

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, NOVEMBER 25, 2021 IN THE COUNCIL CHAMBERS OF
THE ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

approve agenda as presented

or

approve agenda with additions, deletions, changes

3. ADOPTION OF MINUTES

Pg 1-5

- a) November 10, 2021 Regular Council Meeting

Recommendation:

approve minutes as presented

or

approve minutes with additions, deletions, changes

4. APPOINTMENTS/PUBLIC HEARINGS

Pg 6-29

- a) 9:35 a.m. – Dallas Choma – Community Peace Officer (CPO) to discuss with Council and Administration Traffic Bylaw 747-18 and bus parking concerns.

Jane Roxborough, Community Peace Officer (CPO), attended the October 7 Council meeting to discuss Bylaw 747-18 a bylaw to regulate vehicle, animal and pedestrian traffic; and specifically, complaints from residents regarding the parking of school busses in Town. At that meeting Council decided to review the Bylaw, and discuss further with CPO Roxborough. CPO Roxborough is no longer working with Lac Ste. Anne County, therefore CPO Choma will be in attendance. The Town has received a written concern from resident Shannon Carter dated November 3, 2021 (attached).

Recommendation:

that Administration make amendments to the Traffic Bylaw as follows:

or

that the discussion on Traffic Bylaw 747-18 and specifically large trucks and school buses parking within Town be accepted for information, and Community Peace Officers proceed with enforcement of infractions as deemed appropriate

or

that this matter be deferred to a future Council meeting allowing Council time to consider this matter further and/or Administration time to gather further information

or

some other direction as given by Council at meeting time

- Pg 30
- b) 10:00 a.m. - Denise Ertman – Owner of The Water Lilly Boutique, would like to introduce herself to Council and congratulate you on your election success, and to discuss parking concerns on Lac Ste. Anne Trail South

Recommendation:

that Council accept the discussion with Ms. Ertman for information

or

that ___ parking stalls on Lac Ste. Anne Trail South be assigned and signed for use by Water Lilly patrons only

or

defer further consideration to a subsequent Council meeting (perhaps additional information is required)

or

some other direction as given by Council at meeting time

5. FINANCIAL REPORTS - further to previous direction of Council, attached are the following financial reports:

- year to date operating and capital budgets (with % variance)
- balance sheet
- accounts payable listing

Recommendation:

that Council accept the financial reports as presented for information

or

some other direction as given by Council at meeting time

6. POLICIES & BYLAWS

- Pg 31-37
- a) Bylaw 792-21, Council and Council Committee Procedural Bylaw – further to direction at the last Council meeting, attached is the latest revision to the bylaw which added the part that Council and Administration reports will be provided by 9:00 a.m. on the Monday of the week of the Council meeting (Agenda and Order of Business Clause 1). I believe Administration has incorporated the direction of Council in these changes.

These changes are highlighted in red. The recording change was approved at the last meeting. If Council is in agreement with this change, then motions to approve this new bylaw would be in order:

Recommendation:

*give 1st reading to bylaw 792-21 as presented (or amended);
give 2nd reading to bylaw 792-21 as presented (or amended);
give unanimous consent to consider third reading to bylaw 792-21 as presented (or amended);
give third and final reading to bylaw 792-21 as presented (or amended),*

or

defer for further changes as directed by Council

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

- a) Covid-19 Discussion – Standing Agenda Item New restrictions came into effect starting September 16 as Alberta has declared a state of public health emergency. Measures to protect the health care system, stop the spread, and increase vaccination rates are in effect. Businesses participating in the Restrictions Exemption Program (REP) can operate as usual if they require patrons 12 and over to show proof of vaccination or a recent negative test result.

Pg 38-39

1) Town Website Opening Page information about Covid-19

Pg 40-41

2) November 8, 2021 letter from Chief Ives re Covid-19 vaccination policy

Pg 42-49

3) November 10, 2021 Covid-19 Update from Alberta Health

Pg 50-51

4) November 11, 2021 email from Sheila Doka regarding concerns about a Covid-19 presentation at the November 10, 2021 Council meeting

Pg 52-53

5) November 12, 2021 email from AUMA insurance advising the Town consult with lawyers about Covid-19 vaccine liability

Pg 54-65

6) November Health Headlines Update from Alberta Health Services (AHS)

Pg 66

7) November 18, 2021 email from Sheila Pockett regarding concerns about a Covid-19 presentation that is on the Town website

Pg 67-98

8) Alberta Government CMOH Order 45-2021 Restrictions Exemption Program

Pg 99-102

9) AHS Workplace and Employer Outbreak Information

Pg 103-04

10) Legal Counsels' October 7, 2021 email

Pg 105-109

11) Vaccination policies/comments from other municipalities: Bon Accord; Millet; Mundare; Redwater; Smoky Lake; Tofield; Two Hills and Vegreville.

Recommendation:

accept discussion for information

or

direct administration to gather additional information

or

direct administration to draft a mandatory vaccination policy, with the following considerations

or

some other direction as given by Council at meeting time

Pg 110-124

b) Onoway Community Hall Lease – further to discussions at the last meeting, Administration has prepared a draft revision to clause 5.1 of the agreement which was emailed previously to Council for review. Further discussion to take place at meeting time with respect to this latest revision, and any other clauses Council wishes to discuss. Administration has requested a meeting with respect to the parking issues, but no response has been received as at agenda preparation time.

Recommendation:

accept draft revisions as presented, and forward agreement to the Onoway Facility Enhancement Association for their consideration

or

direct Administration to prepare further revisions as directed by Council

or

direct Administration to gather additional information as directed by Council

or

some other direction as given by Council at meeting time

Pg 125-126

c) EQUUS – request for a silent auction item, please refer to the attached letter from Liz James dated November 12 requesting the Town provide an item for their online silent auction supporting their adopt-a-family program for communities. Local funds are going to be donated to the Lac Ste. Anne East Food Bank and Onoway Santa's helpers for the adopt-a-family program. In past years the Town has provided a swag bag for this auction.

Recommendation:

that the Town provide a swag bag for EQUUS's online silent auction

or

that the Town provide some other donation to EQUUS's online silent auction

or

that the Town accept the request for information (not provide a donation)
or
that this matter be deferred pending further information
or
some other direction as given by Council at meeting time

Pg 127

- d) Centennial Celebration Committee – the Town's 100th Anniversary is scheduled for 2023 and previously the Town had advertised for community members interested in sitting on an Anniversary committee and assisting with the event planning (attached). The Town received responses from 3 interested persons: Brian Roberts, Wade Neilson and Mary Rehill. Some discussion had taken place at the time as to what this committee would look like, but no decision was made. This matter is now before this Council to give consideration and direction as to how you wish to move forward with this 100th Anniversary Celebration. If forming a committee is still the desire of Council, then discussion on how many will sit on this committee, how many would be members at large, how many would be members of Council, would Council appoint the Chairman or would the Chairman be appointed from amongst the members etc.

Recommendation:

that the Town proceed with the establishment with a Centennial Celebration Committee consisting of _____ members, of which _____ are Council members being _____, and _____ are members at large being _____, that the Chairman be _____ (appointed by Council, or appointed by the committee)

or

that further consideration of the formation of this committee be deferred to a future Council meeting allowing Council time to further consider the matter, administration time to gather additional information, the 3 public members to be invited to a Council meeting to further discuss the matter,

or

some other direction as given by Council at meeting time

Pg 128-148

- e) Capital Region Assessment Services Commission (CRASC) Agreement for Assessment Review Board (ARB) Services – please find attached an Agreement to provide ARB services to the Town. These include: receiving written complaints; maintaining a pool of qualified panelists for hearings; providing Clerks at ARB hearings; assisting with written decisions; preparing policies and meeting with panelists to ensure they are current with ARB hearing information. This will be our second year with CRASC for the provision of ARB Services (previously we were with Lac Ste. Anne County). This proposed agreement is for the term 2022 to 2024, and has a 6 month termination clause. The Town is a member of the CRASC, and this is who provides assessment services to our community. Changes in this agreement from last agreement related to the fees:

- Hearing fees from \$400.00 to \$800.00 for LARB and CARB hearings
- Panelist fees: from \$200.00 plus travel for 4 hours or less to \$175.00 plus travel time, from \$300.00 plus travel for more than 4 hours to \$300.00 plus travel for more than 4 hours but not more than 8 hours, and includes new fee for meetings over 8 hrs being \$450.00 plus travel
- New is a Presiding Officer fee of \$225.00 plus travel for 4 hours or less, \$400.00 plus travel for meetings 4 to 8 hours, and \$600.00 plus travel for meetings over 8 hours
- Assessment Clerk fee is up from \$650.00 to \$800.00

Recommendation:

that the agreement between the Town of Onoway and Capital Region Assessment Services Commission for the provision of Assessment Review Board services be approved and execution authorized

or

some other direction as given by Council at meeting time

Pg 149-155

- f) Alberta Provincial Police Service Transition Study – please refer to the undated letter received from Honourable Kaycee Madu, Alberta Minister of Justice and Solicitor General advising of municipal engagement sessions between January and March 2022 to discuss the report’s findings. The closest in-person sessions are being held on January 11 in St. Albert in the morning and Stony Plain in the afternoon; five virtual sessions are being held in the mornings of March 14, 15, 16, 17 and 18. The electronic links to the three reports are attached to the email that you receive with your agenda package.

Recommendation:

approve attendance of Council and Administration to participate either in person or by virtual attendance

or

accept the information and upcoming sessions for information

or

some other direction as given by Council at meeting time

Pg 156

- g) 2021 FCSS Funding Allotments – remainder of 2021 funds to be expended. Attached is the list showing where the Town’s 2021 funds have been expended to date. There is \$5,145.06 left to spend and requests for this funding as follows: County Winter Family Fun Kits and The Mad House for programs for their licensed daycare. Shelley Vaughan will join us at meeting time for this discussion.

Recommendation:

that the remaining 2021 FCSS funding be expended as approved by Council

or

that further discussion on allocating remaining 2021 FCSS funding be deferred to a future Council meeting

or

some other direction as given by Council at meeting time

Pg 157-
191

- h) Animal Control Bylaw – further to previous discussions, the Town has received various feedback from community members regarding the large number of cats running at large in Town. Some residents are concerned with the large number of cats, while others are concerned with being advised they could be fined if they continue to leave food out for cats at large. Our Animal Control bylaw is attached, and we do reference cats in the bylaw but for years now we had not had bylaw officers who would pick up and transport cats, nor a facility that would accept and release/dispose of cats. Administration is requesting direction from Council on how they wish to proceed with this matter. One suggestion would be to form a committee including members at large in hopes of developing strategies to address this matter. Attached is correspondence from: Carol Sergerie received on November 10, 2021; Hazel Bourke dated May 20, 2021; and Council previously met with resident Cindy Carter on May 20, 2021 and heard her concerns about the growing cat population. She has again recently contacted the office with her concerns.

Recommendation:
direction as given by Council at meeting time

Pg 192-
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- i) Community Futures Yellowhead East – please refer to the November 19, 2021 email from Michelle Jones, Executive Director, advising that their grant for the Digital Economy Program has been approved and they are requesting assistance in their recruitment efforts to hire a Yellowhead East Local/Regional Youth to become their Digital Service Squad Team member for a 15 month contract position.

Recommendation:
That the Town use their social media and website to assist in recruitment efforts;
or
some other direction as given by Council at meeting time

j)

k)

l)

8. COUNCIL, COMMITTEE & STAFF REPORTS

a) Mayor's Report

b) Deputy Mayor's Report

Pg 195-205 c) Councillor's Reports (x 3)

d) CAO Report

- Mayor and Council participation in Judging Christmas decorated house/
business – **need date 3rd week Dec to include in Onowaves**

Pg 206-215 - Speeding on 48 Street/47 Ave – resident concern (has been forwarded to
CPO)

- CAO Municipalities Meeting with Alberta Health re Covid November 17

- LSA County recreation funding – Report is attached and Onoway groups
highlighted

Pg 216-217 e) Public Works Report

- Cyber security incident response/insurance

Recommendation:

*that the Council, CAO and Public Works written and verbal reports be
accepted for information as presented*

or

some other direction as given by Council at meeting time

9. INFORMATION ITEMS

Pg 218-228 a) Tamarack Health Advisory Council Chair Donna Kristiansen – November 16, 2021
email recruiting volunteer members

Pg 229-244 b) Statistics Canada – November 18, 2021 email advising of the dissemination
plan for the 2021 Census

Pg 245 c) November 4, 2021 congratulations letter from Richard W. Smith, Archbishop of
Edmonton to Mayor Kwasny regarding his election

Pg 246 d) November 9, 2021 congratulatory letter to Mayor Kwasny from Premier Kenny

Pg 247 e) November 10, 2021 congratulatory letter to Mayor Kwasny from Minister McIver

Pg 248-249 f) November 19, 2021 email from Tech Masters Inc. advising of price increases
for their services

Pg 250-
251

g) November 19, 2021 email from Alberta Counsel "At A Glance"

h)

i)

j)

Recommendation:

*that Council accept the above noted items for information
or
some other direction as given by Council at meeting time*

10. CLOSED SESSION - n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- | | |
|--|----------------|
| - December 2, 2021 – Regular Council Meeting | 9:30 a.m. |
| - December 16, 2021 – Regular Council Meeting | 9:30 a.m. |
| - December 24, 2021 to January 2, 2022 inclusive | Office Closure |
| - January 16, 2022 – Regular Council Meeting | 9:30 a.m. |
| - January 27, 2022 – Strategic Planning Meeting | 9:30 a.m. |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 10TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

| | | |
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| | PRESENT | <p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Robert Winterford</p> <p>Administration: Wendy Wildman, Chief Administrative Officer Jason Madge, Assistant Chief Administrative Officer/Public Works Manager Debbie Giroux, Recording Secretary</p> <p>5 members of the public were in-person attendance and 3 members of the public joined the meeting via Zoom.</p> |
| 1. | CALL TO ORDER | Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded. |
| 2. | AGENDA Motion #448/21 | MOVED by Councillor Bridgitte Coninx that Council adopt the agenda of the regular Council meeting of Wednesday, November 10th, 2021, as presented. CARRIED |
| 3. | MINUTES Motion #449/21 | MOVED by Deputy Mayor Lisa Johnson that the minutes of the following meetings be adopted as presented: <ul style="list-style-type: none"> - October 28, 2021 Organizational Meeting - October 28, 2021 Regular Council Meeting CARRIED |
| 4. | APPOINTMENTS/PUBLIC HEARINGS | <p>At 9:32 a.m., Sheila Doka, Gail Vaughan and Terri Miller-Ryan attended the meeting to discuss the draft lease agreement between the Town and the Onoway Facility Enhancement Association (OFEA) to operate the Onoway Community Hall.</p> <p>Motion #450/21 MOVED by Councillor Bridgitte Coninx that Administration arrange a meeting with the owners of the Onoway Regional Medical Clinic Building and Alberta Health Services Building to discuss alleviating parking concerns expressed by the OFEA. CARRIED</p> <p>Motion #451/21 MOVED by Councillor Bridgitte Coninx that the lease agreement discussion be deferred to a future meeting agenda, allowing amendments to 5.1 to be drafted and time to address parking concerns. CARRIED</p> |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

