

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, FEBRUARY 18, 2021 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 deletion

Pg 1-6 **3. ADOPTION OF MINUTES** – February 4, 2021 Regular Council Meeting

4. APPOINTMENTS/PUBLIC HEARINGS –

11:00 a.m. – Dustin Medori and Garrett Wenckowski, Academy Group of Companies
Update Council on Academy activities

Pg 7-8 **5. FINANCIAL REPORTS** – Revenue and Expense Report as of January 31, 2021

6. POLICIES & BYLAWS

- Pg 9-14
- a) Bylaw 780-21 – Assessment Review Boards (ARB) – further to our discussion at the November 19, 2020 Council meeting, Administration advised that Lac Ste. Anne County had decided to discontinue Assessment Review Board (ARB) services and Council authorized execution of the Memorandum of Agreement for these services to be provided by Capital Region Assessment Services Commission (CRASC). This bylaw establishes the Assessment Review Board and the appointment of the clerk. The list of panelists and Chair and Assessment Clerk will be provided to the Town annually by CRASC and Council will appoint by Council motion (is usually at the Organizational Meeting but in this case, we will bring the names to Council as soon as they are received). Previous bylaw 764-19 is attached for review and all references to Lac Ste. Anne County are replaced by CRASC. *(to approve as is, or with revisions; for 1st reading, 2nd reading, unanimous consent to consider 3rd reading, 3rd and final reading)*

- Pg 15-18
- b) Bylaw 781-21 – Assessment Review Board (ARB) Clerk – this bylaw establishes the position of an Assessment Review Board Clerk (designated officer). Previous bylaw 767-19 is attached for review and the reference to Lac Ste. Anne County has been replaced by CRASC. *(to approve as is, or with revisions; for 1st reading, 2nd reading, unanimous consent to consider 3rd reading, 3rd and final reading)*

7. ACTION ITEMS

- Pg 19-20
- a) Covid-19 Discussion – As of December 8, the Government of Alberta has placed province-wide measures in place and declared a State of Public Health Emergency. As of Monday, January 18, some provincewide restrictions were eased and on February 8 other loosening occurred: restaurants; indoor fitness; children's sport and performance activities. a) February 14, 2021 email from Michelle Jones, Community Futures Yellowhead East, advising that Ballad Group, Consulting and Training, will begin their Covid-19 Business survey and requesting that the Town share this with the business community once their media release is approved. *(for discussion and direction of Council at meeting time)*
- b) Town of Onoway Library Board (OPL) – at their meeting of February 10, 2021, the OPL Board recommended that the Town appoint Heather Breitkreuz and Shirley Boissonnault as members of the OPL Board, each for 3 year terms, with their appointments expiring in 2024. *(for approval of the appointments of Heather Breitkreuz and Shirley Boissonnault as members at large on the OPL Board for a term of ____ years or some other direction at meeting time)*
- Pg 21-39
- c) Onoway Public Library Manager's Annual Report – at their meeting of February 10, 2021, the Town of Onoway Library Board (OPL) approved the Library Manager's 2020 Year End Report for submission to the Government of Alberta and recommended approval of same by the Town of Onoway. *(for approval of Council, or some other direction at meeting time)*
- d) Partners in Progress – at your January 7, 2021 meeting Council passed the following motion: **MOVED** by Councillor Lisa Johnson that Administration be directed to include \$20,000 for the Partnership Committee in the draft 2021 budget, and that this amount be reviewed prior to finalizing the 2021 budget." There are pending Tangent and Keystone invoices and the grant funding has all been spent. I am bringing this matter to Council to see if they are prepared to commit to confirming the \$20,000.00 budget for the Partnership Committee at this time. *(for discussion and direction of Council at meeting time)*

Pg 40-47
e) Permanent and Portable Electronic Sign – as per Council's discussion at their February 4, 2021 meeting, please refer to the quotes for portable and permanent signage attached. Further Council discussion regarding location preferences and pros and cons of each option to be discussed further with Council at meeting time. *(for discussion and direction of Council at meeting time)*

Pg 48-50
f) Telus application to the Universal Broadband Fund – please refer to the February 10 email from Logan Demerais, Sr. Real Estate and Government Relations Manager inquiring if Onoway will support Telus' application to the Canadian Government's Universal Broadband Fund for a financial contribution to improve access to wireless services within Onoway. *(for discussion and direction of Council at meeting time)*

Pg 51-52
g) Alberta Urban Municipalities Association (AUMA) Budget Webinar – please refer to the attached February 12 email from Dan Rude, Chief Executive Officer, advising of a webinar on Friday, February 26 from 2 to 3:30 p.m. to discuss the Government of Alberta Budget for 2021-22 fiscal year. *(to authorize attendance or some other direction of Council at meeting time)*

h) 2021 Draft Budget Discussion – to be reviewed at meeting time *(direct changes to Administration, accept discussion for information)*

i)

j)

k)

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 update

- Council registration at events

e) Public Works Report

9. INFORMATION ITEMS

Pg 53 a) Municipal Elected Officials – Councillor Johnson’s completion certificate

Pg 54-56 b) Town of High River – February 3, 2021 letter from Mayor Snogross to the Mayor requesting Council to consider a letter to the Government opposing the coal policy (rescinded by Government on February 8, 2021)

Pg 57-58 c) Alberta Urban Municipalities Association (AUMA) – February 3, 2021 email from Dan Rude, CAO, advising of insurance increases below 10% because of subscriber-owned insurance pool

Pg 59-61 d) Community Futures Yellowhead East – February 2, 2021 email from Charity Vollmann attaching information about lunch hour workshops for small businesses on Economic Recovery – HR Hot Topics taking place between March 3-12 and Mental Health and Entrepreneurs taking place between March 17-26.

e)

f)

g)

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|-------------------------|
| - February 18, 2021 – EOEP – Partnerships | 6:30 p.m. to 9:00 p.m. |
| - February 25, 2021 – EOEP – Partnerships | 6:30 p.m. to 9:00 p.m. |
| - March 4, 2021 – Regular Council Meeting | 9:30 a.m. |
| - March 18, 2021 – Regular Council Meeting | 9:30 a.m. |
| - April 1, 2021 – Regular Council Meeting | 9:30 a.m. |
| - April 15, 2021 – Regular Council Meeting | 9:30 a.m. |
| - September 20, 2021 – Nomination Day Closes | 12:00 p.m. deadline |
| - October 18, 2021 – Election Day | 10:00 a.m. to 8:00 p.m. |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

	PRESENT	<p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita (via Zoom) Councillor: Lisa Johnson (via Zoom) Councillor: Jeff Mickle (via Zoom) Councillor: Pat St. Hilaire (via Zoom) Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary</p>
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:35 a.m.
2.	AGENDA Motion #028/21	<p>MOVED by Councillor Pat St. Hilaire that Council adopt the agenda of the regular Council meeting of Thursday, February 4, 2021 with the following additions:</p> <p>7l) Internet/Broadband 7m) Onoway Community Hall – Onoway Facility Enhancement Association (OFEA)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #029/21	<p>MOVED by Councillor Pat St. Hilaire that the minutes of the Thursday, January 21, 2021 regular Council meeting be adopted, as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS	n/a
6.	POLICIES & BYLAWS Motion #030/21	<p>MOVED by Deputy Mayor Lynne Tonita that Bylaw 778-21, a bylaw for the purpose to regulate the supply and distribution of water and to regulate the sanitary sewage collection system, be given first reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion #031/21	<p>MOVED by Councillor Jeff Mickle that Bylaw 778-21 be given second reading.</p> <p style="text-align: right;">CARRIED</p>
	Motion #032/21	<p>MOVED by Councillor Pat St. Hilaire that Bylaw 778-21 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p>



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021

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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

	<p>Motion #033/21</p> <p>Motion #034/21</p> <p>Motion #035/21</p> <p>Motion #036/21</p> <p>Motion #037/21</p> <p>Motion #038/21</p>	<p>MOVED by Councillor Lisa Johnson that Bylaw 778-21 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that Bylaw 779-21, a bylaw for the purpose to regulate the collection, removal and disposal of household waste, refuse, ashes, recycle materials and organics, be given first reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Bylaw 779-21 be given second reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Jeff Mickle that Bylaw 779-21 be considered for third reading.</p> <p style="text-align: right;">CARRIED UNANIMOUSLY</p> <p>MOVED by Councillor Lisa Johnson that Bylaw 779-21 be given third and final reading.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Judy Tracy that Administration correspond with the Highway 43 East Waste Commission and inquire if they will take the Town's organic material and, if so, advise what the cost would be and what the end use is of such material.</p> <p style="text-align: right;">CARRIED</p>
<p>7.</p>	<p>ACTION ITEMS</p> <p>Motion #039/21</p>	<p>MOVED by Mayor Judy Tracy that the discussion regarding Covid-19 be accepted for information; that the January 27 letter from MD Spirit River No. 133 Reeve Tony Van Rootselaar to Premier Kenny providing a paper Covid-19: Rethinking the Lockdown Groupthink and the January 27 letter from Mackenzie County Reeve Josh Knelsen to Premier Kenny urging the Provincial Government to open up indoor recreational facilities and reopen all business services be accepted for information; that Council and Administration continue to monitor developments, and Administration to bring this item back to the next Council meeting for further discussion.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed at 10:15 a.m. and held an Emergency Management Advisory Committee Meeting until 10:30 a.m.</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021

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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

	<p style="text-align: center;">Motion #040/21</p> <p style="text-align: center;">Motion #041/21</p> <p style="text-align: center;">Motion #042/21</p> <p style="text-align: center;">Motion #043/21</p> <p style="text-align: center;">Motion #044/21</p> <p style="text-align: center;">Motion #045/21</p>	<p>MOVED by Councillor Pat St. Hilaire that the discussion at the Emergency Management Advisory Committee meeting regarding the Community Emergency Management Program (CEMP) Review presented by the Director of Emergency Management (DEM) Jason Madge, be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that Council reappoint the following individuals to sit as members of the Town of Onoway Library Board for 2 year terms: Lorne Olsvik, Board member at large and Chair; Pat St. Hilaire, Town elected Board member and Glen Usselman, Board member at large.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 10:35 a.m. until 10:50 a.m.</p> <p>MOVED by Councillor Lisa Johnson that the Town waive business license fees for the 2021 year; Administration to refund those businesses who have already paid their \$50.00 business license fees in 2021; and Administration devise a promotional campaign that targets ALL businesses to get a free business license in 2021.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the Town provide funding to the Onoway Curling Club (for the Curling Rink) in the amount of \$4,000.00 and the Onoway and District Agricultural Society (ODAS) (for the Arena) in the amount of \$8,000.00 to offset lost revenue during the 2020 year due to Covid-19, and use Municipal Operating Support Transfer (MOST) grant funding to cover these costs.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Administration prepare background information for Council to review at a future meeting on options for a portable versus a permanent electronic sign, including pictures and estimates; exploring the use of FCSS funding towards such signage and that Municipal Operating Support Transfer (MOST) grant funding be used to cover any additional costs.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Judy Tracy that Council defer discussion on the vacant lots in Onoway that are owned by the Town until the Partnership Group discusses this at their next meeting; Administration will then arrange for Council to meet with Larry Horncastle to discuss options and next steps.</p> <p style="text-align: right;">CARRIED</p>
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021

