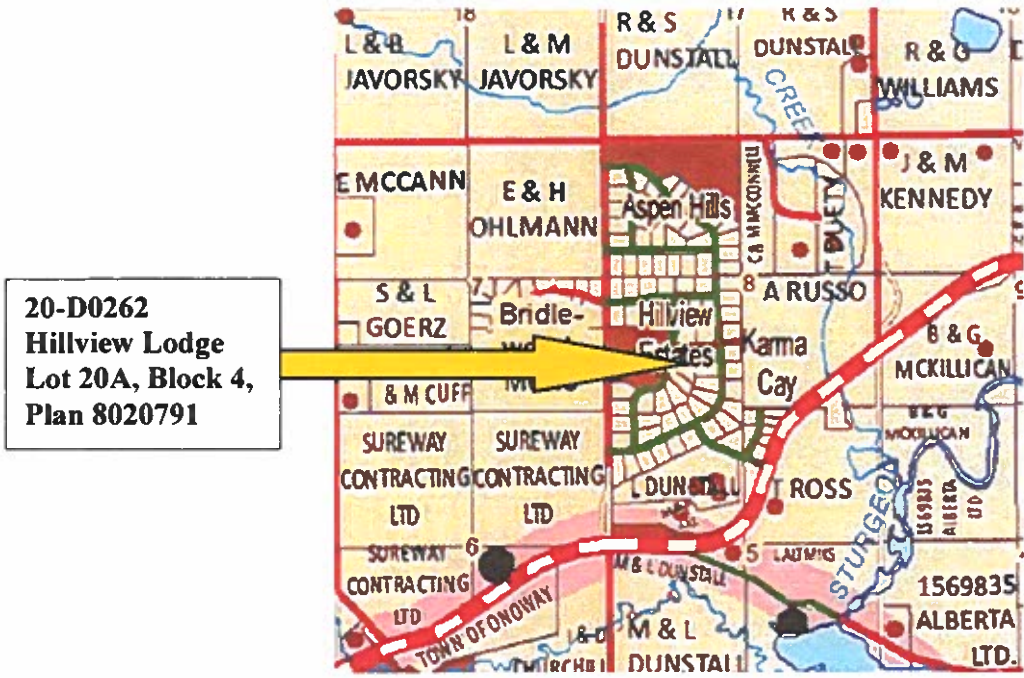
# Hillview Estates





**LOCATION SKETCH  
LAC STE. ANNE COUNTY  
DEVELOPMENT PERMIT APPLICATION 20-D0262**

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# Commercial/Industrial/Home Based Development Permit

LAC STE. ANNE COUNTY

## Planning & Development

<b>Office Use Only</b>	
Permit#	<u>20-00262</u>
Roll#	<u>5501082028</u>
Receipt#	<u>384524</u>

\*Please note that by providing your email address as part of this application you are hereby consenting to receiving correspondence electronically in relation to this application.

Incomplete Applications will not be accepted. If an incomplete application is submitted by mail the application will be sent back for further information.

I hereby make application for a Development Permit in accordance with the plans and supporting information submitted herewith.

<b>BUSINESS OPERATING NAME INFORMATION</b> Business Operating Name: <u>Hillview Lodge</u>	<b>LANDOWNER INFORMATION</b> Registered Owner: <u>Arthur &amp; Marine Margaryan</u>
<b>This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)</b>	

<b>LEGAL BUSINESS NAME INFORMATION</b> Legal Business Name: <u>Hillview Lodge</u>
<b>This Information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)</b>

**LAND INFORMATION**  
 Lot: 20A Block: 4 Plan: 8020791 Subdivision/Hamlet: Hillview Estates  
 Rural Address: 4315 1414 HWY 37 Division: 01  02  03  04  05  06  07  
 Quarter: SW Section: 8 Township: 55 Range: 1 West of 5th Meridian  
 Existing Use of Land: Residential Parcel Size: 6 (Acres/Ha)  
 Zoning: CRX

**PROPOSED DEVELOPMENT**

Commercial       Intensive Livestock Operation       (Major) Home Business  
 Industrial       (Minor) Home Business       Other

Existing Building and Present Use: Cabin / Garden House

Estimated Cost of Project: N/A Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_



(86)



**PLEASE NOTE:**

Developmental changes such as structural size, material quality, and completion of progressive homes under construction are just some factors that affect the market value and will cause assessments to increase. If this applies to your property, you may want to make higher monthly payments earlier in the year to accommodate for potential tax increases on your next tax notice.

Any development permit application for construction of an accessory building prior to the construction of the main building or use (residence) becomes a discretionary permit application. Therefore the application must be presented to Municipal Planning Commission (MPC) for approval. A detailed description of the building and use must accompany the permit application. The processing time for discretionary permit applications can be up to 40 days unless an extension is issued.

**IS THE DEVELOPMENT WITHIN ½ MILE OF ANY OF THE FOLLOWING (Answer YES or NO):**

- 1. Is the subject property near a steep slope (exceeding 15%)? Yes  No
- 2. Is the subject property within 0.5 mile (0.8km) or bounded by a body of water (river, stream, watercourse, lake or other permanent body of water, or a canal, or a drainage ditch)? Yes  No   
 If YES, State its name \_\_\_\_\_
- 3. Is the subject property within 0.5 mile (0.8km) of the right-of-way of a highway? Yes  No   
 If YES, the Highway No. is \_\_\_\_\_
- 4. Is the subject property within 0.5 mile (0.8km) of a Sour Gas facility? Yes  No
- 5. Is the subject property within 0.5 mile (0.8km) of a Pipeline? Yes  No
- 6. Is the subject property within 0.5 mile (0.8km) of an Oil facility? Yes  No
- 7. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal landfill for the disposal of garbage or refuse? Yes  No
- 8. Is the subject property within 0.5 mile (0.8km) of land that is or has been used as a municipal sewage treatment facility or sewage lagoon? Yes  No
- 9. Has the land had a history of flooding? Yes  No
- 10. Is the subject property immediately adjacent to the municipal boundary? Yes  No   
 If YES, the adjoining municipality is \_\_\_\_\_

**Effective November 1<sup>st</sup>, 2012:**

**REGULATORY REQUIREMENTS FOR SURFACE DEVELOPMENT IN PROXIMITY TO ABANDONED WELLS**

New Buildings larger than 47 sq. m. (500 sq. ft.) and Additions to Buildings that will as a result of the Addition become larger than 47 sq. m. (500 sq. ft.) must include documentation from the Energy Resources Conservation Board (ERCB) with this application.