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| | | The discussion regarding the Onoway Community Hall was completed at 11:15 a.m. The meeting recessed from 11:15 a.m. to 11:25 a.m. |
| 5. | FINANCIAL REPORTS | n/a |
| 6. | POLICIES & BYLAWS | |
| | Motion #452/21 | MOVED by Councillor Robert Winterford that Bylaw 792-21, Council and Council Committee Procedural Bylaw be amended to reflect that written Councillor reports be provided to Administration by 9:00 a.m. on the Monday morning prior to the Council meeting being held that week. CARRIED |
| | Motion #453/21 | MOVED by Councillor Robin Murray that Bylaw 792-21, Council and Council Committee Procedural Bylaw, be amended to include audio/video recordings of Council meetings, as presented. CARRIED |
| | Motion #454/21 | MOVED by Mayor Lenard Kwasny that Administration bring Bylaw 792-21 to the next Council meeting with amendments as noted above. CARRIED |
| 7. | ACTION ITEMS | |
| | Motion #455/21 | MOVED by Councillor Bridgitte Coninx that the discussion regarding Covid-19 be accepted for information, that Council and Administration continue to monitor developments, and Administration bring this item back to the next Council meeting for further discussion and remain as a standing item on Council agendas. CARRIED |
| | Motion #456/21 | MOVED by Mayor Lenard Kwasny that Council Policy C-COU-AUTH-1, Signing or Authorization of Municipal Documents Policy, be confirmed as is (all Council having signing authority). CARRIED |
| | Motion #457/21 | MOVED by Deputy Mayor Lisa Johnson that Council Policy C-COU-AUTH-1 be updated to reflect Council's review of this policy during their November 10, 2021 meeting, without making any revisions. CARRIED |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 10TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

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| | <p>Motion #458/21</p> <p>Motion #459/21</p> <p>Motion #460/21</p> <p>Motion #461/21</p> <p>Motion #462/21</p> <p>Motion #463/21</p> <p>Motion #464/21</p> | <p>MOVED by Councillor Bridgitte Coninx that Administration prepare financial documents for Council as per the information that the Town of Mayerthorpe provides to their Council, being: statement of revenue and expenses (operating and capital in a budget to actual comparison and in a department level format, including a variance column); balance sheet (when available); and a cheque listing (within FOIP guidelines). Note: a bank requisition is not required.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Mayor Lenard Kwasny that Council accept the report regarding Council Honorariums for information and revisit Council honorariums and monthly expense reimbursement during the 2022 budget deliberations.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robert Winterford that a Council meeting be scheduled for Thursday, January 27, 2022 at 9:30 a.m. to discuss Strategic Planning matters, including (but not limited to) the following: What Council Heard during their Campaign; Council personal goals over the 4 year term.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Bridgitte Coninx that the 2021 Election Summary report prepared by Returning Officer Dwight Moskalyk and related documents be accepted for information, and that I have proven my citizenship.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robin Murray that the 2022 Muniware Software Support Agreement and Software License Agreement be approved and authorize execution of both documents.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Bridgitte Coninx that the information from the Government of Alberta Municipal Sustainability Initiative (MSI) Grant Funding for 2022 and 2023 showing a dramatic decrease in the capital allocations be accepted for information and Council review opportunities on an on-going basis.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robin Murray that the January 6, 2022 Council meeting be cancelled.</p> <p style="text-align: right;">CARRIED</p> |
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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 10TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

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| 8. | COUNCIL, COMMITTEE & STAFF REPORTS Motion #465/21 Motion #466/21 | <p>MOVED by Councillor Bridgitte Coninx that Council further discuss the merits of organizing a meeting with all local community groups, and potentially a facilitator, at the December 2 Council meeting.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Bridgitte Coninx that the verbal Council and Committee Reports, along with the verbal and written Staff Reports, be accepted for information.</p> <p style="text-align: right;">CARRIED</p> |
| 9. | INFORMATION ITEMS Motion #467/21 | <p>MOVED by Councillor Robin Murray that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) Town of Onoway Development Permit 21DP13-24 – operation of a retail auto parts sales and auto repair business; b) Alberta Beach – Organizational Meeting Results c) Yellowhead East Community Futures – November 5, 2021 email on regional business events and news <p style="text-align: right;">CARRIED</p> |
| 10. | CLOSED SESSION Motion #468/21 Motion #469/21 Motion #470/21 | <p>MOVED by Deputy Mayor Lisa Johnson that, pursuant to Section 197(2) of the Municipal Government Act and Section 27 of the Freedom of Information and Protection of Privacy Act (FOIP), Council move into a Closed Session at 2:30 p.m. to discuss the following item:</p> <p style="text-align: center;">“Legal – Privileged Information Solicitor Client Privilege”</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 2:30 p.m. to 2:35 p.m.</p> <p>MOVED by Councillor Bridgitte Coninx that Council move out of Closed Session at 2:50 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 2:50 p.m. until 2:55 p.m.</p> <p>MOVED by Councillor Robin Murray that Council accept the legal advice that was provided, for information.</p> <p style="text-align: right;">CARRIED</p> |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 10TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

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|------------|------------------------|---|-----------------------------|-----------|
| 11. | ADJOURNMENT | As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 2:55 p.m. | | |
| | | | | |
| 12. | UPCOMING EVENTS | November 17-19, 2021 | AUMA Convention | Edmonton |
| | | November 25, 2021 | Regular Council Meeting | 9:30 a.m. |
| | | December 2, 2021 | Regular Council Meeting | 9:30 a.m. |
| | | December 16, 2021 | Regular Council Meeting | 9:30 a.m. |
| | | January 20, 2022 | Regular Council Meeting | 9:30 a.m. |
| | | January 27, 2022 | Strategic Planning Workshop | 9:30 a.m. |

Mayor Lenard Kwasny

Debbie Giroux
Recording Secretary

UNAPPROVED

From: Shannon Carter <shannon@onoway.ca>
Sent: November 3, 2021 10:23 AM
To: info@onoway.ca
Subject: Concerned school bus driver...

I'm interested in this message reaching those responsible for the bylaw that prevents school bus drivers from lawfully parking along any roads in Onoway for ANY amount of time.

I was given a written warning for parking my bus beside Bigway for a total of 20 minutes. Making me aware of the no parking bylaw that I had no idea even existed... In the entire 7 years of my job as a bus driver for OES/OJSH. So while spending money at Bigway, I'm not permitted to park within the parking parameters beside the building?

I was told by the enforcement officer in charge that this has been a bylaw for a while now and officers haven't been urged to enforce it until recently. Apparently bus drivers living in town were parking overnight, causing obvious issues with neighbors (noisy high idling at very early hours, I assume). Well, I'm not asking or expecting bus drivers to be parking overnight. Why should all of us drivers pay for actions of a few?

I feel one hour daily parking allowances aren't too much to ask. That's more than enough time for drivers to support local businesses and carry on with our day, as we have for years.

Yes I know of the parking lot behind The Hub that provides parking for heavy vehicles. But have you carried multiple bags of groceries with a 3 year old in tow, especially with the frigid winter temperatures coming? In the rare event a driver is parking in an unsafe manner that obstructs the road, or driveways... Why not have them ticketed?

I would like to know what motions a person is to go through to seriously address this matter in a way that will be heard.

Thank You!
Shannon Carter

TOWN OF ONOWAY
BYLAW NO. 747-18

**A BYLAW FOR THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA,
TO REGULATE VEHICLE, ANIMAL, AND PEDESTRIAN TRAFFIC**

WHEREAS, the *Traffic Safety Act* provides that “the Council of a Municipality may, with respect to a highway under its direction, control, and management, make bylaws that are consistent with this *Act*,”

WHEREAS, the *Municipal Government Act* gives the Municipalities the power to enact bylaws and impose fines and penalties for infractions of their bylaws;

NOW THEREFORE, the Municipal Council of the Town of Onoway, Alberta, duly assembled, hereby enacts as follows:

PART 1: DEFINITIONS

Section 1.01 Definitions

This bylaw may be cited as the “Traffic Bylaw”.

In this bylaw; except where otherwise defined or specified:

- 1.1 “**ACT**” means the *Traffic Safety Act* RSA 2000 c. T-6 and Off Highway Vehicle Alberta Regulation 319/2002 Amendments Alberta Regulation 148/2003, in each case amended from time to time.
- 1.2 “**ALLEY**” means a narrow highway providing access to rear of a building(s) and parcel(s) of land.
- 1.3 “**BICYCLE**” means any cycle propelled by human power upon which a person may ride, regardless of size or the number of wheels it has.
- 1.4 “**BOULEVARD**” means, that part of a highway, in an urban area that:
 - a) is not a highway; and
 - b) is part of the sidewalk that is not especially adapted for the use of or ordinarily used by pedestrians
- 1.5 “**CENTRE LINE**” means:
 - a) The center of the highway measured from the curbs or, in the absence of curbs, from the edges of the highway; or

TOWN OF ONOWAY
BYLAW NO. 747-18

- b) In the case of a divided highway, that portion of the highway separating the highways for traffic moving in the opposite directions.
- 1.6 “**CAO**” means the Chief Administrative Officer appointed by Council of Onoway, Alberta, or the Director(s) or Department(s) designated by the Chief Administrative Officer.
- 1.7 “**CARRIER**” means any Vehicle that is transporting any amount of Dangerous Goods into, through or out of the Town.
- 1.8 “**COMMERCIAL LOADING ZONE**” means the area parallel to the curb side of the highway and falling within two Traffic Control Devices marking the area as a Commercial Vehicle Loading Zone, or within ten meters of either side of such a sign, if only a single sign is present.
- 1.9 “**COMMERCIAL VEHICLE**” means a Commercial Vehicle as defined by the *Traffic Safety Act*, and includes any Vehicle from which sales are made of goods, wares, merchandise or commodities, or a Vehicle by which delivery is made of goods, wares, services, merchandise or commodities to a purchaser or consignee thereof.
- 1.10 “**COUNCIL**” means the municipal council of Onoway, Alberta.
- 1.11 “**CROSSWALK**” means:
- a) That part of the highway at an intersection included within the connection of the lateral line of the sidewalks on either side of the highway measured from the curbs; or
 - b) Any part of the highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by markings on the road surface.
- 1.12 “**CURB**” means the actual curb if there is one, and if there is no curb in existence, it shall mean the division of a highway between the highway and the sidewalk or boulevard, as the case may be.
- 1.13 “**DANGEROUS GOODS**” means any product, substance or organism specified in or included by its nature in any of the classes listed in the Regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000, c.D-4, as amended or repealed and replaced from time to time.
- 1.14 “**DISABLED PERSON VEHICLE**” means a Vehicle identified as such, by either an Alberta disabled person’s license plate or an Identification Placard, clearly displayed in the Vehicle, bearing the international symbol of the disabled.

TOWN OF ONOWAY
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- 1.15 “**EMERGENCY LANE**” means all that portion of a highway used to provide access to buildings by Emergency Vehicles, and so marked by signs stating “Fire Lane” or “Emergency Lane”.
- 1.16 “**EMERGENCY VEHICLE**” means:
- a) A Vehicle operated by a police force;
 - b) A firefighting or other type of Vehicle operated by a fire protection service;
 - c) An ambulance by a person or organization providing ambulance services;
 - d) A Vehicle operated as a gas disconnection unit of the public utilities;
 - e) A Vehicle designated as an emergency response unit, pursuant to the regulations under the *Traffic Safety Act*.
- 1.17 “**FIRE CHIEF**” means a person appointed as the head of the Fire Department.
- 1.18 “**FIRE POINT LINE**” means a temporary line established by the Fire Chief, Peace Officer or the On Scene Commander of an emergency response, beyond which, no person shall pass.
- 1.19 “**FUNERAL PROCESSION**” means group of Vehicles, the occupants of which are gathered pursuant to funeral services, that is likely to block, obstruct, impede, hinder or otherwise interfere with pedestrian or vehicular traffic on the highway;
- 1.20 “**GOVERNMENT VEHICLE**” means any Vehicle that is owned or leased by a municipal, provincial or federal level of government;
- 1.21 “**HEAVY VEHICLE**” means a Vehicle with or without load weighing 5,500 kg or more.
- 1.22 “**HIGHWAY**” means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place, whether public alley or privately owned, and part of which the public is ordinarily entitled or permitted to use for the passage or parking of Vehicles, and includes:
- a) A sidewalk, including boulevard portion;
 - b) If a ditch lies adjacent to and parallel with, the highway, the ditch, and;
 - c) If a highway right of way is contained between fences or between a fence and one side of the highway, all the land between the fences, or all the land between the fence and the edge of the highway as the case may be, but does not include a place declared by regulation not to be a highway.
- 1.23 “**HANDICAP PARKING STALL**” means:

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- a) The CAO is hereby authorized to establish, sign or otherwise designate such parking stalls or zones within the Municipality as he/she deems necessary for the exclusive parking of Vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services.
- b) In accordance with the provisions of the Municipality's Land Use Bylaw, the owner, tenant, occupant or person in control of private property within the Municipality to which Vehicles driven by the public generally have access may designate parking spaces for the exclusive parking of Vehicles bearing a valid disabled placard or license plate issued or recognized by the Registrar of Motor Vehicle Services. The signage or markings used to so designate such parking spaces shall be in a form similar to that approved and used by the CAO.
- 1.24 "HELMET" means a protective device intended to be worn on the head that must: meet the Canadian Standards Association, and /or American Standards Institute and/or SNELL guidelines for head protection for activities including but not limited to operating a Motorcycle or bicycle. Helmet must include labeling of certifying agency.
- 1.25 "HOLIDAY" means any Statutory Holiday as recognized by the Municipality, including but not limited to the following: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Annual Civic Holiday (1st Monday in August), Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.
- 1.26 "IDENTIFICATION PLACARD" means a placard issued by the Province of Alberta for the purpose of identifying a Vehicle as operated or used by a disabled person.
- 1.27 "INOPERABLE VEHICLE" means a Vehicle that, in the opinion of a Peace Officer is incapable of moving without repair;
- 1.28 "INTERSECTION" means the area embraced within the correction or prolongation of:
- a) The lateral curb lines; or if none
- b) The exterior edges of the highways, of two or more highways which join one another at an angle whether or not one highway crosses the other.
- 1.29 "LAND USE BYLAW" means the Town of Onoway Land Use Bylaw, as amended from time to time.
- 1.30 "MINIATURE MOTOR VEHICLE" means a motor Vehicle other than a motorcycle, having specifications prescribed by the regulations in the Act.
- 1.31 "MINI-BIKE" means a motorcycle having specifications prescribed by the regulation in the Act.