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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

	<p style="text-align: center;">Motion #046/21</p> <p style="text-align: center;">Motion #047/21</p> <p style="text-align: center;">Motion #048/21</p> <p style="text-align: center;">Motion #049/21</p> <p style="text-align: center;">Motion #050/21</p> <p style="text-align: center;">Motion #051/21</p> <p style="text-align: center;">Motion #052/21</p>	<p>MOVED by Councillor Lisa Johnson that Council and Administration be authorized to attend the Alberta Urban Municipalities Association (AUMA) Elected Officials Education Program course "Regional Partnerships and Collaboration" being held virtually on Thursday, February 11, 18 and 25 at a cost of \$200.00/person.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Deputy Mayor Lynne Tonita be authorized to attend the Provincial Budget Analysis being hosted by Alberta Counsel on February 25 at a cost of \$75.00/person.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Lisa Johnson that the letter from Reeve Greg Sawchuk of the MD of Bonnyville No. 87 expressing their Council's concerns with the representation provided to municipalities by the Federation of Canadian Municipalities be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the Asset Management Report to be provided by Assistant Chief Administrative Officer/Public Works Manager Jason Madge, be deferred to the next meeting.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Lisa Johnson that the invitation to attend a virtual North Central Regional Business Support Network meeting on February 16 regarding Covid-19 be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that Council and Administration be authorized to participate virtually in the Greater Parkland Regional Chamber State of the Region Address on March 11.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Deputy Mayor Lynne Tonita that the information on internet and broadband be presented to the Partnership Group as a possibility of collaboration with the County.</p> <p style="text-align: right;">CARRIED</p>
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

	Motion #053/21	MOVED by Councillor Lisa Johnson that Administration re-send the survey on the Onoway Community Hall to the Onoway Facility Enhancement Association (OFEA) and Council for updating and request comment by February 9; Administration to put the survey out on February 10 or 11 and that staff advise OFEA that if they require access to the Community Hall they should contact the office and someone will meet them onsite during business hours. CARRIED																		
8.	COUNCIL, COMMITTEE & STAFF REPORTS Motion #054/21	MOVED by Councillor Jeff Mickle 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. CARRIED																		
9.	INFORMATION ITEMS Motion #055/21	MOVED by Councillor Lisa Johnson that Council accept the following items for information as presented: a) Development Officer Report – January 2021 development permit report from Tony Sonnleitner b) High Speed Internet – January 28, 2021 press release from Gerald Soroka, MP, Yellowhead Riding, regarding high speed internet and spectrum deployment in rural communities c) Alberta Municipal Affairs – Red Tape Reduction Report – January 29, 2021 email from CAO Wildman attaching The Town of Onoway report submitted to the Government of Alberta CARRIED																		
10.	CLOSED SESSION	n/a																		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the meeting adjourned at 1:15 p.m.																		
12.	UPCOMING EVENTS	<table border="0"> <tr> <td>February 11, 2021</td> <td>Brownlee Muni-Law Seminar (Virtual)</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> <tr> <td>February 18, 2021</td> <td>EOEP – Partnerships</td> <td>6:30 p.m.</td> </tr> <tr> <td>February 25, 2021</td> <td>EOEP – Partnerships</td> <td>6:30 p.m.</td> </tr> <tr> <td>March 4, 2021</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>March 11, 2021</td> <td>Gr. Parkland Chamber – State of Region (Virtual)</td> <td>TBD</td> </tr> </table>	February 11, 2021	Brownlee Muni-Law Seminar (Virtual)	8:00 a.m.	February 18, 2021	Regular Council Meeting	9:30 a.m.	February 18, 2021	EOEP – Partnerships	6:30 p.m.	February 25, 2021	EOEP – Partnerships	6:30 p.m.	March 4, 2021	Regular Council Meeting	9:30 a.m.	March 11, 2021	Gr. Parkland Chamber – State of Region (Virtual)	TBD
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, FEBRUARY 4, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM MEETING

		March 18, 2021	Regular Council Meeting	9:30 a.m.
		September 20, 2021	Nomination Day	12:00 p.m.
		October 18, 2021	Election Day	

 Mayor Judy Tracy

 Debbie Giroux
 Recording Secretary

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TOWN OF ONOWAY

Revenue & Expense

31-Jan-21

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2021-Feb-16

10:24:51 AM

Description	2021 Actual	2021 Budget
TOTAL TAXATION REVENUE	0.00	(1,585,879.21)
TOTAL REQUISITIONS	6,343.92	343,102.21
TAX REVENUE AVAILABLE FOR MUNI	6,343.92	(1,242,777.00)
TOTAL GENERAL REVENUE	(24,681.61)	(120,633.00)
TOTAL LEGISLATIVE EXPENSE	9,044.30	125,825.00
SURPLUS/DEFICIT LEGISLATIVE	9,044.30	125,825.00
TOTAL ADMIN REVENUE	(3,055.00)	(63,784.00)
TOTAL ADMIN EXPENSE	41,883.26	593,681.00
SURPLUS/DEFICIT ADMIN	38,828.26	529,897.00
TOTAL FIRE REVENUE	(68,186.22)	(378,453.00)
TOTAL FIRE EXPENSE	78,612.71	390,824.00
FIRE SURPLUS/DEFICIT	10,426.49	12,371.00
TOTAL DISASTER SERVICES REV.	0.00	0.00
TOTAL DISASTER SERVICES EXPENS	522.26	22,000.00
DISASTER SURPLUS/DEFICIT	522.26	22,000.00
TOTAL AMBULANCE REVENUE	(2,400.00)	(2,400.00)
TOTAL AMBULANCE EXPENSE	0.00	0.00
SURPLUS/DEFICIT AMBULANCE	(2,400.00)	(2,400.00)
TOTAL BYLAW REVENUE	0.00	(1,500.00)
TOTAL BYLAW EXPENSE	0.00	1,000.00
BYLAW SURPLUS/DEFICIT	0.00	(500.00)
TOTAL POLICING REVENUE	(1,499.00)	(106,000.00)
TOTAL POLICIING EXPENSE	0.00	147,000.00
POLICING SURPLUS/DEFICIT	(1,499.00)	41,000.00
TOTAL PW REVENUE	0.00	0.00
TOTAL PW EXPENSE	16,759.17	228,263.00
PW SURPLUS/DEFICIT	16,759.17	228,263.00
TOTAL ROADS REVENUE	(1,392.72)	(115,776.00)
TOTAL ROAD EXPENSE	21,435.14	355,742.00
ROADS SURPLUS/DEFICIT	20,042.42	239,966.00
TOTAL STORM SEWER REVENUE	0.00	0.00
TOTAL STORM SEWER EXPENSE	0.00	3,000.00
STORM SEWER SURPLUS/DEFICIT	0.00	3,000.00
TOTAL WATER REVENUE	(47,468.86)	(569,000.00)

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TOTAL WATER EXPENSE	10,472.65	569,200.00
WATER SURPLUS/DEFICIT	(36,996.21)	200.00
TOTAL SEWER REVENUE	(21,732.97)	(274,626.00)
TOTAL SEWER EXPENSE	19,893.65	272,050.00
SEWER SURPLUS/DEFICIT	(1,839.32)	(2,576.00)
TOTAL WASTE COLLECTION REV	(6,886.62)	(85,001.00)
TOTAL WASTE COLLECT EXP	1,560.00	84,978.00
WASTE COLLECT SURPLUS/DEF	(5,326.62)	(23.00)
TOTAL FCSS REVENUE	(83,878.00)	(132,273.00)
TOTAL FCSS EXPENSE	1,000.00	121,759.00
FCSS SURPLUS/DEFICIT	(82,878.00)	(10,514.00)
TOTAL PLAN REVENUE	0.00	(3,500.00)
TOTAL PLANNING EXPENSE	700.00	18,500.00
PLANNING SURPLUS/DEFICIT	700.00	15,000.00
TOTAL LAND REVENUE	0.00	0.00
TOTAL LAND EXPENSE	0.00	2,000.00
LAND SURPLUS/DEFICIT	0.00	2,000.00
TOTAL EDC REVENUE	(1,600.00)	(2,500.00)
TOTAL EDC EXPENSE	0.00	20,800.00
EDC SURPLUS/DEFICIT	(1,600.00)	18,300.00
TOTAL REC PROGRAM REVENUE	0.00	0.00
TOTAL REC PROGRAM EXPENSE	0.00	30,138.00
REC PROGRAM SURPLUS/DEFICIT	0.00	30,138.00
TOTAL PARKS REVENUE	0.00	(10,000.00)
TOTAL PARKS EXPENSE	8,522.27	112,000.00
PARKS SURPLUS/DEFICIT	8,522.27	102,000.00
TOTAL CULTURE EXPENSE	2,360.17	19,945.00
CULTURE SURPLUS/DEFICIT	2,360.17	19,945.00
TOTAL MISC EXPENSE	0.00	13,500.00
MISC SURPLUS/DEFICIT	0.00	13,500.00
TOTAL SURPLUS/DEFICIT	(43,671.50)	23,982.00

**BEING A BYLAW OF THE TOWN OF ONOWAY
IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF ESTABLISHING ONE OR MORE
ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF AN
ASSESSMENT REVIEW BOARD CLERK**

WHEREAS Section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

WHEREAS Section 456 of the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Town of Onoway;

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

Definitions

1. In this Bylaw, unless the context otherwise requires, the following definitions apply;

- a) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
- b) "Assessment Clerk" means an individual appointed pursuant to Section 456 of the Municipal Government Act who is accredited by the Municipal Government Board to act as the Clerk of Assessment Review Boards for the Town of Onoway;
- c) "CRASC" means Capital Region Assessment Services Commission, contracted by the Town of Onoway to provide full ARB administration services;
- d) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (2) of the Municipal Government Act;
- e) "Council" means the duly elected Council of the Town of Onoway;
- f) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (1) of the Municipal Government Act;
- g) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26;

BYLAW NO. 780-21
Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards

- h) "Panelist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards; and
- i) "Town" means the Town of Onoway.