1. Obtain the information from ERCB's Abandoned Well Viewer available on the ERCB Website [www.aer.ca](http://www.aer.ca)

2. Abandoned Well Information Included:  YES or  NO, If No Why Not: NIA

If an abandoned gas or oil well is identified on the land that is subject (the quarter section) of the proposed development the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.

To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have internet access, contact ERCB Customer Contact Centre by Telephone at 1-855-297-8311 or by email at [inquires@aer.ca](mailto:inquires@aer.ca) or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary, AB T2P 0R4

87



# Commercial/Industrial/Home Based Development Permit

Planning & Development

I hereby make application for a Commercial/Industrial/Home Based Business Permit in accordance with the plans and supporting information submitted herewith.

I authorize the Staff of Lac Ste. Anne County and other agencies as designated in Section 653(2) of the Municipal Government Act, R.S.A. 2000, to enter my land for the purpose of conducting a site inspection to confirm existing site conditions in relation to compliance with existing bylaws and in connection with my business license application. The personal information provided will be used to process the business license application and is collected under the authority of Section 642 of the Municipal Government Act. Personal information you provide may be recorded in the minutes of the Municipal Planning Commission, or otherwise made public pursuant to the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act, including Section 39 through 42 therein. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722 56521, RGE RD 65, Lac Ste. Anne County, Box 219, Sangudo, AB T0E 2A0.

Any documentation/information (including personal information) required for processing an application may become public once submitted to Municipal Planning Commission (MPC) of the Development Authority for review and processing. This information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)

[Redacted Signature]

Nov 5, 2020

Applicant(s) Signature

Landowner(s) Signature

Date of Application

### MULTIPLE LANDOWNERS

I, Artur Margaryan THAT I AM THE REGISTERED OWNER Nov 5, 2020

I, Narine Margaryan THAT I AM THE REGISTERED OWNER Nov 5, 2020

I, \_\_\_\_\_ THAT I AM THE REGISTERED OWNER \_\_\_\_\_

I, \_\_\_\_\_ THAT I AM THE REGISTERED OWNER \_\_\_\_\_

### AUTHORIZATION FORM (Agent acting on behalf of registered owner)

I, (We), \_\_\_\_\_, being the registered owner(s) of \_\_\_\_\_, do hereby authorize \_\_\_\_\_ to make application for development on the above mentioned property.

Registered Landowner Signature

Registered Landowner Signature

Date of Application

188



# Commercial/Industrial/Home Based Development Permit

Planning & Development

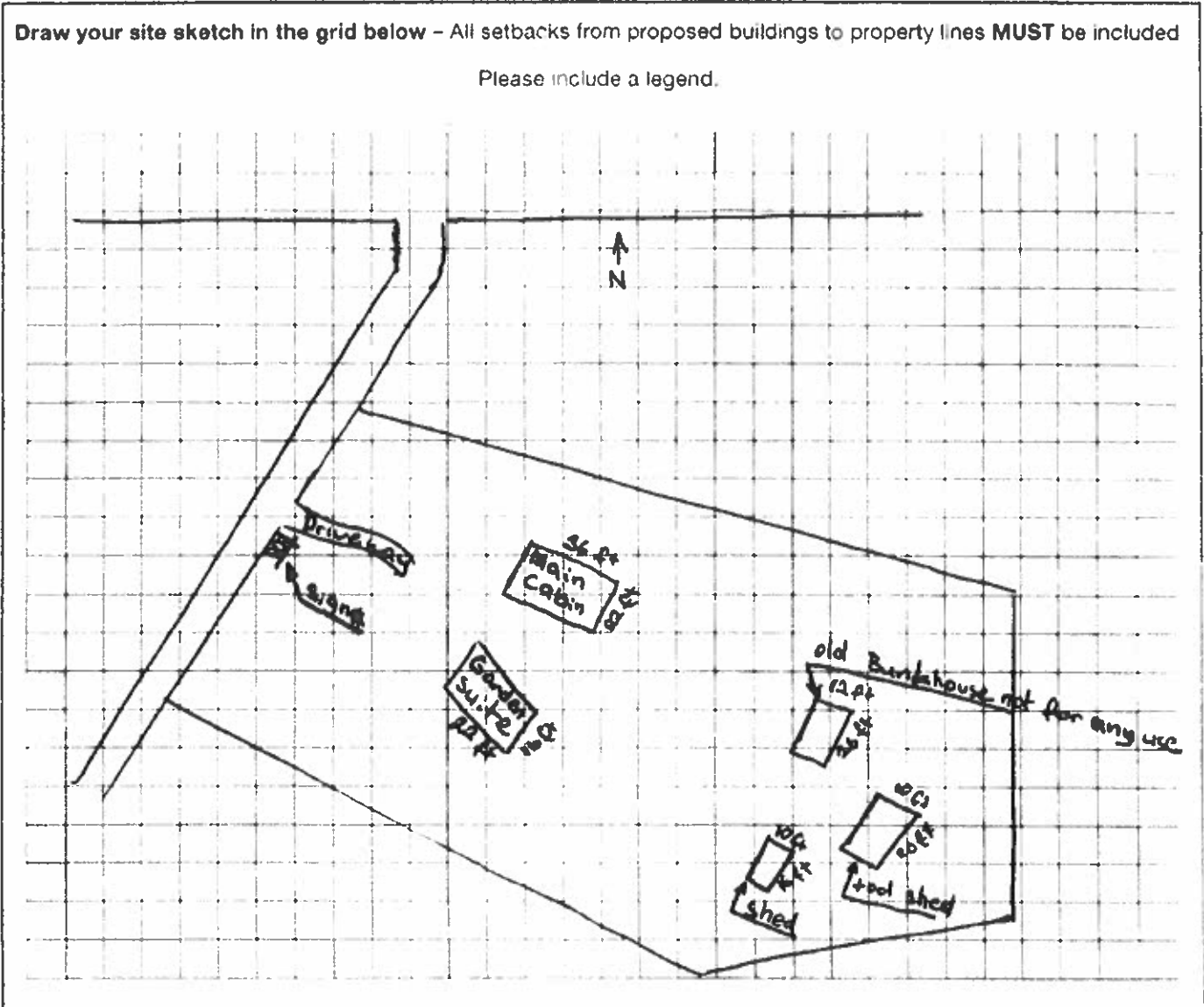
THE FOLLOWING MUST BE INCLUDED ON YOUR SKETCH:



- NORTH indicated on sketch
- Dimensions of proposed buildings
- Location of all structures on property (existing & proposed)
- Proposed Locations of Power Poles
- Show any pipeline crossing the property
- Public roads servicing the property
- Show the location of access to your property (approach) \*\*\*Your FRONT Yard Setback is the location of entrance (driveway) from a local road\*\*

Draw your site sketch in the grid below - All setbacks from proposed buildings to property lines **MUST** be included

Please include a legend.