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- 1.32 **“MOBILE UNIT”** means any vacation trailer or house trailer or re-locatable trailer, or any structure whether ordinarily equipped with wheels or not, that is constructed and manufactured to be moved from one point to another, by being towed or carried and to provide living accommodations for other use by one or more people.
- 1.33 **“MOBILITY AID”** means a device used to facilitate the transport, in a normal seated orientation, of a person with a physical disability. A mobility aid user is considered a pedestrian. All rules that apply to pedestrians also apply to individuals operating a mobility aid. Mobility aids may include, but not limited to items such as wheel chairs, electric driven wheel chairs or scooters.
- 1.34 **“MOPED”** means a Vehicle that (i) is propelled by an electric motor or an engine that has a displacement of not more than 50 cubic centimeters, and (ii) is a limited-speed motorcycle under the *Motor Vehicle Safety Regulations (Canada) (C.R.C., c. 1038): Interpretation 2.(1)*.
- 1.35 **“MOTOR CYCLE”** means a motor Vehicle, other than a moped, that is mounted on two or three wheels and includes those motor Vehicles known in the automotive trade as motorcycles and scooters.
- 1.36 **“MGA”** means the *Municipal Government Act RSA 2000, c. M-26*, as amended or repealed and replaced from time to time.
- 1.37 **“MUNICIPALITY”** means the Town of Onoway in the Province of Alberta.
- 1.38 **“MUNICIPAL TAG”** means a form alleging an offence of a Municipal bylaw allowing for voluntary payment of the specified penalty.
- 1.39 **“OBSTRUCTION”** means an encroachment, excavations, structure or other obstacles including but not limited to: trees, shrubs, signage (permanent or non-permanent) that:
- a) Interferes with or prevents the vision, passage, maintenance or use of public space by a Vehicle or pedestrian or
 - b) Interferes with or prevents the proper work operations of Municipal employees or Alberta transportation staff.
- 1.40 **“OFF-HIGHWAY VEHICLE”** means any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel:
- a) Four wheel drive Vehicles;
 - b) Low pressure tire Vehicles;
 - c) Motor cycles and related 2-wheel Vehicles;

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- d) Amphibious machines;
 - e) All terrain Vehicles;
 - f) Utility terrain Vehicles;
 - g) Miniature Motor Vehicles;
 - h) Snow Vehicles;
 - i) Mini bikes; and
 - j) Any other means of transportation that is propelled by any power other than muscular power or wind, but does not include motor boats.
- 1.41 “**OPERATOR**” means the registered owner thereof, or if not the registered owner, the person driving or in the position of control over the Vehicle.
- 1.42 “**OWNER**” means, in the case of a Vehicle, the person named on the certificate of registration or any person who is renting or leasing the Vehicle. In the case of land, an owner means any person who is registered under the *Land Titles Act* R.S.A. 2000, c. L-4, and subsequent amendments, as the owner of the land.
- 1.43 “**PARADE**” or “**PROCESSION**”, with the exception of a military parade or funeral procession, means any group of:
- a) More than 50 pedestrians;
 - b) More than 10 Vehicles; or
 - c) Any combination of pedestrians or Vehicle which together exceed 50 in number on a highway that is likely to block, obstruct, impede, hinder, or otherwise interfere with pedestrian or Vehicle traffic on the highway.
- 1.44 “**PARK**”, when prohibited, means to allow a Vehicle occupied or not, to remain standing in one place, excepting the following:
- a) When standing temporarily for the purpose of and while actually engaged in loading and unloading passengers; or
 - b) When standing in obedience to a Peace Officer or a traffic control device.
- 1.45 “**PASSENGER LOADING ZONE**” shall mean a space on a portion of a highway posted with a Traffic Control Device permitting parking therein, for the period of time indicated on the sign, solely for the purpose of loading or unloading passengers.
- 1.46 “**PEACE OFFICER**” means a member of the Royal Canadian Mounted Police, a community peace officer appointed by the Municipality (pursuant to the provisions of the *Police Act* R.S.A. 2000 c. P-17, as amended, repealed and replaced from time to time) or a Bylaw Enforcement Officer, appointed by the Municipality, pursuant to the *MGA*.

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- 1.47 **“PEDESTRIAN”** means a person on foot, or a person in or on a Mobility Aid.
- 1.48 **“PERSON”** means any individual, corporation, society, association, partnership or firm.
- 1.49 **“PLAYGROUND ZONE”** means that portion of a highway, falling between two Traffic Control Devices, marking the portion of highway as a Playground Zone.
- 1.50 **“POSTED”** means to erect, place or mark with Traffic Control Devices.
- 1.51 **“PRIVATE PROPERTY”** means any property within the Municipality not owned by, or occupied by the Government of Canada, the Government of Alberta or by the Municipality, except as otherwise indicated by express provision of this Bylaw.
- 1.52 **“PROVINCIAL OFFENCES PROCEDURE ACT”** means the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended or appealed and replaced from time to time in relation to violation tickets.
- 1.53 **“PUBLIC PLACE”** means any highway, park land, recreation area, footway, court, passageway, whether a thoroughfare or not, and includes but is not limited to, any open space to which the public has or may have access to, owned by or under the direction, control and management of the Municipality
- 1.54 **“RECREATIONAL VEHICLE”** means a Vehicle or trailer that provides temporary accommodation for recreation or travel purposes and includes any motor home, travel trailer, fifth wheel trailer, a camper when it is not mounted on a truck, but placed on the ground, a stand or otherwise stored, or any similar Vehicles, but does not include small utility trailers, camper van conversions, tent trailers, campers mounted on trucks, off-road Vehicles or watercraft and trailers to transport them, unless such Vehicles are being used as a dwelling unit, in which case they will be considered Recreational Vehicles for the purposes of this bylaw.
- 1.55 **“SCHOOL ZONE”** means a school area designated and identified through signs where the speed limit is 30 km/hour from 8:00 am to 9:30 am, 11:30 am to 1:30 pm, 3:00 pm to 4:30 pm on school days from September 1 to June 30 or as otherwise posted.
- 1.56 **“SIDEWALK”** means that part of the highway especially adapted to the use of or ordinarily used by pedestrians, and includes that part of the highway between the curb line thereof (on the edge of the highway where there is no curb line), and the adjacent property line, whether or not paved or improved.

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- 1.57 “SIGN” or “SIGNAGE” means a, “Traffic Control Device” as defined in the current *Traffic Safety Act* of Alberta or as defined in the Onoway Land Use Bylaw.
- 1.58 “SIGN HEIGHT” means the vertical distance measured at right angles from the highest point of the sign or sign structure to the grade below or when required to the grade level of the highway.
- 1.59 “STOP” means:
- a) When required, a complete cessation from vehicular movement; and
 - b) When prohibited, any halting even momentarily of a Vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the direction of a peace officer or a traffic control device.
- 1.60 “TIME” shall mean either Mountain Standard Time or Mountain Daylight Savings Time, which is proclaimed by the Province of Alberta.
- 1.61 “TRACK” means to allow, cause or permit any dirt, soil, mud, gravel, sand, clay, lime, fertilizer, manure, substance or material of any nature or kind whatsoever to become loose or detached or blow, drop, spill or fall from any Vehicle, appurtenances, or tires onto any highway.
- 1.62 “TRAFFIC CONTROL DEVICE” means any authorized sign, signal, marking or device placed, marked, or erected for the purpose of regulating, warning or guiding traffic or pedestrian movement, whether of a permanent or temporary nature, and includes a school crossing guard or patrol.
- 1.63 “TRAILER” means a Vehicle designed so that it:
- a) May be attached to or drawn by a motor Vehicle or tractor, and
 - b) Is intended to transport property or persons.
- 1.64 “TRANSIT VEHICLE” means a Vehicle used for public transportation including school buses.
- 1.65 “TRANSIT ZONE” means the area parallel to the curb side of the highway and within fifteen (15) meters of either side of a Traffic Control Device.
- 1.66 “TRUCK LOADING AND UNLOADING SPACE” means a space on a portion of a highway designated by the Municipality, and marked by a sign, for the purpose of loading and unloading for a period as indicated by the said sign. For the purposes of this definition, truck means any Vehicle licensed under the *Traffic Safety Act* as a public service, commercial, or heavy vehicle.

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- 1.67 “**TRUCK ROUTE**” means those highways within the Municipality designated as a truck route by the Municipality.
- 1.68 “**VEHICLE**” means, other than in part VI, a device under 5,500kg in, on, or by which a person or thing may be transported or drawn on a highway and includes a combination of Vehicles but does not include a mobility aid.
- 1.69 “**VIOLATION TICKET**” means a ticket issued pursuant to Part II or III as applicable, of the *Provincial Offences Procedure Act*, and the regulations there under.
- 1.70 “**WHEELED APPARATUS**” means any type of equipment that utilizes wheels for movement.

PART II: STANDARD VEHICLE PARKING

Section 2.01 - MARKED PARKING SPACE

Where a **Vehicle** parking space upon the **Highway** is designated, an **Operator** using the same space shall **Park** the **Vehicle** wholly within the limits of the space.

Section 2.02 PROHIBITED PARKING / CONSTRUCTION

No **Person** shall **Park** a **Vehicle** for any period of time whatsoever at the following locations:

- 1.1 Upon any portion of a **Highway** adjacent to any structure in the course of erection or repair when such parking will impede or obstruct traffic;
- 1.2 In any **Truck** loading or unloading space marked by a **Sign** indicating the restrictions which apply hereto except a **Commercial Vehicle/Heavy Vehicle** lawfully engaged in loading or unloading materials. Notwithstanding the foregoing, such space may be used on a **Sunday** or any **Holiday** or at times other than those restricted by the **Sign**;
- 1.3 In the entranceway to any fire hall, police station, or ambulance station;
- 1.4 Where the **Vehicle** may in any way interfere with the use of a doorway intended as a fire emergency exit from any building abutting the **Highway**;
- 1.5 At a place or area where the **Sign** indicates that parking there is restricted to a certain class of **Vehicle**. For the purpose of this subsection, the following classes of vehicles are established:

- a) Small cars: cars having a wheelbase of 270 centimeters or less;

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- b) Police, fire, ambulance, and other **Emergency Vehicles**;
- c) Tour line buses;
- d) Funeral cars;
- e) School buses;
- f) Taxi cabs; and
- g) Vehicles displaying a handicapped placard or license plate.

1.6 In an **Emergency Lane**.

Section 2.03 NO PARKING SNOW REMOVAL / STREET CLEANING

Notwithstanding any other provision in this Bylaw, the **CAO** may:

- 1.1 **Cause moveable Signs to be placed on or near a Highway within the Municipality** prohibiting parking of any **Vehicle** for the purpose of snow removal, street cleaning, flushing, or road repair. **Signs** shall be placed at the entrance / exit of a cul-de-sac or **Highway** so that **Signs** are clearly visible. Such **Signs** shall be **Posted** a minimum of 24 hours prior to the commencement of such work being done, and shall at a minimum have wording indicating “NO PARKING”;

Section 2.04 PARKED VEHICLES

Except where actually taking or discharging passengers, no **Person** shall **Park a Vehicle**:

- 1.1 In a **Passenger Loading Zone** marked with a **Sign**;
- 1.2 On a portion of a **Highway** marked by a **Sign** as “No Parking”;
- 1.3 Upon a **Highway** in front of, adjacent to or abutting any building, structure, place or premises, in the course of construction or repair, when such parking will impede or obstruct traffic;
- 1.4 In a bus zone except buses.

Section 2.05 ALLEY PARKING

No **Person** shall **Park a Vehicle** in an **Alley** unless a **Traffic Control Device** permits, excepting the following:

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- 1.1 Where a **Commercial Vehicle/Heavy Vehicle** is loading or unloading of goods from a **Commercial Vehicle, Heavy Vehicle** and/or private **Vehicle** for a period not exceeding 30 minutes;
- 1.2 The loading and unloading of passengers from a **Vehicle** for a period not exceeding 5 minutes.

Notwithstanding provisions in this Section 2.05 (1.1 and 1.2), no **Person** shall **Park** a **Vehicle** in such a manner to obstruct passage of other **Vehicles** in the **Alley**.

Section 2.06 PRIVATE PROPERTY / PRIVATE PARKING LOTS

- 1.1 No **Person** shall **Park** or leave a **Vehicle** on **Private Property** which has been clearly marked by a **Sign** erected by the **Owner**, tenant, occupant, or **Person** in charge of the **Private Property** without consent of that **Owner**, tenant, occupant or **Person** in charge of the **Private Property**, which consent may be revoked at any time.
- 1.2 No **Person** shall **Park** or leave a **Vehicle** that is parked on **Private Property** without the consent of the **Owner** of the property or on a **Highway** in a manner that obstructs a private driveway as per the **Act**.

Section 2.07 MUNICIPAL PROPERTY

No **Person** shall **Park** a **Vehicle** upon any land owned by the **Municipality** unless designated by a **Traffic Control Device**.

Section 2.08 MUNICIPAL PARKING LOTS

No **Person** shall **Park** their **Vehicle** on a parking lot owned by the **Municipality** in contravention of the prohibitions stated on a **Traffic Control Device** placed in the said lot.

PART III: SPECIAL CLASSES OF VEHICLES (PARKING AND OTHER REGULATIONS)

Section 3.01 RECREATIONAL VEHICLES AND TRAILERS

- 1.1 No **Recreation Vehicle** or **Trailer** shall be permitted to **Park** on any **Highway** between October 16th to April 15th. During this period of **Time**, all **Recreation Vehicles** or **Trailers** must be parked on **Private Property**.
- 1.2 Between the period of April 16th to October 15th, a **Recreation Vehicle** or **Trailer** may **Park** on a **Highway** subject to the following conditions:

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- a) A **Recreation Vehicle** or **Trailer** must not be parked in such a manner as to constitute a traffic hazard, public safety hazard or an unsightly condition. The **Municipality's Peace Officer** shall have the discretion to determine whether or not a **Recreation Vehicle** or **Trailer** constitutes a traffic or public safety hazard.
- b) No more than one **Recreation Vehicle** and one **Trailer** may be parked on or adjacent to one residence, on or adjacent to one commercial property.
- c) No **Recreation Vehicle** or **Trailer** shall be occupied or slept in when parked on **Private Property** or **Public Place** except where designated, or on a **Highway**, for more than a 48-hour period. Extension cords and other objects shall not cross a **Sidewalk** between the recreation unit or **Trailer** and a residence or business. The **Municipality's Peace Officer** is authorized to remove extension cords and other paraphernalia without notice. No **Recreation Vehicle** or **Trailer** shall leave steps out, or leave any portion of the **Recreation Vehicle** or **Trailer** protruding, in a manner that obstructs a public **Sidewalk** or roadway.
- d) No **Recreation Vehicle** or **Trailer** shall remain parked on a **Highway** for more than 48 hours; any **Recreation Vehicle** or **Trailer** that is moved to avoid prosecution under this Bylaw shall not be returned to a **Highway** within 48 hours from the **Time** that it is moved.
- e) During all **Times** of year, a **Recreation Vehicle** or **Trailer** parked on a privately owned driveway must leave at least one meter of space between the **Recreation Vehicle** or **Trailer** and the interior edge of the **Sidewalk, Curbs**, or driveway, whichever is closest.
- f) A **Recreation Vehicle** or **Trailer** shall not be parked on any **Highway** unless it is attached to a **Vehicle** by which it is driven.
- g) **Recreational Vehicle** or **Trailer** parking will be permitted at Ruth Cust Park.

Section 3.02 ANGLE PARKING

No **Person** shall angle **Park** a **Vehicle** upon any **Highway** unless such parking is permitted by a **Traffic Control Device**. No **Person** shall **Park** any **Vehicle** or **Vehicle** and **Trailer** combination exceeding six (6) meters in overall length within any angle parking stall on a **Highway**.

Section 3.03 UNATTACHED TRAILERS

- 1.1 No **Person** shall **Park** any **Trailer** upon any **Highway**, unless the said **Trailer** is attached to a **Vehicle** by which it may be propelled or drawn, and when so attached the **Trailer** shall be deemed part of the **Vehicle** and subject to the regulations pertaining to **Vehicles** unless otherwise authorized by the **CAO**.

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- 1.2 No **Person** shall occupy or suffer or permit any **Person** to occupy a **Mobile Unit** upon a **Highway** or upon **Public Property** unless such property has been designated for use as a mobile home or trailer park.
- 1.3 No **Person** shall place or cause to be placed, any unauthorized structure or object on or which projects into or obstructs the use of any **Highway, Sidewalk or Boulevard**.
- 1.4 The **Municipality** may remove or cause to be removed any unauthorized structure or other object in Section 3.01 (1.1) and the charges for removal and storage of any such structure or object shall be paid by the **Owner** or other responsible **Person** and shall be in addition to any fine or penalty imposed, or any payment in lieu of prosecution initiated under this section.