Establishment of Boards

- 2. Council hereby establishes the following boards:
 - a) Local Assessment Review Board; and
 - b) Composite Assessment Review Board

Duties

- 3. The Assessment Review Boards shall carry out all duties and responsibilities as set out in the Municipal Government Act and its regulations.

Appointments of Board Members, Chair and Assessment Clerk

- 4. Annually Council will appoint the list of Panelists, the names of the Chair of the LARB and CARB and the name of the Assessment Clerk provided to the Town of Onoway Council by CRASC.
- 5. All Panelists and Assessment Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

Fees and Expenses

- 6. Compensation payable to the CRASC for its performance including Annual fees, Hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the CRASC and the Town.

Filing a Complaint

- 7. Upon receipt of an assessment complaint, the Town shall provide to the CRASC a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.
- 8. A complaint must be accompanied by the appropriate fee as established by resolution of Council.

Rescind Bylaw

THAT Bylaw 764-19, a Bylaw of the Town of Onoway to Establish one or more Assessment Review Boards is hereby rescinded with the passing of this bylaw.

BYLAW NO. 780-21
Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards

Effective Date

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 18th day of February, 2021.

Read a second time on this 18th day of February, 2021.

Unanimous Consent to proceed to third reading on this 18th day of February, 2021.

Read a third and final time on this 18th day of February, 2021.

Signed this 18th day of February, 2021.

Mayor Judy Tracy

Chief Administrative Officer, Wendy Wildman

**BEING A BYLAW OF THE TOWN OF ONOWAY
IN THE PROVINCE OF ALBERTA
FOR THE PURPOSE OF ESTABLISHING ONE OR MORE
ASSESSMENT REVIEW BOARDS AND THE APPOINTMENT OF AN
ASSESSMENT REVIEW BOARD CLERK**

WHEREAS Section 454 of the Municipal Government Act requires Council to establish by bylaw a Local Assessment Review Board and a Composite Assessment Review Board; and

WHEREAS Section 456 of the Municipal Government Act requires Council to appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the Town of Onoway;

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

Definitions

1. In this Bylaw, unless the context otherwise requires, the following definitions apply;
 - a) "Assessment Review Boards" (ARB) means either the Local Assessment Review Board (LARB) or the Composite Assessment Review Board (CARB);
 - b) "Assessment Clerk" means an individual appointed pursuant to Section 456 of the Municipal Government Act who is accredited by the Municipal Government Board to act as the Clerk of Assessment Review Boards for the Town of Onoway;
 - c) "County" means Lac Ste. Anne County contracted by the Town of Onoway to provide full ARB administration services;
 - d) "Composite Assessment Review Board" (CARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (2) of the Municipal Government Act;
 - e) "Council" means the duly elected Council of the Town of Onoway;
 - f) "Local Assessment Review Board" (LARB) means a board established pursuant to Section 454 of the Municipal Government Act to hear and make decisions on complaints referred to in Section 460.1 (1) of the Municipal Government Act;
 - g) "Municipal Government Act" means the Municipal Government Act, RSA 2000, c M-26;

(12)

BYLAW NO. 764-19
Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards

- h) "Panelist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards; and
- i) "Town" means the Town of Onoway.

Establishment of Boards

- 2. Council hereby establishes the following boards:
 - a) Local Assessment Review Board; and
 - b) Composite Assessment Review Board

Duties

- 3. The Assessment Review Boards shall carry out all duties and responsibilities as set out in the Municipal Government Act and its regulations.

Appointments of Board Members, Chair and Assessment Clerk

- 4. Annually Council will appoint the list of Panelists, the names of the Chair of the LARB and CARB and the name of the Assessment Clerk provided to the Town of Onoway Council by the County.
- 5. All Panelists and Assessment Clerk serve at the pleasure of Council and may be removed by resolution of Council where, in the opinion of Council, removal is warranted.

Fees and Expenses

- 6. Compensation payable to the County for its performance including Annual fees, Hearing fees, Panelist fees and Assessment Clerk fees will be outlined in a Memorandum of Agreement between the County and the Town.

Filing a Complaint

- 7. Upon receipt of an assessment complaint, the Town shall provide to the County a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.
- 8. A complaint must be accompanied by the appropriate fee as established by resolution of Council.

Rescind Bylaw

THAT Bylaw 474-95, a Bylaw of the Town of Onoway to Establish one or more Assessment Review Boards is hereby rescinded with the passing of this bylaw.

(13)

BYLAW NO. 764-19
Municipal Government Act RSA 2000 Chapter M-26
Part 11 Assessment Review Boards

Effective Date

THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 24th day of October, 2019.

Read a second time on this 24th day of October, 2019.

Unanimous Consent to proceed to third reading on this 24th day of October, 2019.

Read a third and final time on this 24th day of October, 2019.

Signed this 24th day of October, 2019.



Mayor Judy Tracy



Chief Administrative Officer, Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456.1, Appoint Assessment Review Board Clerk

**A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE POSITION OF DESIGNATED OFFICER**

WHEREAS, pursuant to the provisions of section 210 of the *Municipal Government Act*, the Council may pass a bylaw to establish one or more positions to carry out the powers, duties, and functions of a designated officer.

AND WHEREAS, pursuant to section 456.1 of the *Municipal Government Act*, the Council of a municipality must appoint a designated officer to act as the clerk of the Assessment Review Board having jurisdiction in the municipality.

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

1. The Assessment Review Board Clerk is established as a designated officer for the purpose of the following section of the *Municipal Government Act*:

456.1 A council that establishes an Assessment Review Board must appoint, and a council that authorizes the establishment of an assessment review board must authorize the appointment of, one or more clerks of the assessment review board.

2. The Town of Onoway has entered into an agreement with Capital Region Assessment Services Commission (CRASC) for the provision of Assessment Review Board services within the Town, and Board Clerk(s) will be appointed by Council motion.
3. THAT Bylaw 767-19, a bylaw of the Town of Onoway to establish the position of designated officer, clerk of the assessment review board, is hereby rescinded with the passing of this bylaw;
4. THAT this bylaw shall come into force and effective on the date of the third and final reading.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456.1, Appoint Assessment Review Board Clerk**

Read a first time on this 18th day of February, 2021.

Read a second time on this 18th day of February, 2021.

Unanimous Consent to proceed to third reading on this 18th day of February, 2021.

Read a third and final time on this 18th day of February, 2021.

Signed this 18th day of February, 2021.

Mayor, Judy Tracy

Chief Administrative Officer Wendy Wildman

Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456.1, Appoint Assessment Review Board Clerk

A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO
ESTABLISH THE POSITION OF DESIGNATED OFFICER

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AND WHEREAS, pursuant to section 456.1 of the *Municipal Government Act*, the Council of a municipality must appoint a designated officer to act as the clerk of the Assessment Review Board having jurisdiction in the municipality.

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

1. The Assessment Review Board Clerk is established as a designated officer for the purpose of the following section of the *Municipal Government Act*:

456.1 A council that establishes an Assessment Review Board must appoint, and a council that authorizes the establishment of an assessment review board must authorize the appointment of, one or more clerks of the assessment review board.

2. The Town of Onoway has entered into an agreement with Lac Ste. Anne County for the provision of Assessment Review Board services within the Town, and Board Clerk(s) will be appointed by Council motion.
3. THAT this Bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 21st day of November, 2019.

Read a second time on this 21st day of November, 2019.

Unanimous Consent to proceed to third reading on this 21st day of November, 2019.

Read a third and final time on this 21st day of November, 2019.

**Municipal Government Act RSA 2000 Chapter M-26
Section 210, Designated Officer
Section 456.1, Appoint Assessment Review Board Clerk**

Signed this 21st day of November, 2019.

Mayor, Judy Tracy

Chief Administrative Officer, Wendy Wildman

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debbie@onoway.ca

From: cao@onoway.ca
Sent: February 16, 2021 8:33 AM
To: debbie@onoway.ca
Cc: 'Jason Madge'; 'Penny Frizzell'; 'Shelley Vaughan'
Subject: FW: COVID-19 BUSINESS IMPACT SURVEY - COMING TO A COMMUNITY NEAR YOU!

Deb info for our next meeting.

Penny/Shel in case you get calls!

Wendy Wildman

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

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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

From: Michelle Jones <mjones@albertacf.com>
Sent: February 14, 2021 8:02 PM
Subject: COVID-19 BUSINESS IMPACT SURVEY - COMING TO A COMMUNITY NEAR YOU!

Good Morning, as a major partner in the Covid-19 Business Impact Survey, we wanted to advise you that the Ballard Group, Consulting and Training Firm, will soon begin their COVID-19 Business survey, in your area.

As soon as we receive official approval of our Media Release, it will be shared with you and we would request you please share with your business contact list as well as your social media platforms. By doing so, you will be informing your business community of your partnership with this regional initiative, as well as providing them with the opportunity to participate in the survey.

With the help of our businesses community providing us with the direct information around the impact to their businesses resulting from the pandemic, we will be better prepared to provide sector specific tools and resources to support business resilience, and economic recovery.

Thank you for your continued support of the project and look for the Media Release coming your way.

Michelle Jones

General Manager, Community Futures Yellowhead East

Box 2185, Whitecourt, AB T7S 1P8

p: 780-706-3500, c: 780-778-0977

mjones@albertacf.com

PLEASE NOTE NEW EMAIL ADDRESS

TOWN OF ONOWAY PUBLIC LIBRARY

2020 BY THE NUMBERS

Note: based on 25 weeks open to the public



9050

VISITORS TO THE LIBRARY



904

ACTIVE CARDHOLDERS

LIBRARIES ARE THE HUB, THE LIVING ROOM OF SMALL COMMUNITIES.



10,961

ITEMS CHECKED OUT (PRINT, MEDIA, AUDIO)



10,695

COMPUTER & WIFI HOURS



9968

ITEMS WERE SENT OUT OR REQUESTED IN



933

PEOPLE ATTENDED 21 PROGRAMS OR AN EVENT



6

PEOPLE RECEIVED EDUCATION RELATED ASSISTANCE



36,220

PEOPLE REACHED ON SOCIAL MEDIA AND WEBSITE



Onoway Public Library

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

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2021 Public Library Survey and 2020 Annual Report

Approval

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

	Date approved by library board

2021 Alberta Public Library Survey

For the Alberta Public Library Survey section (up to but not including the "Library Board - Governance section"), please report CURRENT YEAR (2021) information.