Setbacks (indicate feet or meters): North \_\_\_\_\_ South SW East \_\_\_\_\_ West \_\_\_\_\_  
 Quarter: \_\_\_\_\_ Section: B Township: 1414 Range: \_\_\_\_\_ West of 5th M

Please include a brief description of the property including any water bodies and steep embankments:

Flat land surrounded with trees on all sides

Box 219, Sangudo AB T0E 2A0

T 780.785.3411 T 1.866.880.5722 F 780.785.2985 e [Development@LSAC.ca](mailto:Development@LSAC.ca) www.LSAC.ca

89





1. Describe the nature of the business Rental Garden Suite
2. What building(s) will the business be operated from Garden Suite /secondary cabin
3. Number of people employed 1
4. Hours and days of operation 24/7
5. Vehicles associated with the business (include type and size) 1 SUV - Full size
6. Advertising details (signs) 24 x 24 inch sign displayed at the main entrance, gate, also property will be listed under websites platforms
7. Number of expected customers/clients (day/week/month/year) maximum 4 customers per day
8. Indicate where storage of materials associated with the business will be stored one of the sheds
9. Additional information/comments
10. I Artur Margaryan hereby authorize Lac Ste. Anne County to post business information (Name of Company, Contact #, Website address (if available)) on Lac Ste Anne County's Website.

This information has been Redacted as per the Freedom of Information and Protection of Privacy Act (FOIP Act)



Applicant(s) Signature

Nov. 5. 2020

Date of Application

90

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** December 14, 2020 9:31 AM  
**To:** 'Debbie Giroux'  
**Cc:** shelley@onoway.ca  
**Subject:** FW: Police Act Review - Role of Police Survey

Oh we did get a copy sent to us.

Put on our agenda and part of our ask will be how we can share this with our public so they can complete the survey.

**Wendy Wildman**

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

**NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO:** [cao@onoway.ca](mailto:cao@onoway.ca)

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**From:** penny@onoway.ca <penny@onoway.ca>  
**Sent:** December 14, 2020 9:13 AM  
**To:** cao@onoway.ca  
**Subject:** FW: Police Act Review - Role of Police Survey

Penny Frizzell

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

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

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(91)

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**From:** JSG PSD Engagement <[JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca)>

**Sent:** December 11, 2020 4:10 PM

**Subject:** Police Act Review - Role of Police Survey

Good afternoon,

The Government of Alberta is currently continuing its review of Alberta's *Police Act*, which has consisted of virtual meetings with a wide array of stakeholders, including the Alberta Urban Municipalities Association, Rural Municipalities of Alberta, and Indigenous communities and organizations. This process also includes a survey to elected and administrative representatives of municipalities and Indigenous communities in order to capture their professional perspectives on the role of police. The information gathered from this survey will inform the next steps of the *Police Act* review. The [survey](#) is now open and will remain open until **January 4, 2021**.

If you have any questions about this survey or the process, please contact the PSD Engagement Team at [JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca).

Classification: Protected A



## 2020 Police Act Review - Role of Police Survey

This survey is being conducted as part of the Alberta *Police Act* review. It invites you to share your opinions about the role of police to understand better what Albertans expect from their police services. This survey aims to identify solutions in response to concerns that have been raised about the Alberta *Police Act*.

Completion of this survey should take about 15 minutes. More time may be required if you provide written feedback.

All responses are anonymous. Participants will not be identifiable and the information you provide will be analyzed at the group level.

This information is being collected under section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be protected under the provisions of the Act.

If you have any questions about the survey, please contact [JSG.PSDEngagement@gov.ab.ca](mailto:JSG.PSDEngagement@gov.ab.ca).

**Q1: This survey explores the role of police by asking questions on four related topics:**  
The activities of the police: Police officers' day-to-day jobs  
The responsibilities of the police: Broad areas the police are responsible for  
The function of police: What the police do in society  
Principles guiding police practice: Basic ideas or beliefs informing how the police do their job

**Q2: What type of organization/group do you work for?**

- Police service
- Police commission or association
- Community-based (e.g., social services, not-for-profit, social justice)
- Government: municipal
- Government: provincial
- Alberta Health Services
- I prefer not to answer
- Other (please specify)

If you have chosen "other", please specify:

*Note: if you have answered/chosen item [1] in question 2, skip the following question*

*Note: if you have answered/chosen item [2, 5, 6, 7, 8] in question 2, skip the following question*

*Note: if you have answered/chosen item [3] in question 2, skip the following question*

**Q3: Which organization represents your municipality?**

- Rural Municipalities of Alberta
- Alberta Urban Municipalities Association
- Other (please specify)

If you have chosen "other", please specify:

*Note: if you have answered/chosen item [2, 5, 6, 7, 8] in question 2, skip the following question*

*Note: if you have answered/chosen item [3] in question 2, skip the following question*

*Note: if you have answered/chosen item [4] in question 2, skip the following question*

**Q4: Please select of which police service you are a member.**

- RCMP  A municipal police service  A First Nations police service  
 I prefer not to answer  Other (please specify)

If you have chosen "other", please specify:

*Note: if you have answered/chosen item [1] in question 2, skip the following question*

*Note: if you have answered/chosen item [2, 5, 6, 7, 8] in question 2, skip the following question*

*Note: if you have answered/chosen item [4] in question 2, skip the following question*

**Q5: Do you work for an organization that serves predominantly special/diverse communities?**

- No  I prefer not to answer  Yes (please specify)

If you have chosen "other", please specify:

**Activities of the police**

**Q6: The police are involved in many different situations. For the situations listed below, please identify whether you believe the police should be the primary responder (i.e., first service provider to respond; leads the response) or secondary responder (i.e., attends the situation to support the primary responder).**