Section 3.04 HEAVY AND COMMERCIAL VEHICLE PARKING

- 1.1 No **Person** shall **Park** a **Vehicle** or a **Vehicle** with any type of **Trailer** attached thereto upon any **Highway** if the **Vehicle** or **Vehicle** and **Trailer** can be defined as a **Heavy Vehicle** or a **Commercial Vehicle**, or the **Vehicle** is:

- a. Loading or unloading goods to or from premises abutting such **Highway** provided that during a period of restricted visibility the **Vehicle** or **Vehicle** and **Trailer** shall have front and rear parking lights illuminated and shall not **Park** for longer than one (1) hour; or
- b. Parked on a **Truck Route** for a period not exceeding 72 hours or as otherwise **Posted** by a **Traffic Control Device**; or
- c. There is sufficient parking space to **Park** on **Private Property** while loading or unloading goods.

- 1.3 It shall not be a breach of section 3.03 (1.1) if the **Heavy Vehicle** is pulled up into a driveway on **Private Property** and is parked with consent of the **Owner** of the **Private Property**. In the case of a Tractor/Trailer Unit as defined in the *Traffic Safety Act* only the Tractor is permitted to be parked on **Private Property** and must be backed into the driveway.

Section 3.05 TRACKED VEHICLES

- 1.1 No person shall Operate on a **Highway** a **Vehicle** or **Trailer** having metal spikes, logs or cleats, or bands projecting from the surface of its wheels or tires; or
- 1.2 Any **Vehicle** or **Trailer** having skids or not using a triple grouser or flat surface tracks.

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Section 3.06 TRUCK ROUTE

- 1.1 No **Person** shall operate or **Park** a **Commercial Vehicle** or **Heavy Vehicle** on a **Highway** unless the **Vehicle** is:
- a) Delivering or picking up goods from a location in accordance with Section 3.03;
or
 - b) Mechanical problems dictate.
- 1.2 If deliveries are made off of a **Truck Route** the **Operator** must use the most direct route.
- 1.3 Notwithstanding Section 3.05(1.1), the following **Heavy Vehicles** are authorized to operate on non-truck routes:
- a) Public Passenger buses or school buses being operated for the purpose of receiving or delivering passengers;
 - b) **Emergency Vehicles** being operated in the service of public interest or during an emergency;
 - c) Utility **Vehicles** being operated for the purpose of installing, servicing or repairing public utilities; or
 - d) Municipal **Vehicles** being operated in the service of the Municipality.
- 1.4 **Persons** transporting **Dangerous Goods** shall travel only on the designated dangerous goods route.

Section 3.07 USE OF RETARDER BRAKES

The use of retarder brakes is prohibited within the limits of the **Municipality**.

Section 3.08: OFF-HIGHWAY VEHICLES

1.1 Provisions and Infractions

a) Operating Restrictions

- i. No **Person** shall operate an **Off-highway Vehicle** within the limits of the **Municipality** between the hours of 11:00 p.m. and 8:00 a.m., and for the purpose of proceeding to and from areas outside of the **Municipality**.
- ii. An **Operator** of an **Off-highway Vehicle** shall immediately, on being signaled; or requested to **Stop** by a **Peace Officer** or any other law enforcement officer, bring his or her **Vehicle** to a **Stop**, and furnish any

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information respecting the driver or the **Vehicle** that the **Peace Officer** or law enforcement officer requires and shall not start his or her **Vehicle** until he or she is permitted to do so by that Officer.

- iii. An **Owner** who permits another **Person** to operate the **Owner's Off-highway Vehicle** or an **Off-highway Vehicle** of which the **Owner** has exclusive use, in contravention of this Bylaw is guilty of an offence.
- iv. In proceeding to a permitted area or back to their residence, the **Operator** of an **Off-highway Vehicle** shall use the alleys and lanes. If it is necessary to travel on a highway, the **Operator** and/or **Operators** of the **Off-highway Vehicle** shall travel on the extreme right hand side of the road and shall travel single file.
- v. When a person operates an **Off-highway Vehicle** within the Municipality, the Operator shall travel at a speed not in excess of 30 km/h.

b) An **Owner** of a property from which an **Off-highway Vehicle** has been used in contravention of this Act or any other Provincial Act is in contravention of this Bylaw and is guilty of an offence.

1.2 Exemptions and Allowances

a) Permissions granted by the **CAO**

- i. No **Person** shall be in contravention of a specific provision of this Bylaw if written permission has been granted for the contravention by the **CAO** in advance.
- ii. Permission can also be granted for those **Persons** who, for the purpose of snow removal, travel from **Sidewalk** to **Sidewalk** in the spirit of community service.
- iii. Permission may be granted by the **CAO** for the use of **Off-highway Vehicles** for special events, **Parades** run by organizations.

b) Employees, Servants, and Agents

- i. The employees, servants, and agents of the Municipality, while acting in the course of their employment and duties, are exempt from the provisions of this Bylaw.

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- ii. During an emergency, disaster or search and rescue operation with the **Municipality**, the provisions of this Bylaw may be waived, suspended or varied by the Director of Emergency Management or their designate.

Section 3.09: OPERATION OF SCHOOL BUSES

- 1.1 Alternately flashing warning lamps shall be used when a school bus is **Stopped** to load or unload passengers on a **Highway** within the **Municipality**.
- 1.2 No **Person** shall activate the alternately flashing warning lamps of a school bus in a school bus loading zone located on or adjacent to school grounds.

PART IV: RIGHTS AND DUTIES OF PEDESTRIANS

Section 4.01 OBSTRUCTING HIGHWAY

- 1.1 No **Person** shall stand in a group of 3 or more **Persons** or so near each other on a **Highway** as to create an **Obstruction** or prevent other **Persons** using such **Highway**. Once a **Peace Officer** or another **Person** duly authorized has made a request to disperse, then all shall disperse and move away.
- 1.2 No **Person** shall place or caused to be placed an **Obstruction** of any kind on or along a **Highway** as defined within the Bylaw or with in its right-a-way except where written permission has been given by the **CAO** or where specific guidelines/exemptions have been met.
- 1.3 The **Municipality** maintains the right to remove any **Obstruction** that is viewed as a hazard or impedes the use of a **Highway** for **Vehicle** or **Pedestrian** use that affects:
 - a) Sight lines,
 - b) Is in a condition of disrepair, or
 - c) Where approval requirements have not been met.
- 1.4 In addition to any other enforcement actions required, a **Person** upon notification must take actions to remove or rectify the condition immediately within any timeline assigned by the authorized agents of the **Municipality** and failure to do so, all costs needed to render the condition safe or repaired by the **Municipality** will then be applied as a debt owing to the **Municipality** by the **Person** placing or causing the **Obstruction**.

PART V: SIDEWALKS/TRAILS

Section 5.01 RIDING ON SIDEWALK/TRAILS

- 1.1 No **Person** shall operate a **Wheeled Apparatus** in reckless manner on a **Sidewalk** which in the opinion of a **Peace Officer** would be seen as causing a risk to other **Pedestrians**. (**Bicycles, Skateboards, scooters** etc.)
- 1.2 All **Persons** under the age of 18 must wear an approved **Helmet** when operating a **Bicycle**.

PART VI: DIVISION OF AUTHORITY BETWEEN COUNCIL AND THE CAO

Section 6.01 GENERAL

The **Council** of the **Municipality** hereby delegates the authority to prescribe where **Traffic Control Devices** are to be located to the **CAO** of the **Municipality**.

Section 6.02 HIGHWAY CLOSING

Subject to provisions and processes outlined in the current **MGA**, **Council** may designate any **Municipal Highway** as one which is closed. In such cases, the **CAO** shall cause said **Highway** to be marked as closed.

Section 6.03 TEMPORARY HIGHWAY CLOSING

Subject to the **MGA** and any other enactment, the **CAO** is hereby authorized to designate any **Highway** as one that is closed temporarily in whole or in part, and the **CAO** shall cause the **Highway** to be marked as such with **Traffic Control Devices**. All road closures must be vetted through the **CAO** to ensure protective services are advised of the closure.

Section 6.04 TRAFFIC LANES

Council may designate any **Municipal Highway** as one to be divided into traffic lanes of such number as they consider proper.

Section 6.05 SCHOOL AND PLAYGROUND ZONES

Council shall designate, "**SCHOOL ZONES**" and "**PLAYGROUND ZONES**". The **CAO** shall cause such zones to be marked by "a **Traffic Control Device**".

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TOWN OF ONOWAY
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Section 6.06 SPEED LIMITS

Council shall designate **Vehicle** speed limits on **Municipal Highways** or a portion of a **Highway**, and the **CAO** shall cause such speed limits to be marked.

Section 6.07 BOULEVARD PARKING

The **CAO** is hereby authorized to designate any **Boulevard** upon which parking is permitted and shall cause **Signs** permitting such parking to be erected there on.

Section 6.08 PASSENGER AND TRUCK LOADING

The **CAO** is hereby authorized to designate **Passenger Loading Zone** and **Truck Loading and Unloading Spaces** and shall cause the same to be marked with a **Traffic Control Device**.

Section 6.09 BUS STOPS

The **CAO** is hereby authorized to designate **Transit Zones** and shall cause the same to be marked with a **Traffic Control Device**.

Section 6.10 PARKING TIME LIMITS

The **CAO** is hereby authorized to designate portions of any **Highway** where parking is limited to a period of **Time** and shall cause **Signs** to be erected indicating such parking limitations.

Section 6.11 TRUCK ROUTES

When the **CAO** has approved any **Highway** or part of a **Highway** being designated for "**TRUCK ROUTES**", the **CAO** shall cause the same to be marked with signs reading '**TRUCK ROUTE**'.

Section 6.12 LOAD LIMITS

The **CAO** is hereby authorized in case of unfavorable road conditions, to limit load limits upon **Municipal Highways**.

Section 6.13 PRIVATE DRIVEWAYS

The **CAO** is hereby authorized to prohibit or restrict by **Signs** the movement of **Vehicles** from a private driveway onto a **Highway** or from a **Highway** onto a private driveway where such prohibition or restriction is deemed advisable in the public interest and for better regulation of traffic.

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Section 6.14 MEDIANS

The **CAO** is hereby authorized to close any existing median or divider on any municipal **Highway**.

Section 6.15 BICYCLES

1.1 The **CAO** is hereby authorized to designate locations:

- a) On public **Highways** where the use of **Bicycles** is prohibited and shall cause same to be marked by **Signs**. Where the use of **Bicycles** is prohibited by the **Municipality**, a reasonable alternative route shall be provided.
- b) On **Sidewalks**, walkways, and special **Bicycle** paths where the use of **Bicycles** is permitted unless otherwise signed by **Traffic Control Device**.
- c) On Municipal **Highways** for the use of **Bicycles** only and to regulate the movement of **Bicycles** upon the portion of such **Highway** designated for the use of **Bicycles**.

1.2 Unless the context otherwise requires, a **Person** operating a **Bicycle** on a **Highway** has all the same rights and is subject to all the rules that any **Vehicle Operator** has under this Bylaw.

1.3 Notwithstanding Subsection 1.4, a carrier of a newspaper may ride a **Bicycle** on a **Sidewalk**, or **Boulevard**:

- a) If the carrier is delivering copies of the newspaper at the **Time**; and
- b) If the **Bicycle** does not interfere with other **Persons** proceeding by on the said **Sidewalk**, footpath, or **Boulevard**.

1.4 Where this Bylaw permits a **Person** to ride a **Bicycle** or use in-line skates, scooters or skateboards on any **Sidewalk** where **Pedestrians** are also allowed, the **Person** shall ride the **Bicycle**, skateboard, scooter, or use in line skates only in such a way that it will not interfere with a **Pedestrian** lawfully on or using such **Sidewalk**.

1.5 A **Peace Officer** may seize and impound for a period not exceeding 60 days any **Bicycle**, scooter or skateboard used or operated in contravention of this Bylaw.

1.6 Where a **Bicycle**, scooter and or a skateboard has been seized and impounded by a **Peace Officer** as provided for in Subsection 14.5, the **Owner** or **Operator** of such **Bicycle**, scooter or skateboard shall, aside from any fine or penalty to which he may be subject, be liable for all reasonable costs incidental to the seizure and impounding of the **Bicycle**, scooter or skateboard.

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PART VII: MISCELLANEOUS

Section 7.01 LOADING ACROSS SIDEWALK

No **Person** shall load or unload goods or merchandise across a **Sidewalk** or **Boulevard** where a **Commercial Loading Zone** or **Truck Loading And Unloading Space** have been provided at another area in the premises to which the goods or merchandise are being delivered or from which they are being taken.

Section 7.02 EMERGENCY SCENES

No **Person** shall pass beyond a point designated by a **Peace Officer, Fire Chief** or a member of emergency services personnel at emergency scenes.

Section 7.03 PROHIBITED CONVEYANCES

- 1.1 No **Person** shall ice skate or skateboard upon a **Highway** or **Sidewalk** in such a manner as to obstruct **Pedestrian** or **Vehicle** traffic or as to inconvenience any other **Person** on the **Highway**.
- 1.2 No **Person** shall coast on a sled, toboggan, skis, or other conveyance, except a **Bicycle**, upon a **Highway** excluding **Sidewalks/trails**.

Section 7.04 MOBILITY AID VEHICLE

- 1.1 No **Person** is required to hold a license, insurance, or obtain registration to operate a **Mobility Aid Vehicle**.
- 1.2 There is no minimum age requirement to operate a **Mobility Aid Vehicle**.
- 1.3 No **Person** is required to wear a **Helmet** when operating a **Mobility Aid Vehicle**. However, it is recommended especially when operating on uneven surfaces.

Section 7.05 WASHING AND REPAIRING A VEHICLE

- 1.1 No **Person** shall carry out activities upon a **Highway** or so near a **Highway** as to result in depositing mud or other materials, or creating slush or ice, upon a public **Sidewalk** or **Highway**.
- 1.2 No **Person** operating a premise on **Private Property** shall allow water, mud, slush, or other materials to deposit on a public **Sidewalk** from a **Highway**.

Section 7.06 SHRUB / FENCES AT INTERSECTIONS

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- 1.1 No **Person** shall allow trees, hedges, or shrubs on **Private Property** within 5 meters of a **Highway Intersection**, whether planted before or after the date of the passing of this Bylaw; to grow to such a height or width that good visibility for safe traffic flow is interfered with.
- 1.2 The **CAO** may require any **Person** concerned to comply with the provisions of Section 7.06(1.1), hereof within 14 days of written notification to do so. If the **Person** fails to comply with such notice, the **CAO** may direct employees or agents of the **Municipality** to enter upon the **Private Property** to carry out the necessary work. In such cases, the cost of performing the required work and the pertinent penalty outlined in this Bylaw will be charged to the property **Owner** in default. Upon demand, and failing payment, such costs shall be added to the tax roll of the property **Owner**.

Section 7.07 ALLEY SPEED LIMIT

The maximum speed limit of all alleys within the **Municipality** shall be 20 kilometres per hour.