Directory

This information is used in the Alberta Public Library Directory, which is produced by the Public Library Services Branch and is available at <https://www.alberta.ca/alberta-public-library-directory.aspx>.

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

Phone, Fax, Email, Website

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

Address

	Address - Street and No.	P.O. Box	City/town, etc.	Province	Postal code
			Onoway	Alberta	T0E 1V0

Onoway Library Board, Town of - Onoway 2020

Contacts

	Name	Email	Phone	Alternate phone
Library Manager	Kelly Huxley	onowaylibrary@yrl.ab.ca	780-967-2445	780-952-4871
Respondent (if different than above)				

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Onoway Library Board, Town of - Onoway 2020

Library Management - Board Members

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

Library Board Term - this is the length of time an individual has been appointed by municipal council to sit on the library board (up to three years). This does not refer to an individual's length of time in a position on the board, e.g. chair, secretary.

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

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

Onoway Library Board, Town of - Onoway 2020

2020 Annual Report

The following sections make up the annual report portion of the form. Please fill in the data for the reporting year (2020).

Library Management - Governance

	Library board email (e.g. libraryboard@abclibrary.ca)	Board meetings held in 2020 (e.g. Jan 28, Feb 13)	Board volunteer hours	Building ownership
	onowaylibrary@yrl.ab.ca	Jan 6, Mar 9, Apr 3, Apr 15, May 13, Jun 10, Jun 24, Sep 1, Oct 21	136	Other

Library Hours

Hours Open Per Year

Report the total number of hours the library was open for the reporting year. Include hours during the pandemic closure periods (March 17 to June 12 and December 13 to December 31) when services such as curbside pickup or remote reference was still available to library users.

	Total hours open for reporting year
	1,294

Onoway Library Board, Town of - Onoway 2020

Summary of Pandemic Impact

Provide a summary of how the COVID-19 pandemic affected the library's hours of opening for the reporting year. For example, elaborate on how long was the library closed for, if hours were reduced when you reopened, if you have not reopened, etc. To report on other ways the pandemic affected public library service delivery, please use the comments field at the end of the annual report.

	Summary of impact of pandemic on hours
	The library was closed to the public March 17th, 2020. We offered curbside pickup 5 days per week, from April 1st until September 1st. We reopened to the public at limited hours, 3 days per week for in house use and 2 days a week that are by appointment only. We once again closed December 13th due to the current restrictions and for staff holidays. Curbside service resumed Jan 5th, 2021. With the exceptions of holidays, staff has been on site since the start of the pandemic for the full 28 hours of operation.

Personnel

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

Staff

Report qualifications and the number of all paid staff (full and part time) who worked at the library whether they were paid directly by the board or paid through the municipality. Report total number of employees (i.e., "live bodies") and the total hours worked in the reporting year (paid leaves as per a collective agreement can be included). You may need to get this figure from the individual or agency that does your staff payroll.

NOTE FOR 2020: If staff were laid off and re-hired, they are counted as two separate "bodies," therefore they should be counted twice. This will mean that the number of employees will likely increase from last year, while the total hours per year will decrease.

Do not include individuals who provided service through a contract, such as custodial staff or bookkeeping.

	# Employees	Total Hours/Yr
MLIS or equivalent	0	0.00
Other university degree	0	0.00
Library technician	0	0.00
Library operations certificate	0	0.00
Other tech/college diploma	0	0.00
Other	1	1,692.00
Total staff	1	1,692.00

Onoway Library Board, Town of - Onoway 2020

Volunteers

Report the number of volunteers that assisted with library activities, and the total number of volunteer hours for the reporting year.

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

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

	# Volunteers	Volunteer Hours/Yr
Library Operations	2	102.00
Library Programming	0	0.00
Fundraising (aside from a Friends group)	0	0.00
Outreach	0	0.00
Total Volunteers	2	102.00
Friends of the Library	8	64.00

Collections/Resources

Collection Management

	Acquired	Withdrawn
Print items	258	168
Non-print items	44	38
Total	302	206

Print Items

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

	Print Volumes	Periodicals (number of issues)	Total Print
	10,349	220	10,569

Onoway Library Board, Town of - Onoway 2020

Non-Print Items

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

	Audiobooks	Music	Video	Software/videogames	Kits	Objects	Other	Total non-print
	290	47	1,293	3	76	1	26	1,736

Virtual Items (Licensed by the board)

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

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

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

Library Board Contributions

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

	Contribution
	\$0.00

Totals

	Total physical collection	Total licensed virtual collection	Total collections
	12,305	0	12,305

Circulation

Onoway Library Board, Town of - Onoway 2020

Direct Circulations

Report number of items circulated directly to library users during the reporting year. Include all items that were signed out for use, whether the use was inside or outside the library. Do not include interlibrary loans loaned to other libraries.

	Adult print	Young adult print	Juvenile print	Adult non-print	Young adult non-print	Juvenile non-print
	3,299	227	4,904	1,620	7	652

Direct Circulations, continued...

	Non-catalogued	Periodicals	Virtual	Total direct circulation	Bulk loans (not reported above)	Total circulation
	33	219	0	10,961	0	10,961

Interlibrary Loan

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

	ILL borrowed within Alberta	ILL lent within Alberta
Within Alberta (including within library system)	7,504	2,463
Outside of Alberta, but within Canada	1	0
Outside of Canada	0	0
Total	7,505	2,463

Information Services & Use

Reference transactions, examination services, library visits (in person and virtual) and in-house use of materials.

Reference Transactions

Using either an estimate or an actual count, report the number of reference transactions during the reporting year.

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

Onoway Library Board, Town of - Onoway 2020

Estimate

If reference transactions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of transactions recorded for the count week
2. The total number of weeks that reference service was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but reference services were still available to library users, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of reference transactions during count week	# of weeks reference service was available	Estimate of reference transactions
	28	47	1,316

Actual Count

Only complete this field if reference transactions were recorded as an actual count throughout the reporting year.

	Total reference transactions (actual count)

Examination Services

If examination services were provided at the library (e.g., proctoring/invigilating, or exam administration), please report the number of exams held at the library during the reporting year. If examination services are not provided at the library, please select "Not applicable".

	Total number of exams
	6

In Person Visits

Using either an estimate or an actual count, report the number of visits to the library, including each time an individual re-entered the library. If applicable, also include visits to smartlockers and visits for curbside/hold pick ups.

Estimate

If in person visits were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of in person visits recorded for the count week
2. The total number of weeks that library users were able to visit the library and receive service, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but library users could access curbside/hold pick up, please include those weeks in the count (in addition to the weeks that the physical library was open to the public).

	# of library visits during count week	# of weeks the library provided in person service	Estimate of in person visits
	362	25	9,050

Onoway Library Board, Town of - Onoway 2020

Actual Count

Only complete this field if in person visits to the library were recorded as an actual count throughout the year.

	Total in person visits (actual count)

Virtual Visits

Report the number visits to the library's website. If you do not have a library website or an online catalogue, select "Not applicable".

	Visits to library website
	7,820

In Library Material Use

Using either an estimate or an actual count, report the number of physical materials used in the library but not circulated during the reporting year.

Estimate

If in library material use was counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of materials used (but not circulated) for the count week
2. The total number of weeks that library users were able to visit the library and access the physical library collection, up to a maximum of 50 weeks

If the library has not reopened with access to the physical library collection since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	# of materials used during count week	# of weeks in house use was available	Estimate of in library material use
	265	25	6,625

Actual Count

Only complete this field if in library material use was recorded as an actual count throughout the reporting year.

	Total in library material use (actual count)

Programs

A library program is a pre-planned, coordinated event that: meets a service response as indicated in the board's Plan of Service; is hosted/presented by the public library; is set for a designated time and place; has a defined purpose; has library resources (staff time, money, etc.) dedicated to it - i.e. is budgeted for; and may involve a registration process and/or some promotion of the event.

Please report the total number of program participants and sessions per age category, combining in person, pre-recorded and live virtual programs.

Onoway Library Board, Town of - Onoway 2020

NOTE: If you are able to break down your attendance by the different types of program delivery (Live, pre-recorded, in person, etc.) you can provide the data in the note field.

How to count for the different types of program delivery:

In person programs:

Total number of in person sessions: count each program that was offered.

Total number of participants: count each individual that attended. If your program is a registered program, for example 6 sessions with 21 people registered to attend, it would be counted as 6 x 21 for a total of 126 participants. Public libraries housed in schools - **DO NOT** count weekly class visits to the library, unless each class would have come to the public library every week even if it was housed in another building elsewhere in town. Weekly class visits are a program of the school.

Live virtual programs:

Total number of live virtual sessions: count the number of live programs offered across all the various platforms you used to deliver them.

Total number of live virtual viewers: use the peak number of viewers, if possible. This one is admittedly tricky as there may be differences in stats recording across different platforms, and in some instances the data may be gone and not recoverable. Provide the most accurate information you have, and use the notes field in the LibPAS to provide any comments you have about the data.

Pre-record virtual programs:

Total number of pre-recorded virtual sessions: count each video/program once.

Total number of pre-recorded virtual viewers: use total number of views for the duration the pre-recorded program was available (if it is no longer online), or as of December 31, 2020 if it is still available. Note that you may need to keep track of this number if the video will be available in 2021 for reporting on additional views in 2021 (e.g. to calculate views after Dec 31, 2020).

Other types of non-traditional programs, e.g. phone programs:

We are aware that some libraries were doing one on one or phone type programs. Those you would track as you would an in person session, by counting the number of times it took place and how many participants were involved.

	Total # of programs offered (in person, virtually, etc.)	Total # of participants (in person, virtually, etc.)
Children's	13	523
Young adult	0	0
Adult	6	109
Family/multigenerational	1	253
Other	1	48
Total	21	933

Onoway Library Board, Town of - Onoway 2020

Outreach

Report the total number of outreach programs (all age categories combined). An outreach program is a program run by library staff and/or library volunteers that does not take place within the library or on library grounds.

	Total # of outreach programs offered	Total # of outreach program participants
	0	0

Library Awareness

Count of activities that the library participated in which promoted awareness of the library. These activities are not considered programs as they do not meet a service response (i.e. an identified need from the community). Examples include trade shows, an open house, participation in community nights, etc.

	Total # of library awareness sessions	Total # of library awareness participants
	0	0

Social Media

Please provide the names of the social media platforms used to promote the library, the URL or username for the account, etc., and any relevant metrics. If more than 5 different social media platforms are used, please use the "Add Notes" feature to record the additional data.