	Police Primary Responder	Police Secondary Responder	If you identified the police as secondary responder, who do you think should be the primary responder?
Public intoxication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child apprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Disorder in a homeless camp	<input type="checkbox"/>	<input type="checkbox"/>	
A group of youth in a park	<input type="checkbox"/>	<input type="checkbox"/>	
Noise complaint	<input type="checkbox"/>	<input type="checkbox"/>	
Crowd control	<input type="checkbox"/>	<input type="checkbox"/>	
Public demonstration	<input type="checkbox"/>	<input type="checkbox"/>	
Security at a public event (e.g., a large concert)	<input type="checkbox"/>	<input type="checkbox"/>	
Enforcing traffic laws in a residential neighbourhood	<input type="checkbox"/>	<input type="checkbox"/>	

**Activities of the police (continued)**

**Q7: Police officers often conduct wellness checks, which consist of in-person calls from local law enforcement to individuals whose behaviour raises significant concern in some way. Who would you want to conduct wellness checks that are not violent or criminal in nature? If you wish to do so, please comment further below.**

- Unarmed mental health specialists and armed backup is called if needed
- Police officers and, when requested, a mental health response team
- A team consisting of both police and mental health specialists, where police play the secondary, supportive role
- A team consisting of both police and mental health specialists, where mental health specialists play the secondary, supportive role
- A team of police officers, where at least some police officers have enhanced crisis intervention training
- A team of police officers, where all police officers have enhanced crisis intervention training
- I prefer not to answer

Other (please specify)

Activities of the police (continued)

**Q8: Police officers often respond to mental health emergencies, which consists of in-person calls from local law enforcement to individuals believed to be experiencing a mental health crisis. Who would you want to respond to mental health emergencies that are not violent or criminal in nature? If you wish to do so, please comment further below.**

- Unarmed mental health specialists and armed backup is called if needed
- Police officers and, when requested, a mental health response team
- A team consisting of both police and mental health specialists, where police play the secondary, supportive role
- A team consisting of both police and mental health specialists, where mental health specialists play the secondary, supportive role
- A team of police officers, where at least some police officers have enhanced crisis intervention training
- A team of police officers, where all police officers have enhanced crisis intervention training
- I prefer not to answer
- Other (please specify)

Responsibilities of the police

**Q9: The police have a broad range of responsibilities. Please indicate how important you believe each of these responsibilities to be. (Please note, the list does not include all of the responsibilities of police.)**

	Very important	Somewhat important	Neutral	Somewhat unimportant	Very unimportant	I don't know
Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engage in crime prevention work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aid individuals who are in danger of physical harm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Facilitate the movement of people and vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Assist those who cannot care for themselves	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resolve conflict	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Responsibilities of the police (continued)**

**Q10: continued from last page** The police have a broad range of responsibilities. Please indicate how important you believe each of these responsibilities to be. (Please note, the list does not include all of the responsibilities of police.)

	Very important	Somewhat important	Neutral	Somewhat unimportant	Very unimportant	I don't know
Create and maintain a feeling of safety in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Promote and preserve civil order	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engage community in neighbourhoods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support social services providers in their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support health services providers in their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Function of the police**

**Q11: What does community policing mean to you?**

**Function of the police (continued)**

**Q12: Considerations around more effective and efficient policing has included broadening the categories and types of personnel that perform various police functions. For example, some proposals have suggested policing be divided into regular police, police with limited powers, peace officers, as well as private security, civilian members and community partners. To what extent do you agree or disagree with the general idea of dividing various police functions among different categories of police personnel? Please share any thoughts you may have about dividing various police functions among different personnel in the text box provided below.**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="radio"/> Strongly agree | <input type="radio"/> Agree             | <input type="radio"/> Neither agree nor disagree |
| <input type="radio"/> Disagree       | <input type="radio"/> Strongly disagree | <input type="radio"/> I don't know               |



Principles guiding police practice

Q13: The following statements present potential guiding principles of policing in Alberta. Please indicate how important you feel they are. If you have any other ideas for guiding principles of policing in Alberta, please share them in the text box provided below.

	Very important	Somewhat important	Neutral	Somewhat unimportant	I don't know
Police ensure the safety and security of all persons and property throughout the province, including First Nation, Inuit and Métis communities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police safeguard the fundamental rights and freedoms guaranteed by law.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policing providers, partner agencies, and the communities these organizations serve collaborate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police respect victims of crime and are responsive to their needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The police are sensitive to the pluralistic, multiracial and multicultural character of society through recruitment and training.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Principles guiding police practice (continued)**

**Q14: continued from last page**The following statements present potential guiding principles of policing in Alberta. Please indicate how important you feel they are. If you have any other ideas for guiding principles of policing in Alberta, please share them in the text box provided below.

	Very important	Somewhat important	Neutral	Somewhat unimportant	I don't know
Policing is responsive to the unique histories and cultures of First Nation, Inuit and Métis communities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Police services, police committees and police commissions are representative of the communities they serve.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All parts of the province, including First Nation, Inuit and Métis communities, receive equitable levels of policing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referrals to alternate dispute resolution and restorative justice programs are made when practicable and appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The police complaints process is objective and promotes public confidence and transparency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information sharing between policing providers and partnering agencies occurs in a timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

100



**Q15: Please share any other thoughts you may have about the role of police in the context of the Alberta Police Act Review.**

**debbie@onoway.ca**

---

**From:** cao@onoway.ca  
**Sent:** December 15, 2020 1:56 PM  
**To:** 'Debbie Giroux'  
**Subject:** FW: ACP Grant Application  
**Attachments:** ACP Grant Application 2021-2022.docx

Addition for agenda please

**Wendy Wildman**

CAO

Town of Onoway

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Onoway, AB. T0E 1V0

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**From:** Richard Horncastle, Ec.D. <Richard@keystonestrategies.ca>

**Sent:** December 15, 2020 10:54 AM

**To:** Nicholas Gelych <NGelych@lsac.ca>; Mike Primeau <mprimeau@lsac.ca>; Lorne Olsvik <lolsvik@lsac.ca>; Lynne Tonita <ltonita@onoway.ca>; Wendy Wildman <cao@onoway.ca>; ljohnson@onoway.ca; darylweb@telus.net; Larry Horncastle, Ec.D. <Larry@keystonestrategies.ca>; Cindy Suter <csuter@lsac.ca>; aboffice@albertabeach.com

**Subject:** ACP Grant Application

Good morning everyone,

Further to this morning's meeting, here is the revised ACP grant application that Onoway will submit on the Partnership's behalf.