PART VIII: POWERS OF PEACE OFFICERS

Section 8.01 REMOVALS AND IMPOUNDMENTS OF VEHICLES

- 1.1 Any **Peace Officer** is hereby authorized to remove or cause to be removed from a **Municipal Highway** any **Vehicle** or **Recreational Vehicle**:
 - a) Parked in contravention of a provision of this Bylaw;
 - b) Parked in contravention of the *Traffic Safety Act*;
 - c) When emergency conditions require such removal;
 - d) Where such **Vehicle** is **Obstructing** an area where road maintenance is occurring or about to occur.
- 1.2 Such **Vehicle** may be removed to a place designated by the **CAO** and will remain impounded until claimed by the **Owner**. The **Owner** of the **Vehicle**, **Recreational Vehicle** or **Trailer** shall be responsible for all costs associated with the removal, impoundment, and storage, as well as any pertinent penalties outlined in this Bylaw.
- 1.3 Notwithstanding anything else in this Bylaw, where portable "No Parking" **Signs** have been placed on or near a **Highway** by the **Municipality** or with permission of the **Municipality**, its employees, servants, agents or representatives may tow any **Vehicles Parked** in contravention of those **Signs** at the expense of the **Owner** and **Park** the same on an adjacent **Highway** without impounding the **Vehicles**, after the expiration of twenty-four (24) hours from the **Time** the portable "No Parking" **Signs** are erected.

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Section 8.05 PENALTIES

Any **Person** who commits a breach of any of the provisions of this Bylaw shall on conviction for such a breach be liable to a penalty as prescribed in the Schedule "I" as amended from time to time. Such penalty may be issued on a **Municipal Tag or Violation Ticket**.

Section 8.06 ONUS OF PROOF

Where a **Vehicle** is driven, used, **Parked**, or left in contravention of any provision of this Bylaw, the **Owner** of the **Vehicle** is responsible for the contravention and liable to the penalty provided herein unless proven to the satisfaction of the Provincial Judge trying the case that at the **Time** of the contravention the **Vehicle** was not driven, used, **Parked**, or left by any **Person**.

Section 8.07 SEVERABILITY

If any section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of **Council** to enact, such section or parts shall be deemed to be severable and all other section or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

That Bylaws No. 508-97 and 727-16 are hereby rescinded.

THIS Bylaw shall take effect on the day of final passing thereof.

READ a first time the 16th day of August, 2018.

READ a second time the 16th day of August, 2018.

READ a third time and finally passed the 16th day of August, 2018.

Mayor Judy Tracy

Wendy Wildman,
Chief Administrative Officer

BYLAW NO. 747-18

SCHEDULE I: PENALTIES

| Bylaw Section | Section Heading | Specified Penalty |
|----------------------|---|--|
| Section 2.01 – 2.08 | Standard Vehicle Parking | \$100/Early Payment \$75 |
| Section 3.01 | Recreational Vehicles and Trailers | \$150/Early Payment \$100 |
| Section 3.02- 3.06 | Unattached Trailers /Angle Parking/ Heavy Vehicle Parking/ Tracked Vehicles/ Truck Route | \$ 300 (first offence) \$500 (second offence) \$800 (third offence) \$1100 (fourth and subsequent offences) |
| Section 3.07 | Use of Retarder Brakes | \$ 200 |
| Section 3.08 | Off-Highway Vehicles | \$200 |
| Section 4.01 | Obstructing Highway | \$120 |
| Section 5.01 | Reckless Operating on Sidewalk | \$ 75 |
| Section 7.01 | Loading Across Sidewalk | \$75 |
| Section 7.02 | Emergency Scenes | \$ 500 |
| Section 7.03- 7.06 | Prohibited Conveyance / Mobility Aid Vehicle / Washing & Repairing a Vehicle / Shrub/Fences at Intersections | \$ 150 |

debbie@onoway.ca

From: Denise Ertman
Sent: November 16, 2021 6:47 PM
To: debbie@onoway.ca
Subject: Re: Town of Onoway Council Meeting - Thursday, November 25, 2021

Hello,
I would like to introduce myself to the New council.
As well as discussing the parking in front of my Store .
Reminding Aspen Health Next door to please park in designated parking at the community Hall Parking lot, instead of parking in front of my Business all day.
I request to have at least 3 parking stalls in front of my Boutique for my Customers.
Thanks
Denise Ertman
The Water Lilly Boutique
4915 Lac st Anne Trail

Sent from my iPhone

On Nov 16, 2021, at 3:20 PM, debbie@onoway.ca wrote:

Hello Denise – Nice to speak with you today.

I'm contacting you regarding your request to meet the new Council and discuss your concern.

I've booked your appointment with Council for **10:00 a.m. on Thursday, November 25** in Council Chambers at the Town Office.

As discussed, please provide me with a brief outline of the concern you wish to address with the Councillors so I may include it with their meeting material. Thanks,

Regards,

Debbie Giroux
Administrative Assistant
Town of Onoway
Box 540
Onoway, AB T0E 1V0
(780)967-5338 PH
(780)967-3226 FAX
www.onoway.ca

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**BYLAW NO. 792-21
TOWN OF ONOWAY**

Being a Bylaw of the Town of Onoway to regulate the proceedings and the conduct of business at Town of Onoway Council and Committee Meetings.

WHEREAS, the Council of the Town of Onoway feels it is expedient to make rules and regulations for calling meetings, governing its proceedings and the conduct of its members;

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

TITLE: The Bylaw may be cited as the Council Procedure Bylaw.

DEFINITIONS:

1. In this bylaw:
 - a) "Acting Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of both the Mayor and the Deputy-Mayor;
 - b) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to the "Agenda" Section of this bylaw;
 - c) "Bylaw" means a bylaw of the Town of Onoway;
 - d) "CAO" means Chief Administrative Officer or Municipal Manager, or delegate, for the municipality;
 - e) "Committee" means a body of members delegated to consider, investigate, take action on or report on some legislative matters;
 - f) "Council" means the Mayor and Councillors of the Town of Onoway for the time being elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - g) "Deputy Mayor" means the member who is elected by Council at the Organizational meeting to hold that position;
 - h) "Delegation" means any person that has permission of council to appear before council or a committee of council to provide pertinent information and views about the subject before council or council committee;

- i) "Disruption" means any act meant to impede the proceedings of a meeting whether the source be council members, delegates or public at large;
- j) "Mayor" means the member of council who is elected pursuant to the provisions of the Local Authorities Election Act and Municipal Government Act whose term is unexpired, who has not resigned and who continues to be eligible to hold office under the terms of the related provincial legislation, who serves as chairman of council meetings;
- k) "Member" means a member of Council, duly elected and continuing to hold office or a person at large appointed by council to a committee of council;
- l) "Municipality" means the Municipality of Onoway, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- m) "point of order" means a demand that the Chair enforce the rules of procedure;
- n) "point of privilege" means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual councilors and includes the: organization or existence of council, comfort or members or conduct of employees or members of the public in attendance at the meeting;
- o) "postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- p) "Presiding Officer" means the member selected to serve as chairman of that particular committee or council; mayor.
- q) "Quorum" means the majority of the valid members of all the councilors that comprise the Council;
- r) "table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- s) "Town" means the Town of Onoway;

APPLICABILITY:

1. This bylaw applies to all members attending meetings of council, or committees established by council.

SEVERBILITY:

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

AGENDA AND ORDER OF BUSINESS:

1. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before council. Any member of Council, Town official or any other person wishing to have an item of business placed on the agenda shall make the submission to the CAO no later than 4:00 p.m. on the Thursday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter. **Each Council member shall provide to the CAO by 9:00 a.m. on Monday morning (the week of Council meeting) their written report on all committee and/or other meetings or events they attended since the last Council meeting to which they provided a report. Staff reports shall also be provided in writing in a similar manner as noted above.**
2. The agenda for each regular and special meeting shall be prepared by the CAO and submitted, together with copies of all pertinent correspondence, statements and reports, to each member of Council at least 48 hours prior to said meeting.
3. No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present agree to the item being placed on the agenda. The Mayor, any Councillor or the CAO shall be given an opportunity to state why an item shall receive consideration on the agenda because of its emergent nature before the motion is put to a vote.
4. Where the deadlines in section 1 & 2 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
5. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
 1. Call to Order
 2. Adoption of agenda
 3. Adoption of previous minutes
 4. Appointments/Public Hearings
 5. Financial Reports
 6. Policies & Bylaws
 7. Action Items
 8. Council, Committee & Staff Reports

9. Information Items
10. Closed Session
11. Adjournment
12. Upcoming Events

6. The order of business at a meeting is the order of the items on the agenda except:
 - a) When the same subject matter appears in more than one place on the agenda and council decides, by motion, to deal with all items related to the matter at the same time;
 - b) Council decides not to deal with an item on the agenda and no motion is made about it;
 - c) When altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote, upon a matter of priority of business shall be decided without debate.

GENERAL RULES OF COUNCIL

1. The day and time on which the regular meeting of Council should commence, and the location, shall be set by a resolution of Council at the Organizational Meeting.
2. If Standing Committees of Council are established, they may be established by bylaw, and any such bylaw shall state how the Standing Committees shall function.
3. As soon after the hour of the meeting as there shall be a quorum present, the Mayor shall take the chair and call the meeting to order.
4. In a case where the neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed for a meeting and a quorum is present, the CAO or Municipal Manager shall call the meeting to order and an Acting Mayor shall be chosen by the Councillors present. The Acting Mayor shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
5. If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO or Municipal Manager shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
6. If a meeting begins with quorum, but a member is unable to continue or in some other manner leaves the meeting and quorum is lost, the incident shall be duly recorded and the meeting shall absolutely adjourn until the next regular meeting unless a special meeting has been duly called in the meantime.

7. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution. Decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
8. If order is lost and a disruption occurs, the Mayor or Presiding Officer shall request the offender(s) leave the council chambers at once. If the offender(s) refuse, a recess shall be called and the appropriate law enforcement agency contacted for assistance.
9. When a Mayor or Presiding Officer is called on to decide a point of order or practice, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
10. Every member wishing to speak to a question or motion shall address himself/herself to the Mayor or Presiding Officer.
11. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
12. A motion submitted to Council does not require a seconder.
13. Negative motions may not be accepted by the Presiding Officer nor considered by members.
14. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - (1) A motion to refer the main question to some other person or group for consideration;
 - (2) A motion to amend the main question;
 - (3) A motion to table the main question;
 - (4) A motion to postpone the main question to some future time;
 - (5) A motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
15. Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
16. After any question is finally put by the Mayor or other Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.

17. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer;
18. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council.
19. Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
20. Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion.
21. If any member of the Council shall call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
22. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed.
23. Council and council committees may close all or part of a meeting to the public if a matter to be discussed is one of the exemptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. When the Mayor or Presiding Officer declares an item "Closed Session", the reason shall be stated and recorded in the minutes, and all attendees except those specifically designated to be in attendance, shall clear the council chambers. A sign indicating "Closed Session" shall be posted on the exterior of the chamber doors and shall remain in place until the item(s) have been dealt with and the session is moved back into the public realm.
24. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

RECORDING OF MINUTES:

1. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
2. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

AUDIO/VIDEO RECORDINGS OF MEETINGS:

1. All meetings of Council shall be audio and/or video recorded, except for those portions of a meeting which transpire during closed session. These recordings shall be posted to the website and retained in the municipal record.

BYLAWS:

1. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
2. Every bylaw shall have three readings.
3. After a member has made the motion for the first reading of the bylaw Council may:
 - a) debate the substance of the bylaw; and
 - b) propose and consider amendments to the bylaw.
4. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
5. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

The Town of Onoway Bylaw No. 763-19 is hereby repealed.

This Bylaw comes into full force and effect upon third and final reading.

Read a first time this 25th day of November, 2021.

Read a second time this 25th day of November, 2021.

Given unanimous consent to proceed to third reading, this 25th day of November, 2021.

Read a third time and final time this 25th day of November, 2021.

Mayor Lenard Kwasny

**Chief Administrative Officer
Wendy Wildman**

Our website on the www.onoway.ca Opening page there is a link to Alberta.ca regarding everything to do with COVID

<https://www.onoway.ca/alberta-health-services-covid-19-information>

ALBERTA HEALTH SERVICES COVID-19

For current information regarding COVID-19 visit the following links provided by Alberta Health Services for Alberta. Let's help prevent the spread of COVID-19 and follow guidelines provided.

[CLICK HERE](#)





COVID-19 TOP NEWS

GOVERNMENT OF ALBERTA UPDATED COVID-19 RESOURCES

The Government of Alberta has updated its collection of COVID-19 visual resources. Please feel free to print these off and use.

[Covid 19 Help Is Here For You Poster 11x17 English Colour](#)

[Covid 19 How To Wear A Non Medical Mask Poster 11x17 Colour](#)

[Covid 19 Masks Are Now Mandatory Poster 11x17 Colour](#)

For further information on COVID 19 visit:

[COVID-19 info for Albertans | Alberta.ca](#)

For current information regarding COVID-19 visit the following links provided by Alberta Health Services for Alberta. Let's help prevent the spread of COVID-19 and follow guidelines provided.



November 8, 2021

Town of Onoway
4812 51 St
Onoway, AB
T0E 1V0



Attention: CAO Wildman
Regarding: Fire Department's Position on Potential Mandatory Vaccination Policy

Ms. Wildman,

Recently you asked me to formally state your Fire Department's position with regard to mandatory vaccinations. Our position on the matter has not changed. Fundamentally our organization is against the notion of forcing our employees and volunteers to have a foreign substance injected into their bodies – especially when there are viable (and arguably safer) alternatives that preserve the freedoms of individuals while protecting the workplace and public at large. Accordingly, our resistance of any such mandate will continue.

Please understand that the formal position of your fire department is based on much more than fundamental opposition. From a practical point-of-view; to limit the choices of our employees and volunteers will leave our people – including some volunteer leaders with nothing but an ultimatum: Get the shot or get fired... NOTE: All of our staffing is volunteer. Not a single member is paid to be on station solely for the benefit of the Town of Onoway. Each member has a separate means of income either within an associated division (Unlimited Safety Service or Canadian Fire Rescue College) or they are employed elsewhere and simply volunteer to help those in need. It's unlikely that bullying volunteers with the threat of termination would bear fruit and instead; would likely create staff shortages and dangerous situations for our remaining first responders and those we serve.

From a contractual standpoint, there is no mention of any vaccine mandate for any type of illness that our members could spread or be exposed to during the performance of our duties. Protection from communicable dismisses is not a new challenge for the fire service. Your fire department is comprised of professional first responders with

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pertinent experience with medical control protocols as well as the handling and protection from various dangerous goods. Although vaccinations for covid-19 as well as a host of other illnesses such as hepatitis, common flu, measles, mumps, rubella, etc are strongly encouraged by your fire department; the service has managed fine without a mandatory vaccine policy. To demand a change to the terms and conditions of our current agreement would constitute a material change to our arrangement and possibly be considered frustration of the contract. In other words; such a demand could leave your fire department in a situation whereas we are unable to perform at the same level and / or the remaining members are placed at an inordinate risk due to the change. At a minimum your fire department would seek full indemnity from any consequences of the change and would likely seek remuneration for any additional costs or damages resulting from the change.

Since rapid testing has been made regularly available to employers, your fire department has implemented a policy of mandatory vaccination OR regular testing. This policy falls within the current health restrictions set within the province Alberta - Specifically the Alberta Covid Restrictions Exemption Policy. This policy (attached) is in fact superior to that of our mutual aid partners and in our professional opinion provide equal or greater protection from covid-19 than a vaccine-only mandate. We feel that any move away from this policy will damage labour relations with our membership, reduce the safety and efficiency of emergency response, and could leave the Town of Onoway open to litigation. It is therefore, the position of your fire service to rigorously oppose any such move towards a one-size-fits-all vaccine-only mandated solution. Instead, we recommend the Town of Onoway consider an either / or policy – in which we could assist with the implementation or at least consult the other nine-municipalities that would be affected by this change before proceeding.