	Name of Platform	Username/URL	Metrics
	Facebook	@onwaypubliclibrary	28,400
	Website	onwaylibrary.ab.ca	7820

Cardholders, Fees, Facilities

Onoway Library Board, Town of - Onoway 2020

Total cardholders

Report the number of active cardholders as of December 31 in the reporting year (active cardholders are those whose cards have not expired). This includes both resident and non-resident library cards of all types (including family cards) issued by the library.

Note: If the library offers family cards and provides only one card/one patron account per family (which is shared among all family members), multiply the number of family cards by 3.1. If all members of a family receive their own card and have their own patron record, do not multiply by 3.1.

	Total Cardholders (resident and non-resident)
	904

Card fees

Indicate **YES** or **NO** if card fees were charged for the following specific patron types: adult, juvenile, senior and family, during the reporting year. If card fees were charged for a patron type that is not listed, indicate so in "Other".

Please use the "Add Note" feature if an explanation is necessary. **DO NOT leave these fields blank** - answer either YES or NO for each.

If you indicated YES for any of the listed patron types, please report the annual card fee charged as set out in the library board's bylaw. If no card fees are charged please leave the amount(s) as \$0.00.

	Did you charge card fees?	If yes, how much?
Adult	Yes	\$12.00
Juvenile	Yes	\$8.00
Senior	Yes	\$8.00
Family	Yes	\$20.00
Other		\$0.00

Facility size

A service point is a location where users can directly access library service. This includes mobile libraries (e.g. bookmobiles). Report the area in square metres of all library service points operated by the library board during the reporting year. Include all areas used for library purposes, e.g. shelves, workroom, study area, computer labs. Do not include areas used solely for janitorial, custodial, and mechanical storage or service. Do not include auditoria, art gallery space, coffee shops, and commercial space. In order to convert a measurement of square feet to one of square metres, multiply square footage by 0.09.

	Library area (Sq. metres)	Library area (Sq. feet)
	209.7	2,257.2

Onoway Library Board, Town of - Onoway 2020

Facility status

These fields are to report on the status of library facilities during the reporting year, separate from the impact of the pandemic. If you wish to report on how the pandemic affected library hours and service availability, please do so in "Library Hours - Summary of Pandemic Impact". If you have other comments about the impact of the pandemic on library service delivery, please use the "Comments" box at the end of the annual report.

	Yes or No	Please provide a brief explanation (if applicable)
Did the library move locations (temporarily or permanently) during the reporting year?	No	
Did a new service point open or an existing one permanently close during the reporting year?	No	
Did the library close for renovations at any point during the reporting year?	No	

Electronic Performance Measures

Workstations

	Workstations with internet access	Workstations without internet access	Mobile workstations	Total workstations
	5	5	0	10

Workstation sessions

Estimate

If workstation sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation sessions for the count week
2. The total number of weeks that public computer access was available library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation sessions during count week	# of weeks public computer access was available	Estimate of workstation sessions
	246	25	6,150

Onoway Library Board, Town of - Onoway 2020

Actual Count

Only complete this field if workstation sessions were recorded as an actual count throughout the reporting year.

	Total workstation sessions (actual count)

Workstation hours

Report the total hours that public workstations were used during the count week. For example, if workstation sessions are 1 hour in length, then track the total number of sessions during the count week (estimate) or the entire year (actual count) and report the number of hours. If workstation session times vary, there will have to be some kind of method employed to determine the hours that the workstations were in use.

Estimate

If workstation hours were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of workstation hours recorded for the count week
2. The total number of weeks that computer access was available to library users during the reporting year, up to a maximum of 50 weeks

If the library has not reopened with access to public computers since the closure in March and a count week was not completed prior to the closure, please select "Data not available."

	Total workstation hours during count week	# of weeks public computer access was available	Estimate of workstation hours
	246	25	6,150

Actual Count

Only complete this field if workstation hours were recorded as an actual count throughout the reporting year.

	Total workstation hours (actual count)

Workstation use

Indicate the length of time (in minutes) that constitutes a workstation session in your library. Report the number of minutes only (e.g. 60 minutes to indicate 1 hour).

If the length of workstation session varies, please provide an average for the session length.

If the length of a workstation session is fixed, please provide the fixed length.

	Length of workstation sessions (in minutes)	Percentage of time workstations in use
	60	47.53%

Public Wi-Fi sessions

Onoway Library Board, Town of - Onoway 2020

Estimate

If Wi-Fi sessions were counted for a one week period to provide an estimate for the reporting year, please report:

1. The number of Wi-Fi sessions for the count week
2. The total number of weeks that Wi-Fi was available to library users during the reporting year, up to a maximum of 50 weeks

If the physical library was closed due to the pandemic but Wi-Fi was still available to library users (e.g. in the parking lot), please include those weeks in the count.

	Total Wi-Fi sessions during count week	# of weeks Wi-Fi was available	Estimate of Wi-Fi sessions

Actual Count

Only complete this field if Wi-Fi sessions were recorded as an actual count throughout the reporting year.

	Total Wi-Fi sessions (actual count)
	4,545

Accomplishments & Comments

Provide your comments and accomplishments below. **Please do not paste in text from a Word document as LibPAS is not compatible with Word formatting.**

	Accomplishments	Comments
	In April we set up on-line access to our collections so patrons could request items that were on our shelves. Those who did not have internet access could call, and items would be pulled. Items were then picked up in a zero contact curbside zone. . We also held some on-line Zoom Room programs for adults. We partnered with 2 other Lac Ste. Anne County libraries, Alberta Beach and Mayerthorpe in offering these sessions. Well attendance was not bad, the lack of stable internet services caused many issues for attendees. Our Wi-Fi service was unlocked so that patrons would have access, but due to our location in the Heritage Center, the signal was not accessible except in one limited outside area. We had hoped that patrons maybe able to take advantage of the Wi-fi to access the on-line programs. Sadly that didn't work. We started an on-line pre-recorded Storytime program. These Storytime programs are still being run, bi-weekly. In April when	2020 was definitely a year of challenges. With the closure of libraries due to the Covid-19 restrictions, we needed to look at how, if at all, our services and programs could possibly be offered. Living in rural Alberta where internet access is extremely limited or not available at all, makes everyday things difficult. Simple things like getting a copy, printing an email or sending a fax, or even the ability for patrons to file for the benefits they needed, or have an exam proctored, were no longer available. These are all services, along with library materials that the library provides in our community. We now needed to step outside the box and find a way to continue to provide as much support as was possible to our community. We quickly realized that there were many limitations when it came to going on-line. The lack of internet connectivity being the major hurdle we needed to address. While on-line programs and services worked for some, too many in

we all needed some hope, we began a community program called Trees of Hope. We chose trees and rainbows as our inspiration because trees represent strength, strong roots and new beginnings and rainbows are a sign of hope and promise. Art canvases were made available and community members were asked to paint a picture of their choice, that included either a rainbow or rainbow colors and a tree. We had 46 paintings dropped off which were then displayed on our art wall. We have some amazingly talented people in our community. Our local senior home residents did a tree with fingers prints from each resident as the leaves on the tree. It was beautiful and we were so happy to see the community get involved. Summer Programing could not be offered in our usual in house programs, so we partnered with Alberta Beach Municipal Library and developed a Summer Fun Bag literacy program. Each week a storytime video was posted and 15 bags were handed out at each library location. This program ran for 6 weeks and each week was a different literacy theme. We were very fortunate to have great support from some of our community partners, Lac Ste. Anne Gas, O How Sweet Bakery, Mana's in the Kitchen, Burger Baron, Lac Ste. Anne East Food bank, Ledcor, Town of Onoway, County of Lac Ste. Anne, Highway 43 Coalition and FCSS. They donated items to the bags, gift certificates, school supplies, summer fun items, as well as the backpack bags. We gave out 280 bags during the program. The kids were thrilled with the bags, as were the parents. Also from June to August we set up a Mystery Word Story Walk around the community. Storyboards were displayed at 18 different businesses and families were encouraged to walk and read the story. The locations changed every month. They also had to find the mystery letters at each location, that built the mystery word. Once the word was solved they would send us a picture from the last location and the children could then come and pick a prize out of our treasure box. We

our community were being left out. Reaching out to our community partners for their help and offering things like call in holds for curbside pickup and in some instances front porch delivery was a way to connect with everyone in the community. Staff was on site everyday, working behind closed doors, and offering services that could be done in a safe zero contact manner. As we head into 2021 under restrictions, providing services and programs will once again be a challenge. Hopefully we can take some of our successes from 2020 and build on that. Every community is different and we need to focus on what has been working in ours.

	<p>have 14 children receive prizes. This was a good family project and also encouraged residents to get out and safely enjoy some exercise. With the overwhelming success of our summer fun bag programs, we decided to once again partner with Alberta Beach Library and offer a monthly Takeaway bag for both children and adults. Each bag is a different theme and are geared towards literacy, family and mental health. We offer 50 bags a month at each library. The program has been extremely successful, filling up within the first hour of registration opening. The adults were very excited to have a program that they could also participate in. Our Alexis Nakota Sioux First Nations program stopped with the lock down restrictions. We have had no access to provide materials to the community takeaway library or literacy backpacks. In September we approached the local Lac Ste Anne East Food bank and asked if they would be willing to work with us to provide family and children's literacy bags to the community. When families register for a food hamper, we provide a onetime family literacy bag and a children's literacy bag if there are children in the family. This is working, but distribution numbers have been very low.</p>	
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ATS Traffic - Alberta Ltd.
 9015 14 Street NW
 Edmonton, Alberta T6P 0C9
 Canada
 P: +1 (780) 440-4114
 F: +1 (780) 440-1326
 E-mail: sales@atstraffic.ca

QUOTATION	
Quote #	1120-50049210
Quote Issue Date:	February 8, 2021
Quote Expiry Date:	March 11, 2021
Ordered By	JASON MADGE
Phone #	7808684467
Email :	jason@onoway.ca

BILL TO:

Town of Onoway C/O RMA
trade@rmaalberta.com
Nisku AB Canada

SHIP TO:

Town of Onoway C/O RMA
Canada

Customer ID		Shipping Method		Ship Via		Sales Rep Name			Terms	
11007565		COLLECT		TBD		Darcy Thompson			NET 30	
Order Qty.	UOM	Item #	Short Description	Back	Fac	Description		Price	Ext. Price	
1	Each	33112210	PCMS-548			Vermac PCMS-548 Small Panel VMS (Full Matrix) Stealth BASE		17,520.00	17,520.00	
1	Each	33111606	SAC-OPT-15A-01			15 amp battery charger (For Base Models)		399.00	399.00	