Each council is required to provide a motion of support. Wording may include: "The [community] supports in full the activities outlined in the ACP grant application being submitted by the Town of Onoway and further appoints the Town of Onoway to be the managing partner for this initiative."

The minimum wording must include municipal support for the ACP grant and formally designate the Town of Onoway as managing partner.

**Kindly please forward your council resolutions to Wendy Wildman at the Town of Onoway.**

Enjoy the holidays and stay safe everyone.

Warm Regards,



Richard Horncastle, Ec.D.  
Strategy Builder  
[Keystone Strategies Inc.](#)

PROJECT TITLE: Partners in Progress, Moving Forward

PARTNERS: Town of Onoway, Lac Ste. Anne County, Alberta Beach

PROJECT OVERVIEW:

1.  A regional service agreement, plan, framework, or model
2. The purpose of this project is to capitalize on our already successful Partners in Progress collaboration initiated in 2017, by adding new municipal members while enhancing small business support and economic development activities in a difficult post-pandemic time. With the recent addition of Alberta Beach to our Steering Committee, and interest from other regional municipalities, we understand the most cost-effective economic development is done collaboratively.

The Partners will provide virtual and on-the-ground business support from certified economic development professionals to our local business owners when they need it most, support entrepreneurs, work with existing business to identify and overcome barriers to success, strive to increase access to broadband and move businesses into e-commerce, and implement the remaining activities identified in the On Our Way to Opportunity economic development strategy created through extensive public engagement in 2018. The Partners will work with local businesses to enhance their presence on the groundbreaking [www.shopthecounty.ca](http://www.shopthecounty.ca), ensuring our rural Alberta communities can thrive. We will visit with business owners, make them aware of and assist them with applying for provincial and federal funding supports, support entrepreneurs with start-up advice from funding to marketing, and work closely with them to get their ideas launched.

Our work will be measured by increasing business growth, increases in development permitting, satisfaction of business owners in the region, the number of businesses moving online to ensure sustainability post-pandemic, the retention of existing businesses, new investment attraction values, and improved stakeholder engagement.

PROJECT PRIORITY

3. a. The project will allow the Partners in Progress municipalities to access expertise from certified economic development professionals in a cost-efficient and impactful manner. By sharing service delivery costs and resources amongst the Partners, overhead costs are reduced, efficiency is improved, and businesses will have access to resources not normally being provided in communities in the region.
- b. A sharp decline in rural municipal revenues as a result of new government legislation regarding oil and gas assessments, combined with the strong need to minimize non-residential taxes to help businesses service the current economic crisis, means municipalities' resources are severely constrained. We simply cannot afford to deliver professional economic development services in isolation, nor can we efficiently support our business communities without working collaboratively. No single municipal budget can

support the salary and overhead costs of an economic development team which is so urgently needed as businesses struggle to stay open. ACP funding will be used to leverage our limited existing resources so that we can be impactful and deliver results to our businesses and entrepreneurs to ensure our economic viability.

#### PARTNERSHIP AND PROJECT READINESS

4. a. The Partners in Progress Steering Committee operates under an agreed upon Terms of Reference which outlines the roles and responsibilities of each committee member. Decisions are often made by consensus however our Terms of Reference include direction around voting and dispute resolution. The Partners already have an established history of successful cooperation having worked together for the past four years and our Terms of Reference include procedures for adding additional municipal members to the committee making us poised for continued membership growth. The steering committee provides oversight of the project and manages the activities of any contractors, while acting as liaison to each respective member municipal council. Municipal councils approve the committee's budget annually and other important decisions are referred to member councils for ratification. The committee receives feedback from an established eight-member advisory committee comprised of business owners and leaders from each member municipality. Annual stakeholder engagement and strategic planning ensures that member communities' priorities are understood, and regular project milestones are measured to keep the committee's work on track and on budget.
  
5. a. Beginning as soon as funding is received, the Partners in Progress will use contracted certified economic development professionals to meet with local businesses to identify obstacles and challenges they are facing. With the assistance of the Business Advisory Committee, local Chambers of Commerce, and other service organizations, a plan will be developed to prioritize the challenges and our contractors will work to provide advice and on the ground help to affected businesses. At the same time, while meeting with business owners, the Partners will provide training and assistance to help owners leverage the innovative [www.shopthecounty.ca](http://www.shopthecounty.ca) online business and tourism portal in order to increase online sales, drive spending to local business, and support shop local campaigns.

#### Timeline

February 2021 – April 2021

Identification of opportunities and challenges through business engagement  
Economic development support to local business owners

February 2021 – June 2021

Communications strategy developed and approved by Steering Committee

April 2021 – February 2022

Business support strategy developed and approved by Economic Development Advisory Committee and Steering Committee  
Support businesses with e-commerce and shopthecounty.ca initiatives  
Ongoing economic development support to local business owners  
Project management

February 2021- February 2022

Development and distribution of communications and marketing assets, enhancement of shopthecounty.ca, online newsletter, regular use of social media channels, online training, education, and networking opportunities for business owners to access support, promote business, and develop e-commerce capabilities

Risk mitigation activities for this important project include using our existing successful assets including our online presence at partnersinprogress.ca and shopthecounty.ca, collaborating with third party contractors we have worked with successfully in the past, and through partnering with outside agencies like the Onoway and District Chamber of Commerce, Sangudo Economic Development Committee, and other municipalities to ensure maximum impact to business owners with our limited resources.

5. b. The expenditures contained within this application are based on cost estimates provided by third party contractors. Keystone Strategies Inc. will provide nationally accredited certified economic developer (Ec.D.) services to the Partners and provide overall project management of this initiative. Tricia Condon Marketing will create a comprehensive communications strategy to help the Partners effectively reach business owners and communicate clearly and concisely with them, while guiding our overall marketing and communications efforts in promoting the region as an attractive place to do business. Tangent Civic will drive our online platform efforts including digital communications, support with e-commerce initiatives, and further development of existing assets like shopthecounty.ca. The Partners in Progress have enjoyed a productive and successful relationship with our proposed contractors and our history of working with each means we can get right to work helping our businesses through these difficult times.