Kind Regards,
North West Fire Rescue – Onoway /
Fire Rescue International

David Ives
Fire Chief

(41)



Alberta COVID-19

Update

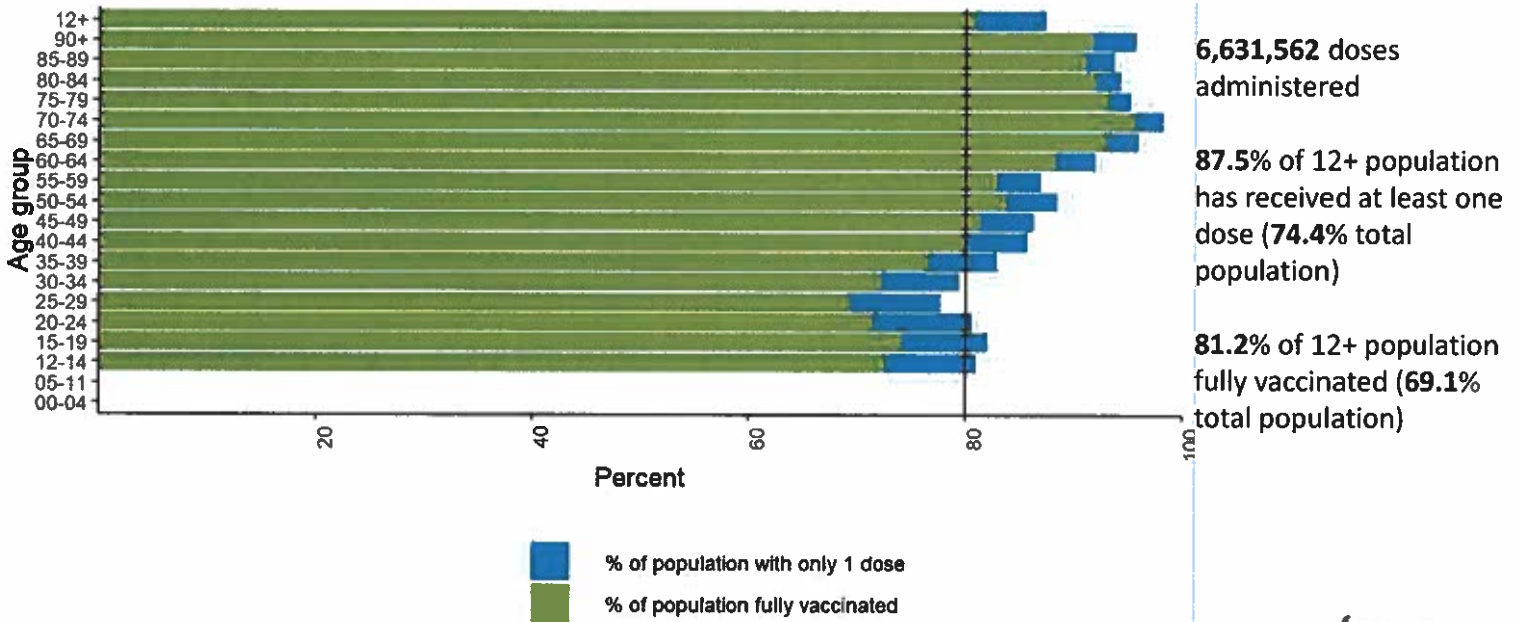
Dr. Rosana Salvaterra, Public Health Physician
Ethan Bayne, Incident Commander, Emergency Health Operations Centre

November 10, 2021

Alberta

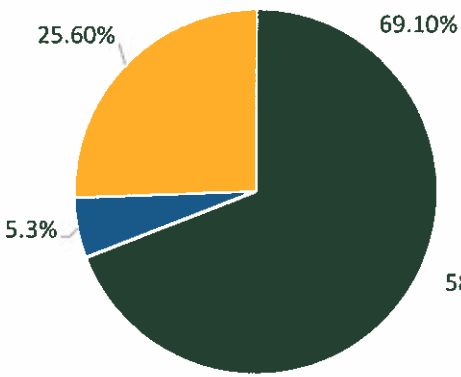
Mtg with CAO's slide presentation

Alberta Vaccine Coverage (November 07, 2021)

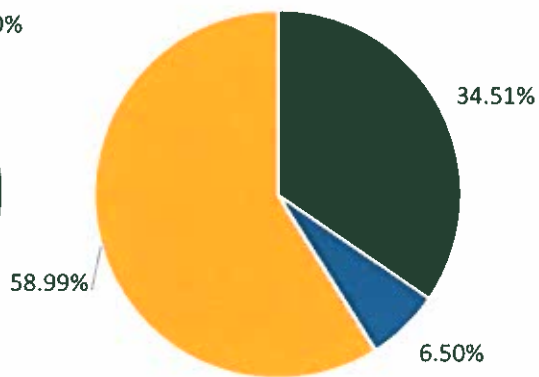


Current State by Vaccination Status (Nov 07, 2021)

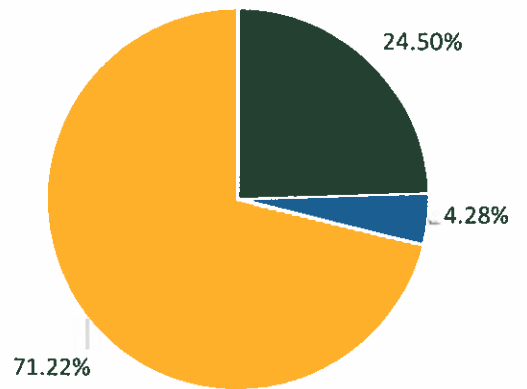
Total Population



Active Cases



Hospitalized



■ Complete ■ Partial ■ Unvaccinated

Expanded Eligibility for Booster Dose

Starting November 8, 2021, A booster dose of vaccine is now available for the following higher risk individuals whose last dose of the initial series was at least six months ago:

- Seniors ages 70 years and older
 - This is in addition to currently eligible seniors ages 75 years and older.
- First Nations, Métis and Inuit people ages 18 and older no matter where they live in Alberta
 - This is in addition to currently eligible First Nations, Metis and Inuit adults 65 years of age and older.
- Health-care workers who provide direct patient care and received a second dose less than 8 weeks after their first dose.
- People who received only two doses of AstraZeneca or one dose of Janssen can get a dose of mRNA vaccine, if they have not already received an mRNA dose for travel purposes.

COVID-19 Public Health Measures

5

Classification: Protected A

Alberta

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Enhanced Record with QR Code

As of November 15th, the only valid proof of vaccination under REP will be the enhanced record with QR code.

- Vaccine records from First Nations, military, other provinces, and international travellers will continue to be accepted after November 15th.
- Either digital or paper copy if the record will be acceptable.
 - Albertans can request a printed version of the proof of vaccination with a QR code at no cost from a local registry agent office or by calling 811.
 - Albertans can download their record [online](#).

Validating the Enhanced Record

AB Covid Records Verifier App:

- The app is [available for download](#) on the Apple and Android stores.
- Using the app to validate records is encouraged, but not required by the REP.
- Organizations may choose to manually verify the vaccine information included on the enhanced record.

Thank you!



Alberta

debbie@onoway.ca

From: cao@onoway.ca
Sent: November 16, 2021 4:59 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: Anti vaccine/Anti vaccine Presentation

Deb let's put Sheila's email on our agenda, and any others that come in

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: Lisa Willier Johnson <ljoilergirl@hotmail.com>
Sent: November 16, 2021 4:53 PM
To: Sheila Doka <sheila.doka@onoway.ca>; Wendy Wildman <cao@onoway.ca>; Jason Madge <jason@onoway.ca>; lkwasny@onoway.ca; Robert Winterford <rwinterford@onoway.ca>; Robin Murray <rcmsmurray@gmail.com>; bconinx@onoway.ca
Subject: Re: Anti vaccine/Anti vaccine Presentation

Thank you for your concern and will take them into consideration when council has talks about this again.

Thank You
Lisa J

From: Sheila Doka <sheila.doka@onoway.ca>
Sent: Thursday, November 11, 2021 6:36:02 PM
To: Wendy Wildman <cao@onoway.ca>; Jason Madge <jason@onoway.ca>; lkwasny@onoway.ca <lkwasny@onoway.ca>; Lisa Johnson <ljoilergirl@hotmail.com>; Robert Winterford <rwinterford@onoway.ca>; Robin Murray <rcmsmurray@gmail.com>; bconinx@onoway.ca <bconinx@onoway.ca>
Subject: Anti vaccine/Anti vaccine Presentation

Good evening,

I have thought how to present this email, as I can not even begin to explain how I feel having to sit through a 30 plus minute slide show against the vaccine, treatment and covid itself.

I always thought that those representing the Town were not supposed to display such a one sided opinion? No where in

the agenda was there anything about a slide presentation as I simply would have removed myself from the room, as I know of the damages Covid can do.

I may be wrong, but is it not the Towns due diligence to try and follow what the government has mandated?

I hope you all realize that this makes each and everyone of you look like you believe Covid is not real, the only thing not real was a good portion of the sources from which these numbers, quotes, etc were taken from.

I would like to see a slide show about masks, the vaccine and covid and the devastation it has caused to many people. If you like I could possibly set up a presentation with and ICU Doctor and a Pharmacist? (Depending of course on their work schedule). If that wouldn't work out I could interview them and add them with other reliable sources?

I just wanted to let you know how I feel, plus the other people who contacted me. Please expect to receive more emails as I have told those people to contact Council directly as I can only speak for myself.

I truly hope that this council will be more respectful of others opinions before displaying in my eyes misinformation.

Whether or not you agreed with that presentation it is displayed not once, but twice on the Towns Website on the zoom meeting and on its own, and to me that opinion represents the Town of Onoway.

Thank you
Sheila Doka

Sent from my iPad

debbie@onoway.ca

From: penny@onoway.ca
Sent: November 19, 2021 11:16 AM
To: debbie@onoway.ca
Subject: FW: TOWN OF ONOWAY

Penny Frizzell

penny@onoway.ca

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

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From: Kate Walczak <kwalczak@auma.ca>
Sent: November 12, 2021 3:32 PM
To: penny@onoway.ca
Cc: cao@onoway.ca
Subject: RE: TOWN OF ONOWAY

Hello Penny,

Thank you for your email.

If you are looking for advice on whether to adopt a vaccination policy, we would recommend consulting with your own legal counsel or to consult with RMRF through our Casual Legal Service. Here is the link to our website that provides the phone number and email to RMRF <https://www.auma.ca/business-services/other-valuable-services>."

Also, please note that both the Property and General Liability policies include Communicable Disease exclusions. At this moment, vaccination policies or lack there of have no effect on premiums for AUMA members.

Please let me know if you have any further questions.

Thank you,

D: 780.670.4230 | E: kwalczak@auma.ca

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

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



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AUMA is doing its part to protect the health of its members, partners, and employees. Fully vaccinated and masked visitors will be welcome at the AUMA office. Please contact us to make alternative arrangements if you are unable to meet these requirements.

From: penny@onoway.ca <penny@onoway.ca>
Sent: November 12, 2021 9:25 AM
To: AMSC General Insurance <Insurance@auma.ca>
Cc: Kate Walczak <kwalczak@auma.ca>; cao@onoway.ca
Subject: TOWN OF ONOWAY

External: This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

What is the position of our insurance provider with respect to a member municipality implementing a mandatory vaccination policy (what are pros, cons, considerations we need to make) and should the municipality undertake such a policy would we have insurance coverage if challenged by an employee or someone else (cover legal fees and settlement if something was awarded). Do you have comments or opinions on whether our community hall facility is declared a facility whereby patrons must be vaxed, etc.

Penny Frizzell

penny@onoway.ca

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

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To: info@onoway.ca

Subject: AHS Together4Health Headlines - COVID Community Update

[View this email in your browser](#)



Together Health Headlines

• HEALTH NEWS YOU CAN USE •

Welcome to **Together4Health Headlines**, a newsletter designed to keep you informed of decisions being made to protect and support Albertans, key public health information, and opportunities for you to connect with AHS.

AHS is committed to ensuring our partners and stakeholders, like you, receive the information you need to help protect yourself, your families, colleagues and staff. If you know of someone else who would benefit from receiving this information directly from AHS, please invite them to subscribe by [clicking here](#). And [respond to this short survey](#) to let us know if you're receiving the information you need in a format that is working for you.

You can unsubscribe from this e-newsletter by clicking the "Unsubscribe" button at the bottom.

Today's Update:

- **COVID-19 Status**
 - [ICU Capacity Update](#)
 - [New and Active Cases](#)
 - [Variants of Concern](#)
- **COVID-19 Immunizations**
 - [Janssen \(Johnson and Johnson\) Vaccine Arrives in Alberta](#)
 - [Vaccine Availability Updates](#)
 - [Third Doses for Eligible Populations, Including Healthcare Workers](#)
 - [Pfizer Vaccine for Younger Age Group Continues to be Reviewed by Health Canada](#)
 - [No Evidence for Increase in Miscarriages or Stillbirths After COVID-19 Immunization](#)
 - [Travel and COVID-19 Immunization](#)
 - [COVID-19 Vaccine Records with QR Code Required for REP Nov. 15](#)
- **Things You Need to Know**
 - [Outpatient Monoclonal Antibody Treatment for COVID-19](#)
 - [Influenza Immunization Update](#)
 - [Verna's Weekly Video Message – A Look Back and a Look Forward with Nancy Guebert](#)
 - [Mobile Mammography Program Visiting Onoway, Standoff and Glenwood](#)

- [Cervical and Colorectal Cancer Screening Project Joins Mobile Mammography Program in Mayerthorpe, Tangent and McLennan](#)
- [Alberta Healthy Living Program Workshops Promote Healthy Living](#)
- **Join the Conversation**
 - [AHS is Now Accepting Applications for Volunteers to Join our Health Advisory Councils!](#)
- **Be Well - Be Kind**
 - [Calgary Teen Hosts Free Virtual Concert for Healing and Hope](#)
 - [New Staff Wellness Space Supported by Royal Alexandra Hospital Foundation](#)
 - [Foundation Good News](#)
 - [Gratitude from Albertans](#)

COVID-19 Status

ICU Capacity Update

AHS continues to do all we can to ensure we have enough ICU capacity to meet patient demand. With pressure easing slightly on our ICUs, we are reducing the available surge beds so we can redeploy staff to caring for non-COVID-19 patients who need surgeries and procedures.

We will maintain ICU capacity above daily demand to a planned maximum of 380 beds as long as staff and physician availability allows, and will readjust our plans as needed if COVID-19 cases rise again.

As of Sunday, November 14 we have 275 general adult ICU beds open in Alberta, including 102 additional spaces above our baseline of 173 general adult ICU beds. As of Friday morning, there were 209 patients in ICU, about half of whom are COVID-19 positive.