This quote is valid for 30 days and is subject to change. It is based on our initial consultation and is confidential information.
 Installation Services Are Available

Subtotal	\$17,919.00
Freight	\$0.00
GST	\$895.95
PST	\$0.00
Total	\$18,814.95

GST# 100114479RT0001
 PST#

40

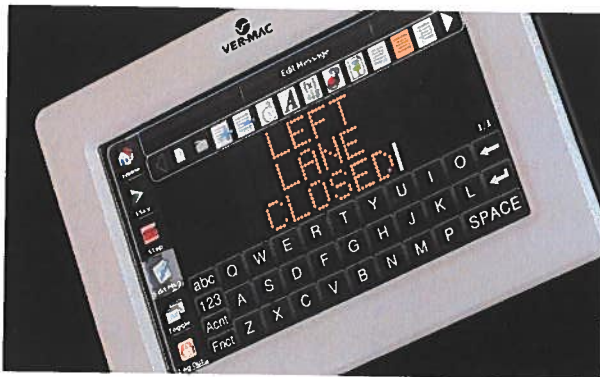
PCMS-548 TRAILER-MOUNTED MESSAGE SIGN

Ver-Mac's PCMS-548 is a mini full-matrix trailer-mounted portable changeable message sign. It features the NTCIP-compliant V-Touch Controller, V-Sync Wi-Fi Communication, Stealth Technology, JamLogic Fleet Management Software, and optional Tilt-and-Rotate Solar Panels. The PCMS-548 combines energy-efficient design and high-quality construction to provide the most reliable and cost-effective message sign on the market. It is the perfect model for lower speed roadways and urban areas.



*Picture shown with optional Tilt & Rotate solar panels

V-TOUCH CONTROLLER



4 WAYS TO CHANGE A MESSAGE



AT THE SIGN
Using our V-Touch Controller



NEAR THE SIGN
Using our V-SYNC Wi-Fi



REMOTELY
Using JamLogic on your PC or Laptop



REMOTELY
Using JamLogic Web on your Smartphone or Tablet



JAMLOGIC® FLEET MANAGEMENT SOFTWARE

The PCMS-548 is equipped with Ver-Mac's high-speed modem with GPS which maximizes your productivity, efficiency and profitability all remotely from your office or home! The JamLogic software is FREE and you get all the updates at no charge!

- Monitor, maintain and manage your signs from any PC, laptop, tablet or smartphone
- View your equipment in a list and GPS map view
- Change a message on one or more signs simultaneously with a simple click
- View your messages and battery voltages
- Group your signs in folders (by customer, location, project... you choose!)
- Receive e-mail or text alerts – optional (low battery cellular failure, etc.)

APPLICATIONS

- City and county (urban areas)
- School zones
- Special events

DISPLAY

- Display panel: 45 x 80 in. (1146 x 2027 mm)
- Full matrix of 30 x 56 pixels
- 2 LEDs per pixel
- 5 x 7 pixels (8.75 in.) characters (default)
- 3 lines of 9 characters per line (default 5x7 font)
- Up to 3 lines of 12 characters per line (3 x 7 font)
- Display sign rotates 360 degrees for perfect setting
- Plug-and-play display modules for simplified maintenance

WARRANTY

- 1 year on complete trailer
- 2 years on electronic components manufactured by Ver-Mac

POWER SUPPLY CONFIGURATION

SOLAR PANELS

Provide maximum solar recharging during all four seasons.

- Designed to run 12 months in most regions without manual charging
- Various configurations of solar panels and batteries are available to meet your needs.

HIGH-QUALITY CONSTRUCTION

POWDER COATING SUPERIOR FINISH

Impact, humidity, salt spray and rust resistant

4 LEVELING JACKS

For stabilization and easy transportation

ELECTRO-HYDRAULIC LIFT MECHANISM

For a quick and effortless deployment

HEAVY-DUTY PLASTIC FENDERS

For durability and easy replacement

PLASTIC BATTERY BOX

To minimize battery corrosion

LOCKABLE CONTROL BOX

For security

2-IN. (51 MM) COUPLER OR 3-IN. (76 MM) PINTLE EYE

For easy towing

STEALTH TECHNOLOGY

Ver-Mac's innovative Stealth Technology design will help you significantly reduce your battery maintenance and repair costs. This technology combines two great innovations:



CLEVERLY HIDDEN BATTERY COMPARTMENT
Deter thieves from stealing batteries



LONG-LASTING SEALED BATTERIES
No maintenance required

DIMENSIONS AND WEIGHTS

- Overall length: 131 in. (3338 mm)
- Overall width: 71 in. (1791 mm)
- Traveling height: 94 in. (2393 mm)
- Operating height: 164 in. (4162 mm)
- Weight (approx.): 570 kg (1255 lb.)
- Axle/suspension: 909 kg (2000 lb.)

OPTIONS

- Battery charger
- Tongue wheel jack
- Radar
- Data logger (requires radar)
- Tilt-and-Rotate Solar Panels
- Fixed Camera
- PTZ Camera

Other options are available to meet your needs.





Quotation

8, 285145 Wrangler Way SE
 Calgary AB, T1X 0K3
 Tel (403) 243-0778 Fax: (403) 278-8450
 E-Mail: info@selkirksigns.com
 Web: www.selkirksigns.com

Quote No. : 3143
Project : SO00326
Reference No. :

Date : 12/04/2020
Valid until : 01/04/2021
Sales Employee : Byrd, Russell
Direct Line : 403-253-0758
Email : rbyrd@selkirksigns.com

Town of Onoway

4812 51 Street Box 540
 Onoway AB T0E 1V0
 CANADA
 Attn: Jason Madge
 Email: jason@onoway.ca

Site Address:

Town of Onoway
 5004 53 Ave
 Onoway AB T0E 1V0
 CANADA

Item no.	Item Description	Tax	Qty.	Price	Total
ZCN Corp	Town of Onoway - EMC with structure	GST	1.00	\$0.00	\$0.00
ZCN Corp	Survey	GST	1.00	\$840.00	\$840.00
ZCN Corp	Qu 2 - Double sided EMC's on single pole <i>Hyoco 15.9mm Monochrome Red or Amber Custom Cab Size: ** 3' 5 1/2" x 7' 6" ** Display Area: 3' 1 9/16" x 7' 3 10/16"</i>	GST	2.00	\$20,351.00	\$40,702.00
ZCN Corp	Qu 1 - Single sided EMC on single post <i>Hyoco 15.9mm Monochrome Red or Amber Custom Cab Size: ** 3' 5 1/2" x 7' 6" ** Display Area: 3' 1 9/16" x 7' 3 10/16"</i>	GST	1.00	\$12,124.00	\$12,124.00
ZCN Corp	Sign permit <i>Can provide this service if a permit is required.</i>	GST	1.00	\$0.00	\$0.00
ZCN Corp	Engineering	GST	1.00	\$582.00	\$582.00
ZCN Corp	Install <i>First Trip Excavate and pour three bases Second Trip Install three pylons with EMCs Primary power and final connect by others. Communication to the EMC to be confirmed upon final location of pylon. Cellular service may be required for remote connections. Each board must be on its own breaker for best practice. You will need to have an inhouse IT person set up the system on your computer network. Day of final connect they should be on site to ensure the sign is online and displaying messages. Possible Dependencies of a Sale</i>	GST	1.00	\$20,760.00	\$20,760.00

* Quote is based on regular daytime installation as well as free and clear access to signage areas of the building.

Payment Terms: Net 30

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Quotation

8, 285145 Wrangler Way SE
 Calgary AB, T1X 0K3
 Tel (403) 243-0778 Fax: (403) 278-8450
 E-Mail: info@selkirksigns.com
 Web: www.selkirksigns.com

Quote No. : 3143
Project : SO00326
Reference No. :

Date : 12/04/2020
Valid until : 01/04/2021
Sales Employee : Byrd, Russell
Direct Line : 403-253-0758
Email : rbyrd@selkirksigns.com

Town of Onoway

4812 51 Street Box 540
 Onoway AB T0E 1V0
 CANADA
 Attn: Jason Madge
 Email: jason@onoway.ca

Site Address:

Town of Onoway
 5004 53 Ave
 Onoway AB T0E 1V0
 CANADA

Item no.	Item Description	Tax	Qty.	Price	Total
----------	------------------	-----	------	-------	-------

- All measurements and final pricing subject to change upon completion of survey.
- Vinyl installation weather dependant, temperatures greater than +6°C required
- Quote does not include: Any sidewalk or lane closure permits, and/or barricade setups and take downs.
- Any holes/marks from previous signage are the responsibility of the client.
- All electrical/primary wiring, switching devices and final electrical hook up are the responsibility of the client.
- 50% deposit required when quote is signed, 40% upon completion of manufacturing and 10% upon installation. ie. Payments can be made by; e-transfer, certified cheque, bank draft. Credit cards can be used to a maximum of \$7500.00. Leasing options are available.

Subtotal	\$75,008.00
GST	\$3,750.40
Total	\$78,758.40

Remarks:

Based on project(s): SO00326

QUOTATION IS HEREBY ACCEPTED AND ORDER CONFIRMED, subject to Terms and Conditions on the following page

- All pricing to be confirmed upon confirmation survey and artwork approval.
- Unless specified, Electrical and City permits are additional costs.
- Prices as indicated above are minimum estimates for installation work only. Photostats, typography, photographs, overtime, changes and/or additions, delays caused by the client, special consultations and all other work expense that cannot be estimated accurately in advance will be billed extra unless otherwise specified herein.