Certified Economic Development Services (Keystone Strategies Inc.)	\$107,600
Project Management (Keystone Strategies Inc.)	\$28,800
Communications Strategy (Tricia Condon Marketing)	\$10,000
Marketing, e-commerce, Digital Platform (Tangent Civic)	\$50,000
<b>Total Project Costs</b>	<b>\$196,400</b>

**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** December 10, 2020 11:31 AM  
**To:** 'Debbie Giroux'  
**Subject:** FW: HEMS Review/2020 Air Ambulance Review Update

Info for mtg

**Wendy Wildman**  
CAO  
Town of Onoway  
Box 540  
Onoway, AB. T0E 1V0  
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**From:** Health Minister <Health.Minister@gov.ab.ca>  
**Sent:** December 10, 2020 10:46 AM  
**Subject:** HEMS Review/2020 Air Ambulance Review Update

AR 179938

I appreciate the opportunity to provide you with an update regarding the Helicopter Emergency Medical Services (HEMS) Review carried out by Alberta Health Services (AHS).

AHS has submitted a first draft report for the HEMS Review that contains, at this time, limited findings, broad recommendations, and basic analysis and criteria for guidelines and standards. It does not yet provide sufficient detail or clarity regarding the optimal model of HEMS in Alberta compared to patient need.

As a result, my department, Alberta Health, is working with AHS to undertake further analysis to include in the Review and to develop recommendations. I expect this revised Review to be complete in early 2021.

In the meantime, please know that Alberta's government is committed to ensuring all Albertans are able to receive appropriate and efficient health services through integrated ground and air ambulance emergency medical services, including the provision of HEMS.

Please contact me or my office if you have any questions.

Sincerely,

(107)

Tyler Shandro, Q.C.  
Minister of Health

Classification: Protected A

108



**debbie@onoway.ca**

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**From:** cao@onoway.ca  
**Sent:** December 14, 2020 8:34 AM  
**To:** 'Judy Tracy'; 'Lynne Tonita'; 'Pat Harrington St Hilaire'; 'Jeffery Mickle';  
ljohnson@onoway.ca; 'Jason Madge'; 'Penny'; shelley@onoway.ca; 'Debbie Giroux'  
**Subject:** FW: Towns West Update #1

**Wendy Wildman**

CAO

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**From:** Janet Jabush <Janet.Jabush@mayerthorpe.ca>

**Sent:** December 13, 2020 8:46 PM

**To:** Town CAO <cao@mayerthorpe.ca>; mw Walsh@townofpenhold.ca; Shaun Kranenborg <skranenborg@townofpenhold.ca>; ssanchez@townofpenhold.ca; Ken Denson <kdenson@townofpenhold.ca>; shamm@townofpenhold.ca; tmuller@townofpenhold.ca; myargeau@townofpenhold.ca; derekschlosser@whitecourt.ca; tompickard@whitecourt.ca; billmcaree@whitecourt.ca; rayhilts@whitecourt.ca; mattconnell@whitecourt.ca; paulchavet@whitecourt.ca; Maryann Chichak <maryannchichak@whitecourt.ca>; jgreathead@town.jasper.ab.ca; rbinnendyk@townofpenhold.ca; petersmyl@whitecourt.ca; t.goulden@stonyplain.com; swiley@westlock.ca; admin@wembley.ca; csm@thorsby.ca; cao@townofswanhills.com; cao@townofspiritriver.ca; cao@slavelake.ca; admin@sexsmith.ca; lori@rimbey.com; dfletcher@rainbowlake.ca; cparker@peaceriver.ca; Wendy Wildman <cao@onoway.ca>; cao@mclennan.ca; cao@manning.ca; eolsen@hinton.ca; cao@highprairie.ca; cao@highlevel.ca; cao@grimshaw.ca; kristen@foxcreek.ca; aparker@falher.ca; cao@fairview.ca; miked@edson.ca; jackramsden@eckville.com; wrossouw@draytonvalley.ca; Tony Kubilsky <tkulbisky@devon.ca>; kkrawchuk@calmar.ca; cao@bowden.ca; tletendre@beaverlodge.ca; mfortais@townofbentley.ca; eleblanc@barrhead.ca; dkrause@rockymtnhouse.com; gburke@valleyview.ca; rpepper@valleyview.ca; tboman@valleyview.ca; jjoelson@valleyview.ca; dmccallum@valleyview.ca; dslemp@valleyview.ca; bberlinguette@valleyview.ca; jacquic@edson.ca; janetw@edson.ca; troys@edson.ca; geanc@edson.ca; trevorb@edson.ca; krystalb@edson.ca; mayor@edson.ca; kevin@eckville.com; dwayne@eckville.com; kenc@eckville.com; lauriephillips@eckville.com; karin@eckville.com; colleen@eckville.com; helen@eckville.com; tmcgee@draytonvalley.ca; agamma@draytonvalley.ca; ndodds@draytonvalley.ca; cpeebles@draytonvalley.ca; bballas@draytonvalley.ca; fwheeler@draytonvalley.ca; Michael Doerksen <mayor@draytonvalley.ca>; jporter@devon.ca; smay@devon.ca; cfish@devon.ca; skoroll@devon.ca; thugh@devon.ca; badams@devon.ca; mayor@devon.ca; dfaulkner@calmar.ca; kfroese@calmar.ca; kgardner@calmar.ca; tbalaban@calmar.ca; wyachimetz@calmar.ca; carolpion@bowden.ca; randybrown@bowden.ca; kerrykerm@bowden.ca; paulwebb@bowden.ca; waynemilaney@bowden.ca; sandygamble@bowden.ca; bowdenmayor@gmail.com; cknutson@bentleycouncil.ca; jdickau@bentleycouncil.ca; dtalsma@bentleycouncil.ca; nmaki@bentleycouncil.ca; grathjen@bentleycouncil.ca; cmosher@beaverlodge.ca;