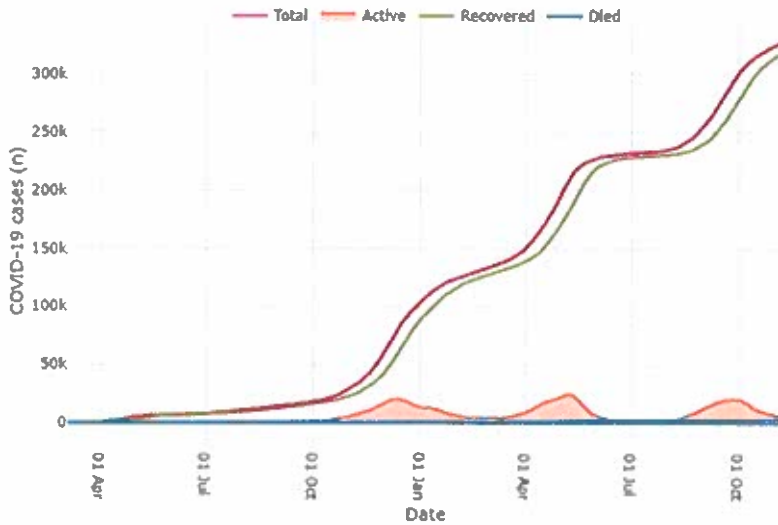
Provincially, ICU capacity (including additional surge beds) is at 78 per cent. Without the additional surge spaces, provincial ICU capacity would be at 124 per cent.

These numbers are updated daily; learn more at [AHS Facilities: ICU Updates & Temporary Space Reductions](#).

New and Active Cases

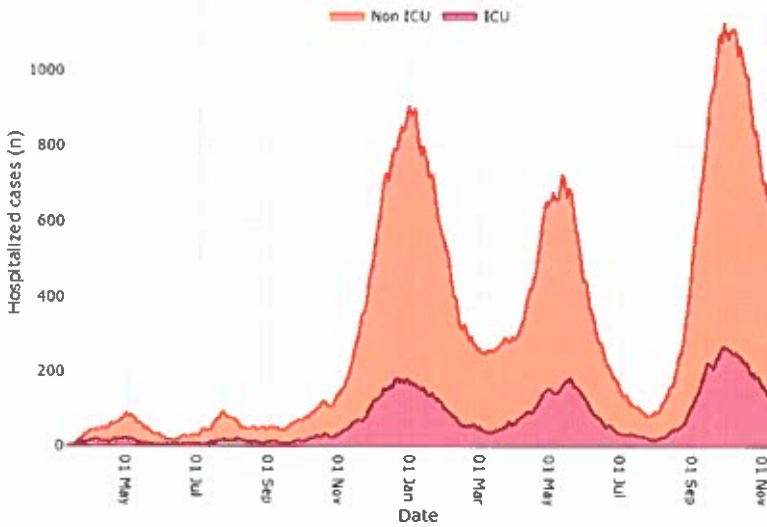
As of November 9, there was an average of 452 new cases of COVID-19 per day, compared to 454 cases per day the previous week (Oct. 28 to Nov. 3). Four out of five zones reported decreases in the number of new cases per day, ranging from a 1.03 per cent decrease in the Edmonton Zone to a 13.6 per cent decrease in both the South and Central zones. Over the past six days, the Calgary Zone reported the highest total number of new cases with 858 (a six-day average of 143 cases per day), compared to 854 new cases the previous week (a seven-day average of 122 cases per day).

As of Nov. 11, there are 5,745 active cases in Alberta, an 11.8 per cent decrease compared to Nov. 3. Most zones reported a decrease in active cases. For the sixth consecutive week, the Calgary Zone reported the most active cases with 1,777, and was the only zone that did not report a decrease in cases compared to last week.



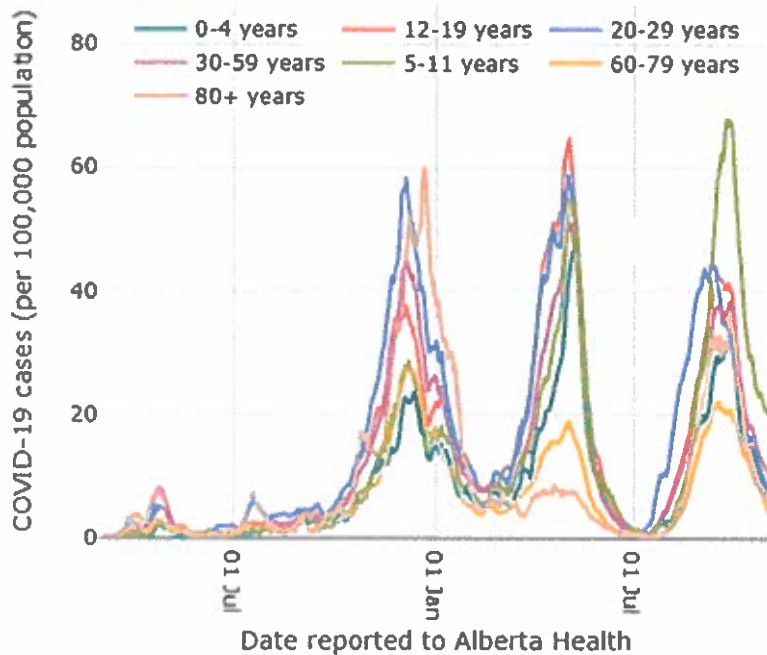
Hospitalizations

On Nov. 9, 459 individuals were in non-ICU hospital beds with COVID-19, compared to 540 on Nov. 3; a 15.0 per cent decrease.



Cases By Age Group

As of Nov. 6, children ages five to 11 – who are currently ineligible to receive the COVID-19 vaccine – had the highest seven-day rolling average of new daily COVID-19 cases, with 25.6 cases per 100,000 children. Albertans ages 30 to 59 had the second-highest rate with 10.7 cases per 100,000 people. Trends in cases in Alberta by age group are shown below.



Variants of Concern

For variants of concern, the lab is utilizing targeted screening of positive samples for strain-typing. From Nov. 1 to Nov. 7, the average percent of positive samples that were strain-typed was 46 per cent. Of those strain-typed the rolling average was 99.6 per cent Delta variant. The remaining 0.4 per cent were a wild variant. Strain-typing takes a number of days and these numbers may change as lab data becomes available.

Other notable COVID-19-related information:

- As of Nov. 9, a total of 328,189 cases of COVID-19 have been detected in Alberta and a total of 14,634 individuals have been hospitalized, which amounts to 4.5 individuals for every 100 cases. In all, 319,017 Albertans have recovered from COVID-19, meaning they are no longer considered contagious.
- From Nov. 4 to Nov. 9, 56,995 COVID-19 tests were completed, an average of 9,499 tests per day. During this period, the daily positivity ranged from 4.21 per cent to 5.28 per cent. As of Nov. 9, a total of 5.9 million tests have been conducted and 2.5 million individuals have been tested.
- As of Nov. 9, 3,164 individuals have passed away from COVID-19, including 27 deaths over the past week. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.
- The R value, also known as the reproduction number, describes the ability of a disease to spread. It tells us the average number of people that someone with COVID-19 will infect. An R value of 1 means an infected person will infect one other person on average. Values below 1 mean transmission is decreasing; above 1, transmission is increasing. The R value is updated every two weeks. From Oct. 25 to Oct. 31 the provincewide R value was 0.87 and the previously reported value was 0.85. Alberta Health did not update the R value this week.
- Public reporting of schools continues and you can find more information, [here](#).

COVID-19 Immunizations

Janssen (Johnson and Johnson) Vaccine Arrives in Alberta

As announced by Alberta Health Friday, November 12, Albertans 18 and older can now book appointments to receive the Janssen (Johnson & Johnson) COVID-19 vaccine by calling Health Link at 811. Due to limited supply, the Janssen vaccine will only be administered at AHS clinics in select locations across the province.

At this time, only one dose of the Janssen vaccine is needed to be fully immunized.

Albertans who choose the Janssen vaccine are eligible for a booster dose of an mRNA vaccine at least six months after receiving their first dose. For more information, or to see the full announcement, see the [news release](#) on the Alberta Health website

Vaccine Availability Updates

AstraZeneca - Currently, there is no supply of AstraZeneca in the province but supply is expected later this year. More information will be available at that time.

Novavax - [Novavax Inc.](#) announced the completion of its rolling submission to Health Canada for the authorization of its COVID-19 vaccine, on November 1. Novavax says the filing marks the first protein-based COVID-19 vaccine submission for authorization to regulatory authorities in Canada.

Health Canada is responsible for reviewing and approving vaccines for use in Canada, and for the distribution of vaccines to the provinces. Alberta Health is responsible for provincial vaccine policy setting, vaccine allocation and determining eligibility criteria. To learn more about the vaccine review process, the vaccines currently approved for use in Canada, and the status of vaccines currently under review, visit [Vaccines and treatments for COVID-19: Progress](#)

Third Doses for Eligible Populations, Including Healthcare Workers

Third doses of COVID-19 vaccine are now available to additional Albertans, including:

- Frontline healthcare workers who provide direct patient care and who had their first two doses of vaccine less than eight weeks apart.
- Adults 18 years of age and older who received two doses of the AstraZeneca/Covishield vaccine, or one dose of the Janssen vaccine, who have not already received a dose of an mRNA vaccine and are not eligible under other booster dose criteria.
- First Nations, Métis and Inuit (FNMI) adults 18 years of age and older, regardless of where they live.
- Adults aged 70 and older.

These individuals are eligible for a third dose at least six months after their primary series.

In addition to the groups listed above, those previously eligible for an additional dose continue to be eligible. For a full list, visit alberta.ca/vaccine.

Booking is based on the honour system and appointments can be made through the [online booking tool](#), at participating pharmacies and doctor's office, or by calling Health Link at 811. COVID-19 vaccines are also available by walk-in at [participating clinics](#) and pharmacies. Individuals who live on a First Nations reserve can access third doses through local public health clinics on-reserve.

At this time, booster doses are not recommended or available for the general population. Vaccines continue to provide strong protection against severe outcomes for the general population. Alberta Health will continue to monitor data and expert advice in this area.

Pfizer Vaccine for Younger Age Group Continues to be Reviewed by Health Canada

Health Canada continues to review a submission from Pfizer-BioNTech to authorize use of its COVID-19 vaccine in children five to 11 years of age. The vaccine will only be authorized for use if the independent

scientific review of the submission shows the benefits outweigh potential risks in this age group. The assessment will include a review of evolving information about the health impacts of COVID-19 and variants of concern on children in Canada.

As we await approval from Health Canada and decisions from Alberta Health, we are preparing our teams, as well as updating our policies, processes and resources, so AHS can support vaccine rollout in a child- and family-friendly manner. We will also ensure Alberta families have the relevant information they need to inform their decision about getting the COVID-19 vaccine.

No Evidence for Increase in Miscarriages or Stillbirths After COVID-19 Immunization

The COVID-19 vaccines are safe and effective for those who are pregnant, planning to become pregnant and those who have recently given birth.

As Alberta's Chief Medical Officer of Health Dr. Deena Hinshaw said on [November 9](#), there is no evidence miscarriages or stillbirths have increased after COVID-19 vaccines have been made available. Evidence shows there has actually been a slight, but steady reduction in the number of miscarriages in Alberta starting in 2019, prior to the COVID-19 pandemic, and has continued over the following two years.

COVID-19 infection in pregnancy is a risk to both parent and child, and being fully immunized can help protect pregnant individuals from severe outcomes from the virus. Health Canada and Alberta Health continually monitor information on adverse reactions to ensure vaccine programs are safe and effective.

We encourage anyone who is hesitant about getting immunized to seek out trusted, expert sources for information. This includes talking with your healthcare provider, calling Health Link at 811 to speak with a registered nurse, and exploring resources available:

- [Vaccines, pregnancy and fertility telephone town hall Oct. 27](#)
- For healthcare providers: [Addressing Vaccine Hesitancy – Applying the PROTECT Framework to Conversations with Patients](#)
- [Vaccine myths and facts](#)
- ahs.ca/vaccinepregnancy

Travel and COVID-19 Immunization

As of November 8, the U.S. has reopened its borders to fully immunized travellers and individuals immunized with [any combination of two doses of a COVID-19 vaccine \(or a single dose of Janssen\)](#) authorized by U.S. regulators or the World Health Organization – including AstraZeneca.

New Canadian federal vaccine requirements to board a flight, train or ship were implemented at the end of October. From Oct. 30 to Nov. 29, there is a short transition period when travellers who don't yet qualify as fully vaccinated will be able to travel if they can show a valid COVID-19 molecular test taken within 72 hours of travel. More information is available at [COVID-19 Boarding flights and trains in Canada](#).

The Government of Canada is engaging with Indigenous peoples, provinces and territories to ensure travellers from remote communities, who are not fully vaccinated, are still able to travel for any reason. More information is available here: [Proof of vaccination for Indigenous peoples and Northerners in remote communities](#).

COVID-19 Vaccine Records with QR Code Required for REP Nov. 15

Beginning today, November 15, COVID-19 vaccine records must include a [QR code](#) in order for Albertans to enter any business or venue taking part in the [Restrictions Exemption Program](#). Vaccine records without a QR code, including the paper immunization record received at your appointment, will no longer be accepted, with the exception of First Nations and military vaccine documents.

Businesses will use the [AB COVID-19 Records Verifier app](#) to scan your QR code. When scanned, it displays your name, birthdate and vaccination status. It is not connected to other personal info.

If you received your vaccine at an AHS clinic, pharmacy or physician office in Alberta, visit alberta.ca/CovidRecords to get your record with a QR code. Save it to your phone or download it and print it off. If you need assistance accessing or printing your record, visit a [participating registry office](#) where

they can print it off for you, or call Health Link at 811 to have your record mailed to you.

If you were recently immunized, it may take up to two weeks for your online records to be updated with the latest dose. If it has been longer than that and there is a dose missing, or there are other issues with your record, visit alberta.ca/CovidRecordsHelp for assistance.

Things You Need to Know

Outpatient Monoclonal Antibody Treatment for COVID-19

AHS has begun administering a new monoclonal antibody treatment recently approved by Health Canada to some COVID-19 patients. Sotrovimab is a new drug developed to treat COVID-19 patients with mild to moderate symptoms. It is the first treatment offered to outpatients in Alberta and is administered by intravenous infusion within five days of symptom onset.

In Phase 1 of the AHS rollout, treatment will focus on COVID-19 patients who are either:

- 65 years of age or older and have not received any doses of a COVID-19 vaccine.
- Solid organ transplant patients or stem cell transplant patients, regardless of vaccination status.

Patients who have tested positive for COVID-19 and whose symptoms began less than four days ago can call 1-844-343-0971 to find out if they qualify to receive Sotrovimab.

In the first phase, [EMS Mobile Integrated Health \(MIH\)](#) will administer Sotrovimab by IV infusion in patients' homes or continuing care sites. In Fort McMurray, administration will occur at the Northern Lights Regional Health Centre. Patients will receive the IV infusion treatment over one hour, and will be observed for another hour post-treatment. A healthcare provider will conduct follow-up assessment within five days of receiving the treatment.

AHS is working to expand access to this treatment in more areas of the province, as quickly as possible. The program will be evolving over the next couple of weeks.

Sotrovimab is not a replacement for the COVID-19 vaccination. Albertans are strongly encouraged to be fully vaccinated against COVID-19. This is a treatment available to those who are at a higher risk of worsening symptoms from the disease, and who may require hospitalization.

For more information about Sotrovimab, please visit ahs.ca/covidopt.

Influenza Immunization Update

As of November 6, 916,184 doses of influenza vaccine have been administered across the province, and three cases of influenza have been confirmed so far this season.

Interactive aggregate data on seasonal influenza is now available online at [Alberta influenza statistics](#).

Although the influenza activity we are seeing right now is less than we would see in a typical season, with changes to public health restrictions and more people travelling, we expect to see influenza and other respiratory viruses circulate in our communities this year.

Now more than ever, we need Albertans to get immunized against influenza to protect themselves, their families and community. Our healthcare system has been significantly impacted by COVID-19. By keeping the number of influenza cases and outbreaks low, we can protect at-risk Albertans, and reduce the pressure on our healthcare system.