Payment Terms: Net 30

Page : 2 of 3

GST: 10477 9103 RT0001

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General Terms & Conditions

Unless otherwise stated in our quotation, the following General Terms & Conditions shall govern our work on this project

1. The purchaser at no cost to Selkirk Signs shall provide the following:
 - All required permits or approvals from local authorities such as building, easements and road closures.
 - Any or all Out of Town Operating Licenses, specific to the project.
 - Final electrical connection by a qualified electrician. Selkirk Signs does not accept responsibility for damages that may occur as a result of electrical connection.
 - Suitable access to install location(s) as required.
 - Identification, exposure or removal (if required) of any and all underground utilities or obstructions are at the cost of the purchaser.
 - Selkirk Signs does not accept responsibility for damages that may occur to unforeseen items buried underground.
 - Final inspection and approval of survey layout and elevations.
 - Protection of interior or exterior finishes as required.
2. Work is to be completed during daytime hours Monday through Friday. Working hours are generally from 7:30am to 4:00pm. Any overtime or mobilization after hours will be charged applicable rates.
3. Any deficiencies must be reported within 5 days of work completion. Selkirk Signs personnel will meet with the client to assess the deficiency and propose corrective action in and as appropriate.
4. We rely on installation and service information provided by the Purchaser. Any changes to our work, as a result of an on-site condition or circumstance, may result in extra charges.
5. If the purchaser is shipping signage to Selkirk Signs' warehouse, a PO must be issued to Selkirk Signs prior to sending. Shipments received prior to 1 week of the scheduled installation date may be refused or subject to storage fees.
6. Our quotation shall remain valid for a period of 30 days. After that time, our quotation may be subject to revision.
7. A purchase order or other written authorization to proceed is required prior to commencing work on this project and shall be considered acceptance of these terms & conditions.
8. These terms and conditions shall be included as part of any contract or purchase order for our work on this project.
9. Not included in this quotation are any special inspections and/or certified engineering are extra if required.
10. All measurements to be confirmed by a site survey. If after the site survey there is a discrepancy in the sizing/costing from the original quote, a quote revision will be provided.
11. The above specific material shall remain the property of Selkirk Signs until full and final payment of the purchase price.

ACCEPTANCE: QUOTATION IS HEREBY ACCEPTED AND ORDER CONFIRMED, subject to terms and conditions above.

DATE: _____ CUSTOMER SIGNATURE: _____

PLEASE PRINT NAME AND TITLE: _____

Payment Terms: Net 30

Page : 3 of 3

GST: 10477 9103 RT0001

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20_RM of Thompson-SO00232_D01_R1

CALGARY\SO00232\03-Design\Art



Customer: Rural Municipality Of Thompson Address: Miami, MB Sales: Russell Byrd Designer: AC Date: 8/26/20

SELKIRK SIGNS
 PH. 403.243.0778 Fax 403.278.8450
 #8 288143 Wranglers Way, S.E. Calgary, AB T1E 0L3
 www.selkirk-signs.com



MEMBER OF
STAGE 3
 INITIAL ESTIMATE

Description
 Electronic Message Centre

Quantity: 1
Scale: NTS
Revisions
 #1
 Date: 9/1/2020
 Details: Specs Added

#2
 Date:
 Details:

Single Sided
 Double Sided

Client Approval

Signature: _____
Date: _____

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 Perspective renderings in this drawing are by the designer. Only approximate sizes and orientations of the signs are being rendered.

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20_RM of Thompson-SO00232_D01_R1

CALGARY\SO00232\03-Design\Art

STAGE 3
 INITIAL ESTIMATE

Description
 Electronic Message Centre

Quantity: 1
Scale: 1/4" = 1'
Revisions
 #1
 Date: 9/1/2020
 Details: Specs Added

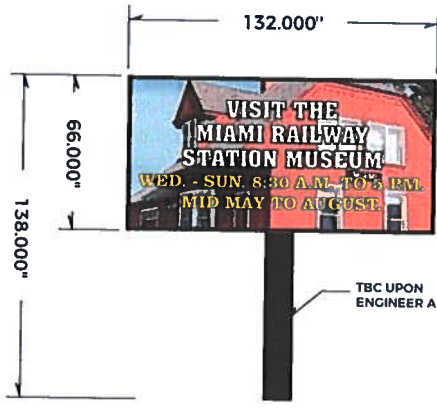
#2
 Date:
 Details:

Single Sided
 Double Sided

Client Approval

Signature: _____
 Date: _____

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 Perspective dimensions in this drawing are by the designer. Only approximate sizes and orientations of the signs are being provided.



OPTION A Highway Option
 Double Sided



OPTION B In-Town Option
 Single Sided



APPROXIMATE SIDE VIEWS

PLEASE NOTE: RECOMMENDED PIXEL PITCH FOR HIGHWAY USAGE IS 16MM. SMALLER PIXEL PITCH WOULD BE REQUIRED FOR IN-TOWN USAGE

PLEASE NOTE THE IMAGE ON THE EMC IS INTENDED FOR CONCEPT ONLY AND DOES NOT ACURATELY REFLECT THE ACTUAL RESOLUTION

Customer: Rural Municipality Of Thompson Address: Miami, MB Sales: Russell Byrd Designer: AC Date: 8/26/20

CONSTRUCTION: MESSAGE CENTRE
MODEL NUMBER: TBC
CABINET SIZE: 132.000" X 66.000" CABINET PAINTED BLACK
DISPLAY AREA: 129.000" X 63.000"
CHARACTER SIZE: TBC
COLOUR: FULL RGB
MATRIX: MIN. 16MM PIXEL PITCH
INSTALLATION DETAILS: MOUNTED TO SINGLE POLE PAINTED BLACK

CONSTRUCTION: SINGLE POLE SUPPORTING STRUCTURE C/W ANGLE FRAME AS REQUIRED TO SUPPORT MESSAGE CENTRES
POLE: DEPTH TBD PAINTED BLACK
INSTALLATION DETAILS: SIDES, TOP, AND BOTTOM OF MESSAGE CENTRES TO BE LEFT OPEN FOR MAXIMUM VENTILATION

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debbie@onoway.ca

From: cao@onoway.ca
Sent: February 13, 2021 2:18 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: UBF - Letter of Support
Attachments: Onoway-signed.pdf

Importance: High

Deb for meeting

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

780-967-5338 Fax: 780-967-3226

cao@onoway.ca

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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

From: Logan Demerai <Logan.Demerai@telus.com>

Sent: February 12, 2021 3:55 PM

To: cao@onoway.ca

Subject: UBF - Letter of Support

Good Afternoon,

TELUS is currently applying to the Universal Broadband Fund to upgrade the services that we offer within your municipality. These upgrades will consist of the addition of new antennas to several of our cell sites in the area. Innovation, Science and Economic Development Canada (ISED) has informed applicants to the UBF that an application is more likely to be successful if some form of municipal support is provided. We have drafted up a letter of support which I have attached here.

It would be very much appreciated if you could sign and return that to my attention or if you wanted to provide a letter of your own, that would be equally appreciated.

Please feel free to reach out to me directly with any questions or concerns,

Thank you

Logan Demerais
Sr. Real Estate and Government Affairs Manager

Mobile Broadband Network Deployment, Alberta
Phone: 587-226-3087
Member of the TELUS team
logan.demerais@telus.com



February 10, 2020

Onoway
PO Box 540 Onoway, AB
T0E 1V0
Attn: Wendy Wildman
cao@onoway.ca

**SUBJECT: Universal Broadband Fund – Letter of Support
TELUS Sites in Olds**

TELUS is currently in the process of applying to the Canadian Government’s Universal Broadband Fund for a financial contribution to improve access to wireless services within Onoway.

Improving connectivity within rural communities enables residents to engage in numerous aspects of the digital economy. Internet has become an essential service and provides access for residents to numerous benefits such as tele-health, distance learning, and telework. Today, reliable internet access has become a virtual requirement for commercial and industrial businesses, whether small or large, to operate and develop.

Access to reliable internet also provides social services within the municipality valuable avenues to serve the residents. The internet has made connecting key social service institutions with the residents who use those institutions much easier. Furthermore, this access, expedited through the Universal Broadband Fund, will contribute to a multitude of government strategies that have become easiest to access via the internet.

Please indicate Onoway support of TELUS submitting applications to improve wireless service within your town by signing in the indicated area below.

If you have any questions, please contact me directly.

Sincerely,

Logan Demerais

Logan Demerais
Sr. Real Estate Manager
TELUS/Wireless Implementation West
2930 Centre Ave NE Calgary, AB T2A 4Y2
587-226-3087
logan.demerais@telus.com

Authorized Signatory,	
Signed: _____	Date: _____
Name: _____	
Title: _____	

debbie@onoway.ca

From: cao@onoway.ca
Sent: February 13, 2021 2:20 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: Register Now for AUMA's Budget Webinar on February 26th

Importance: High

Add to agenda pls. Im not sure if I can attend, I have to try to move another meeting.

Wendy Wildman

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

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Exec. Assistant on behalf of Dan Rude <EA_DRude@auma.ca>
Sent: February 12, 2021 1:34 PM
To: Wendy Wildman <cao@onoway.ca>
Subject: Register Now for AUMA's Budget Webinar on February 26th

Dear Mayors, Councillors, and CAOs,

On February 25, the Government of Alberta will release its budget for the 2021-22 fiscal year. As usual, AUMA will dive into the numbers and release a report with our analysis of how the provincial budget will impact municipalities. In addition, we will also host a webinar where we will walk through the numbers, share our perspectives, and provide you the opportunity to ask questions.

The webinar will be held on **Friday, February 26 from 2 to 3:30 p.m.** and is exclusive to elected officials and employees of Alberta municipal governments. Share with your municipal colleagues and [register today](#).

AUMA's input on Budget 2021 priorities

Leading up to Alberta's 2021-22 Budget, AUMA sent a letter and met with the Honourable Travis Toews, President of Treasury Board and Minister of Finance, to communicate our priorities for the upcoming budget year. Our communication covered many topics that are important to members. A few examples include:

- AUMA's appreciation of the province's support in 2020 through the Municipal Stimulus Program and Municipal Operating Support Transfer (MOST);

(51)

- the importance of stable and predictable funding, particularly during the end of the Municipal Sustainability Initiative and the start of the Local Government Fiscal Framework;
- the need for the province to establish an Extended Producer Responsibility (EPR) program for plastics and packaging;
- the value of partnering with municipalities in striving for economic growth, including appropriate funding for Regional Economic Development Alliances; and
- stopping the transfer of costs and responsibilities onto municipalities.

We look forward to hosting our webinar to share how those priorities are reflected in the 2021 Budget.

Sincerely,

Dan Rude | Chief Executive Officer

ALBERTA URBAN MUNICIPALITIES ASSOCIATION

D: 780.431.4535 | C: 780.951.3344 | E: drude@auma.ca
Alberta Municipal Place | 300-8616 51 Ave Edmonton, AB T6E 6E6

Toll Free: 310-AUMA | 877-421-6644 | www.auma.ca



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MUNICIPAL ELECTED OFFICIALS

THIS CERTIFICATE IS PRESENTED TO

Lisa Johnson

FOR SUCCESSFULLY COMPLETING
MEO ONLINE

Alberta Emergency Management Agency

Certification Date: February 2, 2021
Printed: February 3, 2021

Certificate Number: 83ed7ecf-1bd3-4a28-b626-756f5296





309B Macleod Trail SW
High River, Alberta Canada T1V 1Z5
P: 403.652.2110 F: 403.652.2396
www.highriver.ca

February 3, 2021

OFFICE OF THE MAYOR

VIA E-MAIL: info@onoway.ca

Office of the Mayor,
Town of Onoway
PO Box 540
Onoway, AB T0E 1V0

Attention: Mayor Judith Tracy

RE: Reinstatement of the 1976 Coal Development Policy

Dear Her Worship:

In June of 2020, the Government of Alberta rescinded the Coal Development Policy (Coal Policy) without adequate consultation with First Nations, environmental groups, residents, property owners and local governments. This policy was originally developed with the intended purpose to guide coal extraction along the eastern slopes of the Rockies based upon a land use classification system and dictated where and how coal leasing, exploration and development could occur.