gjones@beaverlodge.ca; hgraw@beaverlodge.ca; jkokotilo-bekkerus@beaverlodge.ca; tdueck@beaverlodge.ca; ccorbett@beaverlodge.ca; grycroft@beaverlodge.ca; rklumph@barrhead.ca; dkluin@barrhead.ca; dsmith@barrhead.ca; lpenny@barrhead.ca; soswald@barrhead.ca; tassaf@barrhead.ca; dmckenzie@barrhead.ca; mayor@fairview.ca; dmorin@falher.ca; rlimoges@falher.ca; rlauze@falher.ca; bdrouin@falher.ca; lbrown@falher.ca; dbuchinski@falher.ca; shawn@foxcreek.ca; sheila@foxcreek.ca; brenda@foxcreek.ca; meesha@foxcreek.ca; diane@foxcreek.ca; jim.h@foxcreek.ca; mmorgan@highlevel.ca; blangford@highlevel.ca; eforest@highlevel.ca; tjessiman@highlevel.ca; banderson@highlevel.ca; jwelke@highlevel.ca; cmcateer@highlevel.ca; judy.stenhouse@highprairie.ca; bgilroy@highprairie.ca; debbie.rose@highprairie.ca; aquartly@highprairie.ca; michael.long@highprairie.ca; donna.deynaka@highprairie.ca; mayor@highprairie.ca; councillortylerwaugh@hinton.ca; councillorjoannrace@hinton.ca; aostashek@hinton.ca; councillorordewlynelson@hinton.ca; councillorryanmaguhn@hinton.ca; councillortrevorhaas@hinton.ca; Mayor@hinton.ca; swilson@town.jasper.ab.ca; jmcgrath@town.jasper.ab.ca; hkempey@town.jasper.ab.ca; bjournault@town.jasper.ab.ca; rdamota@town.jasper.ab.ca; pbutler@town.jasper.ab.ca; Richard Ireland <Rireland@town.jasper.ab.ca>; mcleodrobj@gmail.com; morhorn@gmail.com; sonnij@telus.net; khutchison@telus.net; bignorthgraphics@gmail.com; gregpasichnuk@intricategroup.com; greggrycroft85@gmail.com; wtcalliou@hotmail.com; jonesmarieanne@gmail.com; eckbar@gmail.com; suedelaurier@gmail.com; dwaynestout@icloud.com; dubrule1@yahoo.com; fourniermichele2017@gmail.com; ljohnson@onoway.ca; psthilaire@onoway.ca; jmickle@onoway.ca; ltonita@onoway.ca; Judy Tracy <jtracy@onoway.ca>; bschamehorn@peacerever.ca; cneedham@peacerever.ca; dgood@peacerever.ca; oford@peacerever.ca; jdowning@peacerever.ca; emanzer@peacerever.ca; ttarpey@peacerever.ca; tclindley@rainbowlake.ca; jjuneau@rainbowlake.ca; cmitchell@rainbowlake.ca; mfarris@rainbowlake.ca; gayle.rondell@rimbey.com; paul.payson@rimbey.com; lana.curle@rimbey.com; bill.coulthard@rimbey.com; rick.pankiw@rimbey.com; councillorfroehlick@sexsmith.ca; councillorskjaveland@sexsmith.ca; councillorsiggelkow@sexsmith.ca; councillorblack@sexsmith.ca; councillorhildebrand@sexsmith.ca; councillorstredulinsky@sexsmith.ca; mayorpotter@sexsmith.ca; jmcgregor@slavelake.ca; rking@slavelake.ca; sgramlich@slavelake.ca; bferguson@slavelake.ca; dbusk@slavelake.ca; jbrandle@slavelake.ca; mayor@slavelake.ca; tyaremko@townofspiritrivier.ca; bstanich@council.tosr.ca; dskoworodko@council.tosr.ca; hsellin@council.tosr.ca; bdwernychuk@townofspiritrivier.ca; hezio@townofspiritrivier.ca; ageorget@council.tosr.ca; Carol Webster <carolwebster@townofswanhills.com>; lizkrawiec@townofswanhills.com; darynwatson@townofswanhills.com; jeffgoebel@townofswanhills.com; terrykuyek@townofswanhills.com; dangosselin@townofswanhills.com; craig.bbwilson@telus.net; wferris@sylvanlake.ca; nraymond@thorsby.ca; kpoffenroth@thorsby.ca; ifoster@thorsby.ca; cgilbert@thorsby.ca; rodraymond@thorsby.ca; mayor@valleyview.ca; rwold@westlock.ca; David Truckey <dtruckey@westlock.ca>; csnell@westlock.ca; jshoemaker@westlock.ca; mjamaly@westlock.ca; cfagnan@westlock.ca; rleriger@westlock.ca; councillorpeter@wembley.ca; councillorunderwood@wembley.ca; councillorjohnson@wembley.ca; councillorguimond@wembley.ca; councillormccallum@wembley.ca; councillorgunderson@wembley.ca; mayorturnmire@wembley.ca; lphillips@rockymtnhouse.com; mnarang@rockymtnhouse.com; mfraser@rockymtnhouse.com; rbrown@rockymtnhouse.com; dauld@rockymtnhouse.com; jalderson@rockymtnhouse.com; tburke@rockymtnhouse.com; wchoy@stonyplain.com; gparsons@sylvanlake.ca; kkloss@sylvanlake.ca; tmearns@sylvanlake.ca; jpayne@sylvanlake.ca; mhanson@sylvanlake.ca; trilling@sylvanlake.ca; smcintyre@sylvanlake.ca; Sandy Morton <Sandy.Morton@mayerthorpe.ca>; Pat Hagman <Pat.Hagman@mayerthorpe.ca>; Pat Burns <Pat.Burns@mayerthorpe.ca>; Bernie Jogola <Bernie.Jogola@mayerthorpe.ca>; Anna Greenwood <Anna.Greenwood@mayerthorpe.ca>; Clay Davidson <clay.davidson@mayerthorpe.ca>

**Subject:** Towns West Update #1

Good Evening Mayors, Councillors & CAOs in Alberta's Beautiful Northwest!!

Well, I've finally gotten round to my first official update as your AUMA Towns West Director!! I must apologize for the delay in getting this out. It's been a bit of a whirlwind, as you can imagine; much to learn and lots going on in my own

community. Thanks for your patience as I gained some traction in my new role. And, I'll apologize right now for the length of this first communique. 🙄

Before I get to the meaty part of this email, there are a couple of housekeeping items I'd like to tackle and I'd appreciate some feedback....

- **Update Frequency** – my plan was to provide this kind of email every two months. Of course, if anything earth-shattering happens, I'll fire off the info ASAP.
- **Communication** – so, I have plan for communications out to you, now let's talk about yours back to me. I want to hear from you! I've already had some one-on-one exchanges with a few of you and I'd love for that to continue! Please reach out via email any time. Since it may be some time before we're able to meet in person, this is the only way we can get to know each other. Pop me an email and introduce yourself! If y'all think it would be beneficial, we could even do a Zoom call in the New Year. 😊

Okay; on with the update....