The Coal Policy introduced in 1976, guided coal extraction in one of the most important landscapes in Alberta and Canada. The Eastern Slopes provides water to users from the Rockies to the Hudson Bay. For 44 years, the policy provided essential protection of valuable water resources, ensuring downstream communities had access to clean drinking water, that farmers had access to irrigation water to protect their livelihoods and that ecosystems that tourists come to experience remained in their pristine state.

The rescindment of any policy that affects public lands and/or water resources, requires public consultation with First Nations, environmental groups, residents of Alberta, property owners and local municipalities. Without that consultation, our democratic processes are undermined.

In response to the Government of Alberta's action, the Town of High River's Council adopted the following resolution at its Regular Meeting of Council on January 11, 2021:

BE IT RESOLVED THAT Council direct Administration to draft a letter to Premier Jason Kenney, requesting the immediate reinstatement of the 1976 Alberta Coal Policy which was rescinded on June 1, 2020;

AND THAT the letter requests that the Government of Alberta begin public consultation with Indigenous groups, environmental groups and all stakeholders in Alberta on any proposed revisions or replacement to this policy;

AND FURTHER THAT this letter be sent to the Minister of Environment & Parks Honorable Jason Nixon, Minister of Energy Honorable Sonya Savage as well as the MLA for Livingstone-Macleod Roger Reid.

This letter was sent to the Premier and Ministers on January 12, 2021 and a meeting has been requested with the Premier. To date, the Town of High River has neither received a response to our letter nor a meeting with the Premier.

Other local governments, public officials and Albertans have called upon the Government of Alberta to reinstate the Coal Policy. In response, the Government of Alberta has cancelled some of the coal leases but this is not adequate in order to protect water resources for downstream communities, such as High River.

Therefore, at the February 1, 2021 Special Meeting of Council, the following resolution was adopted:

WHEREAS Council adopted resolution #RC 14 -2021 requesting the Province of Alberta immediately re-instate the 1976 Coal Development Policy;

AND WHEREAS coal exploration and open pit mining will impact water resources for downstream communities affecting businesses, residents, ranchers, farmers and ecosystems;

AND WHEREAS coal exploration is causing irreparable damage to the landscapes and watersheds as well as adversely affecting the public's access, use and enjoyment of Crown lands on the Eastern Slopes of Alberta;

AND WHEREAS local First Nations groups, municipalities, landowners and ranchers are legally challenging the Province's rescindment of the 1976 Coal Policy in the Courts;

BE IT RESOLVED THAT Council request all coal exploration be immediately ceased on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;

AND THAT Council request the Government of Alberta & Premier Jason Kenney issue an immediate stop work order for all existing coal exploration permits on the Eastern Slopes of Alberta and cease issuance of any new exploration permits on the Eastern Slopes of Alberta until public consultation has taken place regarding the future of coal mining on the Eastern Slopes of Alberta;

AND THAT Council direct Administration to investigate legal options relating to the damage caused due to exploration on Alberta's Eastern Slopes.

AND FURTHER THAT Council direct Administration to prepare a letter with a copy of this resolution to all members of the Federation of Canadian Municipalities, Alberta Urban Municipalities Association, Rural Municipalities of Alberta, Municipalities of Saskatchewan, Saskatchewan Association of Rural Municipalities and Association of Manitoba Municipalities requesting their support to re-instate the 1976 Coal Development Policy.

In light of this resolution, the Town of High River is respectfully requesting that you consider drafting a letter of support to the Government of Alberta for the immediate Exploration Stop Work Order as well as the reinstatement of the Coal Policy.

Thank you for considering our request,

Sincerely,

A handwritten signature in black ink, appearing to read "Craig Snodgrass", enclosed within a large, loopy, hand-drawn oval shape.

Craig Snodgrass
Mayor

CS/cp/kr

debbie@onoway.ca

From: cao@onoway.ca
Sent: February 3, 2021 12:10 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'; finance@onoway.ca
Subject: FW: We provided a \$4 million rebate through insurance premium reductions to members

Deb – info for our next meeting, this is good news for munis!

Wendy Wildman

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

NOTE EMAIL CONTACT INFORMATION HAS CHANGED TO: cao@onoway.ca

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From: Crystal Zevola <czevola@auma.ca> **On Behalf Of** Dan Rude
Sent: February 3, 2021 11:36 AM
To: Undisclosed recipients:
Subject: We provided a \$4 million rebate through insurance premium reductions to members

Dear Mayors, Councillors & CAOs,

Your Alberta Municipal Service Corporation (AMSC) insurance renewal notice was sent recently to your administration, and we are pleased to be bringing you good news.

THE VALUE OF YOUR INSURANCE PROGRAM WITH AMSC

Your insurance program coverage is provided in two layers. The first layer of coverage is provided by our MUNIX insurance pool. This layer covers property, liability and auto property losses up to a pre-determined annual loss limit. The second layer of insurance is acquired by AMSC from the global insurance market. This second layer provides coverage for large losses and if MUNIX's losses exceed its annual loss limits. Our current insurer for this layer is Lloyds of London.

SHIELDED BY YOUR INSURANCE POOL

As we are all hearing and experiencing, the global insurance market is in an extremely volatile state, with 40% - 60% premium increases. The premiums quoted and charged by the AMSC global insurance carriers for the 2021 year were no different, but because of the insurance pool layer, we are extremely pleased to be able to help our members by **reducing the premiums we charge by \$4 million**. This means our insurance pool subscribers will benefit from premiums well below what other insurance providers are offering. We managed

to keep our **rate increases below 10% on average**. We could only do this because of our subscriber-owned insurance pool.

Unlike other insurance programs, your insurance pool returns surplus amounts to you as a pool subscriber in the form of a premium reduction. Last year, we cushioned insurance pool premiums by rebating \$2 million in the form of a premium reduction. This year, we are excited to let you know that we doubled the amount returned to subscribers with a \$4 million premium reduction.

SERVING MEMBERS, NOT SHAREHOLDERS

Our members will always remain the focus of our efforts as we continue to provide the most appropriate insurance coverage, claims support, and risk management tools.

I thank you for your continued commitment to AMSC. If you have any questions about your insurance renewal or want to know how to join our insurance program, please e-mail our dedicated team at insurance@auma.ca.

Yours truly,

Dan Rude | Chief Executive Officer
Alberta Municipal Place

C: 780.951.3344 | drude@auma.ca

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

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



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debbie@onoway.ca

From: Charity Vollmann <cvollmann@albertacf.com>
Sent: February 2, 2021 1:40 PM
To: Charity Vollmann
Subject: Community Futures- regional recovery workshop sessions- no cost
Attachments: HR-HOT Topics.jpg; Mental-Health-and-Entrepreneurs.jpg

Flag Status: Flagged

Good afternoon everyone--

Once again, I am hoping you will be able to take the time to share the below links with your contact lists for the upcoming workshop series, taking place in March, that we have received funding to provide free of charge within our region.

If you can include the fact that these workshops all take place over lunch hour to try and accommodate as many of our small business who may be working from home or may have time available due to current restrictions.

Folks are able to just click the links below to register for the workshops. Attached above are also the overviews for the workshops.

<https://www.eventbrite.ca/e/138872560567>



ECONOMIC RECOVERY
BUSINESS WORKSHOP SERIES
LEARNING TO SURVIVE UNCERTAIN TIMES

HR HOT TOPICS

Join this 6-PART workshop for a variety of HR information. Each session, the HR Hot Topics series will explore a different aspect of Human Resource practices with the most current emerging information arising as a result of COVID-19.

Community Futures
Development
MARCH 10
12 - 1 PM
FREE
WORKSHOP
EMAIL: cvollmann@albertacf.com
www.albertacf.com

HR HOT Topics - Workshop Sessions

This 6-PART workshop introduces HR HOT Topics!

www.eventbrite.ca

<https://www.eventbrite.ca/e/138688253299>

Warm regards,

Charity Vollmann
Administrative Assistant and Projects Coordinator

ECONOMIC RECOVERY

BUSINESS WORKSHOP SERIES

LEARNING TO SURVIVE UNCERTAIN TIMES

HR HOT TOPICS

Join this 6-PART workshop for a variety of HR information. Each session, the HR Hot Topics series will explore a different aspect of Human Resource practices with the most current/emerging information integrated as influenced by Covid-19.



WORKSHOP

FREE

12 - 1 PM

MAR 3 - 12

EMAIL cvollmann@albertacf.com

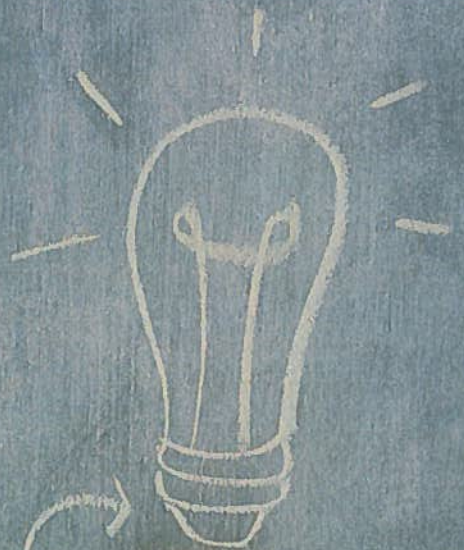


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ECONOMIC RECOVERY BUSINESS WORKSHOP SERIES LEARNING TO SURVIVE UNCERTAIN TIMES

MENTAL HEALTH & ENTREPRENEURS

Join this 6-PART workshop, based on research completed by the CMHA in the report "Going It Alone: The Mental Health and Well-Being of Canada's Entrepreneurs". Delve deeper into the issues plus discussion in regard to findings, outcomes and recommendations. Participants will have the opportunity to reflect on what this means for them and their community.



WORKSHOP

FREE

12 - 1 PM

MAR 17 - 26

EMAIL cvollmann@albertacf.com



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