Let's deal with the elephant in the room first; how's everyone doing in the COVID-19 craziness? If you're anything like me, your level of frustration with the lack of reliable, community-specific information has continued to increase apace with the increase in C-19 cases!!

I think/hope there's a light at the end of this very long tunnel and my trademark, ever-present optimism refuses to wonder if it's a freight train. 🚂

Let's start with a big **SHOUT OUT** to all the representatives from our Towns West communities who were appointed to AUMA Committees for 2020/21. In no particular order, they are:

- **Infrastructure & Energy** – Mayor Maryann Chichak (Whitcourt), Councillor Tyrone Muller (Penhold)
- **Municipal Governance** – Mayor Richard Ireland (Jasper), Mayor Kate Potter (Sexsmith), Councillor Fayrell Wheeler (Drayton Valley)
- **Safe & Healthy Communities** – GM of Strategic Services Brenda Otto (Stony Plain)
- **Sustainability & Environment** – Mayor Tammy Burke (Rocky Mountain House), CAO Tony Kulbisky (Devon), Mayor Janet Jabush (Mayerthorpe)

Questions about the work of these committees are best directed to the folks listed above. The kudos to these people are well-deserved. Competition for spots on AUMA committees has become quite intense and the Executive Committee spends tons of time reviewing applications and choosing balanced, representative groups. If this wasn't your year, please keep applying. It often takes a couple of years to get appointed.

**MUNICIPAL BUDGET SESSION** (for Mayors & CAOs only):



The AUMA Executive Committee hosted a session on budgets on December 3. I know many of you were on that call and I hope it was informative and helpful. Learning what other municipalities are doing to manage the unprecedented (I hate that word!) challenges we're all facing provides reassurance that we're not alone in the struggle. AUMA's advocacy priorities and business services continue to provide additional support to member municipalities.

### **PROVINCIAL BUDGET CONSULTATION:**

In advance of the 2021 provincial Budget, AUMA has begun a principles-based advocacy campaign focused on our priorities: predictable long-term funding; partnership in economic growth & recovery; and the avoiding of the transfer costs & responsibilities to municipalities. We are working on getting the conversation regarding the Local Government Fiscal Framework (LGFF) started again and pushing for some program improvements, particularly focused around revenue adequacy. The Province hosted Town Hall-style sessions and also published a survey at the beginning of December seeking input. Hopefully, you had the chance to respond to the survey and/or participate in one of the Town Hall meetings.

### **POLICING:**

There's a lot going on with this topic at present. The Police Act review is moving forward at a rapid pace, as is the evaluation of a Provincial Police Service. AUMA is actively working on developing some policy positions on the establishment of a provincial police service. As often as you get the chance, I encourage you all to bend the ears of your MLAs. We need them to have a clear understanding of the financial impacts of transitioning to and maintaining a provincial police force. You might try posing these few critical questions:

- Who's picking up the 30% that the Federal Government currently funds for Provincial Policing?
- What about the funding provided to Municipalities with a Municipal Police Service Agreement with the RCMP?
- What are the impacts to communities that have a Provincial Police Service Agreement?

There seems to have been little discussion about any of these things to date.

The Interim Police Advisory Board has been working hard to fulfill its mandate. To date, the Minister has not met with us, but the RCMP and Ministry Staff have been very engaged and supportive. You should have received an update about a month ago from Advisory Board Chair, Tanya Thorn (AUMA VP Towns) and another update is due out in January.

### **RED TAPE REDUCTION:**

Municipalities must submit concrete actions to reduce red tape and encourage private sector investment as part of the Municipal Stimulus Program by February 2021.

### **ALBERTA WATERSHED COUNCIL:**

There are a number of communities in the Towns West zone that are heavily impacted by water-related concerns. Here's a quick update from the Council.

There are 2 new project teams doing work on water and we have AUMA reps on both committees. I have also included an update from Alberta Environment from the November Board meeting of AWC on initiatives they have happening.

1. Alberta Water Futures Project Team - - the purpose of the project is to explore potential future challenges and opportunities facing Alberta's water management system. The project will include a current state assessment, identification of top risks to water in the province, gathering of cross-sector perspectives, and development of a perspectives report. The team does not anticipate putting forward any recommendations. Sharelene Brown (CAO – Black Diamond), Cheri Funke (Councillor – Town of Sundre)
2. Wetland Policy Implementation Review Project Team – this project team will identify potential performance measures for the Alberta Wetland Policy and describe common challenges, opportunities, or unintended consequences experienced in its implementation to date. This project will inform AEP's implementation of the policy but will not make recommendations to GoA.  
Dewly Nelson (Councillor – Town of Hinton)

### **LOCAL AUTHORITIES ELECTION ACT (LAEA):**

In spite of strong, principles-based advocacy from AUMA, the GoA has forged ahead with their changes to the LAEA. We presented the GoA with three amendments to Bill 29 back in June. In a nutshell, they were:

- Set realistic contribution limits
- Place similar limits on 3<sup>rd</sup> party advertisers (incl. PACs)
- Allow pre-election disclosure

AUMA was disappointed that none of these amendments were incorporated into Bill 29.

The Board submitted a FOIP request for the data from the GoA's survey on the LAEA. The results of that survey clearly showed Albertans were not in favor of the new contribution limits; they oppose "big money" in politics.

Knowing the public doesn't support the LAEA amendments passed in July by the GoA, AUMA will continue its advocacy efforts on this issue. Watch for more from the Board on this topic!

### **Just Janet**

This piece will let you in on what's happening with me in this exciting, new role. As previously mentioned, I've been appointed to the Sustainability & Environment Committee. To say this is outside my wheelhouse is a ginormous understatement! The learning curve will be significant, but the relevancy of the matters with which this committee deals cannot be over-emphasized. I'm excited! We had our first meeting on December 4 and, once I'm up to speed, I'll give you the Cole's Notes on the committee's priorities.

I'll also be representing AUMA at the RMA, Zone 3 meetings, taking over from Angela Duncan. And, I get to work with Mayor Mike Pashak (Summer Village of Halfmoon Bay) on the Minister's Awards for Municipal Excellence Review Committee.

Now, just for fun...

Did you hear about the new restaurant called Karma? You get what you deserve. 😊

Well, I think that's **MORE** than enough for now! I invite you to reach out with your questions and concerns, or just to say, "Hi!" I look forward to working with you and to representing all the communities of the Towns West zone.

Live Long & Prosper (aka Stay safe & take care!) 🙌

J

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