Verna's Weekly Video Message – A Look Back and a Look Forward with Nancy Guebert

It has been more than 20 months since the first confirmed case of COVID-19 in Alberta.



Some days, it feels like time has passed in the blink of an eye. Then there are those days when we acutely feel every challenge, big or small, and the collective effort it has taken us to get through this pandemic. But, every step of the way, you have persevered and shown remarkable dedication. Some of you have even come back from retirement to lend a hand.

One of those people is Nancy Guebert, who has held numerous leadership roles in her healthcare career. When I (Verna) called Nancy in the spring of 2020 to see if she was interested in "un-retiring" to join the Emergency Co-ordination Centre as director, she didn't hesitate.

As Nancy is re-retiring this week. I thought this was a good opportunity to sit down with her for a bit of a look back and to talk about what lies ahead.



Mobile Mammography Program Visiting Onoway, Standoff and Glenwood

A mobile mammography trailer will be stationed at:

- Onoway Heritage Centre on Dec. 9, 10 and 11.
- Lavern Clinic Glenwood on Nov. 16.
 - Need a ride? Call to book your mammogram appointment, then call the BTDH Medical Transportation Dept. at 403-737-2604.
- Blood Tribe Department of Health on Nov. 17, 18 and 19.
 - Need a ride? Call to book your mammogram appointment, then call the BTDH Medical Transportation Dept. at 403-737-2604.

Appointments are required. Residents can book an appointment or learn more about the program by calling 1-800-667-0604.

Cervical and Colorectal Cancer Screening Project Joins Mobile Mammography Program in Mayerthorpe, Tangent and McLennan

A mobile mammography trailer will be stationed at:

- The Mayerthorpe Healthcare Centre (4417 45 Street, continuing care parking lot) on Dec. 4, 6, 7 and 8.
- Tangent Community Hall on Dec. 2 and 3.
- McLennan, at the Sacred Heart Community Health Centre on Dec. 3

AHS is pleased to offer additional cancer screening services during this time. AHS Screening Programs is partnering with Screen Test as part of a project to provide cervical and colorectal cancer screening. A female Nurse Practitioner will provide the screening. Appointments can be made for mammography

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services, cervical and colorectal cancer screening by calling Screen Test at 1-800-667-0604.

Alberta Healthy Living Program Workshops Promote Healthy Living

Central Zone residents are invited to a series of free Alberta Healthy Living Program (AHLP) workshops. AHLP is an AHS initiative designed to promote healthy living, provide easy access to helpful information and help Albertans learn to make healthy lifestyle choices. All AHLP sessions are led by AHS professionals who share their expertise in group discussions and provide support and encouragement to participants. Participants can call the Alberta Healthy Living Program at 1-877-314-6997 to register.

Diabetes management: those working to manage pre-diabetes and Type 2 diabetes are invited to attend free information sessions via Zoom starting Nov. 18 and 29.

Improve heart health: Heart wise sessions start on Nov. 25. These online sessions are open to central zone residents interested in developing healthier lifestyles and those diagnosed with high blood pressure and high cholesterol, or people diagnosed with risk factors for heart disease such as diabetes.

Adult weight-management: This series of free workshops is led by AHS health professionals who share their expertise and guide interactive group sessions online. The Zoom workshops will be offered starting Nov. 26.

Join the Conversation

AHS is Now Accepting Applications for Volunteers to Join our Health Advisory Councils!

Lakeland Communities, Lesser Slave Lake, True North, Tamarack and Yellowhead East Health Advisory Councils are accepting applications to join their respective Councils!

Health Advisory Councils are comprised of members from communities across Alberta who bring diverse, local perspectives to AHS on the healthcare system. Members are connected to their community and enjoy participating in engagement activities that contribute to improving healthcare services. Councils host public meetings and community events within their geographical area, and members participate in community activities to hear from, and share information with community members. Learn more about Advisory Councils at ahs.ca/advisorycouncils.

To **apply**, please complete an Expression of Interest form and submit to community.engagement@ahs.ca.

Be Well - Be Kind

Calgary Teen Hosts Free Virtual Concert for Healing and Hope

Fourteen-year-old Kaiya Gamble is an emerging singer/songwriter and multi-instrumentalist recognized for her positivity, philanthropic spirit and empowering messages. She has a unique perspective on the pandemic: her mother is an emergency department physician and her father is a helicopter pilot with

STARS Air Ambulance.

Watching her parents work on the frontline for more than a year compelled her to express her gratitude to healthcare workers, and offer support to patients, families and everyone affected by COVID-19, by hosting a free benefit concert in May 2021.

The performance, [Kaiva Live](#), was postponed due to public health restrictions, but has since been recorded and is streaming on her YouTube page on Saturday, November 20, at 7 p.m. She is joined by band members of Canadian Country Music Association and Juno Award-winning country artist Brett Kissel, along with special performances by Lenka and Edo Kahn.

Tune in to share in the joy this talented young Albertan seeks to spread around the world.



Foundation Good News

Through donor support, our philanthropic partners fund enhancements to healthcare delivery including equipment, programs, renovations, research and education across the province and in your community. [Learn more here.](#)

Donations Help Raise Funds for Cardiology Equipment at Red Deer Regional Hospital



The Red Deer Regional Health Foundation (RDRHF) recently announced the Cardiology unit at the Red Deer Regional Hospital received three Electrocadiogram (ECG) machines with funds raised from earlier this year.

In February 2021, Canadian Pacific (CP) matched every donation, including a \$20,000 gift from Ron and Donna Durham of Red Deer. In total, over \$60,000 was raised and the ECG machines have since been purchased and are now in operation.

Donations to the [Red Deer Regional Health Foundation](#) provide funding for programs, services and medical equipment for Red Deer Regional Hospital Centre and other health care centres throughout Alberta Health Services Central Zone.

New Staff Wellness Space Supported by Royal Alexandra Hospital Foundation

Over the course of the pandemic, our foundation partners have continuously stepped up to show their support for our patients and staff. As the COVID-19 pandemic wears on, their gestures of kindness continue to be critically important as we care for our patients, ourselves and each other.

Keeping this in mind, the Royal Alexandra Hospital Foundation recently approached their donors to support staff wellness at the Royal Alexandra Hospital. The response to the foundation's request was overwhelming and resulted in approximately \$300,000 in donations.

Thanks to this funding, the Royal Alexandra Hospital now has a new temporary rest area where healthcare providers can go to gain calm, quiet and solitude. In addition to this new space, site leadership is exploring other initiatives to promote staff well-being and to recognize the hard work their teams have contributed throughout the pandemic.

Thank you to the Royal Alexandra Hospital Foundation and their donors for this remarkable gift. We are grateful for all they have done, and continue to do, for our patients and healthcare workers.



Gratitude from Albertans

Thank you to all of the Albertans who have taken the time to recognize the work of healthcare providers and physicians. Messages of gratitude keep pouring in from across the province and beyond during the COVID-19 pandemic. We want to share a few recent messages of thanks with you — and you can see others on our [Sharing the Love](#) webpage:

Thank you for the excellent care when my surgery was moved from Red Deer to Olds. Every effort for comfort was carried out and I appreciated the warmth of the blankets, the fuzzy socks and the good snack after the recovery.

—Shannon Glover

Thank you all for being so welcoming and supportive of us MacEwan nursing students. I appreciate all of the learning experiences (e.g., wound care, nursing, physio, etc.) I got to take part in and for the experience to work within such a cohesive team environment. Keep being amazing!

— Anonymous

Thank you so much for taking the time and having enough patience to teach students through such a difficult time. Truly makes me appreciate this profession so much more than I did to begin with. You all are so resilient and I hope to embody the same strength you have when I become a nurse!

— Anonymous

I would like to express my gratitude to all the nurse practitioners in the organization providing exemplary care to patients and families every day. I am honoured to be a part of such an amazing, caring and compassionate group of individuals who excel in the care that they deliver to a variety of different populations in diverse clinical settings. Take this opportunity to celebrate your achievements, and those of your colleagues. Happy Nurse Practitioners' Week!

— Kim S.

Wrapping Up

This week we want to pay tribute to our veterans and those serving in Canada's Armed Forces, recognizing the two Remembrance Days which fell last week. Indigenous Veterans Day is observed each year on November 8, as a national day for recognition and remembrance of more than 200 years of military service by First Nation, Métis and Inuit communities. The other national Remembrance Day, which took place yesterday on November 11, also honours those who have served Canada in times of war, military conflict and peace.

We are ever grateful for the sacrifices made to preserve our freedoms, including the privilege of the high-quality healthcare afforded in this country. In turn, we are thankful to be able to serve and protect Albertans every day through the healthcare we deliver.

We continue to be encouraged by the shrinking COVID-19 hospitalization and ICU rates and the relief that brings for our teams of staff and physicians, and the system as a whole. Whether you are on the front lines or supporting Albertans from a little further back, or supporting those who provide care, we humbly thank you. Keep hanging in there.

As always, with gratitude and appreciation,



Dr. Verna Yiu
AHS President & CEO

Dr. Laura McDougall
Senior Medical Officer of Health

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debbie@onoway.ca

From: cao@onoway.ca
Sent: November 19, 2021 7:59 AM
To: 'Jason Madge'; debbie@onoway.ca
Subject: FW: Town Council Meeting

Deb for next Council 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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-----Original Message--

From: Sheila Pockett <spockett@onoway.ca>
Sent: November 18, 2021 6:33 PM
To: cao@onoway.ca
Cc: lkwasny@onoway.ca; jmadge@onoway.ca; ljoilergirl@hotmail.com; rmurray@onoway.ca; rwinterford@onoway.ca; bconinx@onoway.ca
Subject: Town Council Meeting

To whom it may concern

I'm very disappointed on the presentation I just watched from the Town of Onoway on their website. Are those of us who are vaccinated or lost loved ones disregarded now? In all my years living here I have never encountered such a one sided view, that used many bogus credentials and sites to get this information. We should be setting an example on how to abide by rules and mandates set out by the government, not making fun of them. Look around and see how many businesses have implemented either a vaccine or Covid test Protocol in their business. What's wrong with our Town showing some leadership? This is very disappointing and in my eyes very disrespectful. This slide presentation was shown 2 times! I guess we know where the leaders of this town stand.

Respectfully,
S Pockett

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RECORD OF DECISION – CMOH Order 45-2021

Re: 2021 COVID-19 Response – Alberta Government’s Restrictions Exemption Program; Rescinding and replacing RECORD OF DECISION – CMOH Order 43-2021

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act*, I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas a state of public health emergency was declared in the province of Alberta on September 15, 2021.

Whereas I have determined it is possible to exempt eligible businesses, entities and events and patrons and attendees at their premises from certain restrictions found in Record of Decision CMOH Order 44-2021 provided that eligible participants screen patrons or attendees for proof of vaccination or a negative COVID-19 test result, I hereby make the following order:

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- Part 5 – Obligations of eligible participants
 - A. Screening of patrons or attendees
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 - C. Exceptions for proof of vaccination
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- Part 6 - General

Part 1 – Application

- 1.1 This Order rescinds CMOH Order 43-2021.
- 1.2 This Order is effective September 20, 2021, and applies throughout the Province of Alberta.
- 1.3 Record of Decision CMOH Order 44-2021 is not in force in respect of eligible participants and patrons and attendees who are in compliance with this Order.
- 1.4 Record of Decision CMOH Order 45-2021 is not in force in respect of an employee of an eligible participant or first responders attending an eligible participant for the purposes of responding to an emergency situation.

Part 2 – Definitions

- 2.1 In this Order and the Appendix A to this Order, the following terms have the following meanings:
 - (a) “authorizing health professional” means
 - i. for the purposes of a masking exception, one of the following regulated members under the *Health Professions Act* who holds a practice permit:
 - A. nurse practitioners;
 - B. physicians;
 - C. psychologists.
 - ii. for the purposes of the vaccine exception, one of the following regulated members under the *Health Professions Act* who holds a practice permit:
 - A. nurse practitioners;
 - B. physicians.
 - (b) “COVID-19 test” means a Health Canada approved rapid screening test or a lab based PCR test approved by Health Canada or the lab accreditation body of the jurisdiction in which the test is performed which:
 - i. a person has taken within the last 72 hours;
 - ii. clearly outlines the laboratory that completed the test, if applicable the type of test, time of sample collection, and clear indication of a negative result; and
 - iii. is not sourced from the Alberta Health Services public COVID-19 testing system.
 - (c) “discretionary business, entity or event” means a business, entity or event described as “in scope” in Appendix A of this Order.

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- (d) “eligible participant” means an operator of a discretionary business, entity or event that chooses to implement the Restrictions Exemption Program under this Order.
- (e) “eligible person” means a person who is living, working or going to school in Alberta who is eligible to receive the COVID-19 vaccine.
- (f) “first responders” means emergency medical responders registered with the Alberta College of Paramedics, police officers as defined in the *Police Act* and firefighters.
- (g) “employee” means workers, contractors, repair workers, delivery workers, volunteers, inspectors, or others who are entering the eligible participant for work purposes and not as patrons or attendees.
- (h) “face mask” means a medical or non-medical mask or other face covering that covers a person’s nose, mouth and chin.
- (i) “fitness activity” means a physical activity that occurs at a gym, fitness studio, dance studio, rink, pool, arena or recreation centre and includes dance classes, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.
- (j) “Guidelines” means the Requirements for the Restrictions Exemption Program, as amended from time to time and as published on the Government of Alberta website.
- (k) “health condition” means the following mental or physical limitations:
 - i. sensory processing disorders;
 - ii. developmental delays;
 - iii. mental illnesses including: anxiety disorders; psychotic disorders; dissociative identity disorder; and depressive disorders;
 - iv. facial trauma or recent oral maxillofacial surgery;
 - v. contact dermatitis or allergic reactions to face mask components; or
 - vi. clinically significant acute respiratory distress.
- (l) “masking medical exception letter” means written confirmation provided to a person by an authorizing health professional which verifies that the person has a health condition that prevents the person from wearing a face mask while attending an indoor public place and:
 - i. clearly sets out the information required by section 4.5 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.
- (m) “medical contraindication to vaccination” means a condition diagnosed by an authorizing health professional as determined by guidance provided by the College of Physicians and Surgeons or the College and Association of Registered Nurses.

- (m) "personal identification" means a valid:
- i. birth certificate issued by a government of a province of Canada and including the photograph of the holder;
 - ii. citizenship card;
 - iii. driver's licence issued by a government of a province of Canada and including the photograph of the holder;
 - iv. provincial or territorial issued identification card, including health card;
 - v. certificate of Indian Status;
 - vi. Métis Nation of Alberta Association citizenship and identification card;
 - vii. Inuit Status card;
 - viii. passport attesting to citizenship or other national status, issued by a government of any jurisdiction and including a photograph of the holder;
 - ix. Permanent Resident Card.
- (n) "patron or attendee" means an eligible person attending at a business, entity or event participating in the Restrictions Exemption Program under this Order.
- (o) "PCR test" means the polymerase chain reaction test for COVID-19.
- (p) "performance activity" means singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.
- (q) "physical activity" means a fitness activity or sport activity.
- (r) "premises" means the site or location where the eligible participant operates.
- (s) "rapid screening test" means a COVID-19 testing device that is listed in *Authorized medical devices for uses related to COVID-19: List of authorized testing devices by Health Canada* published on the Government of Canada website and is approved for point-of-care molecular or antigen COVID-19 testing, including but not limited to, Panbio COVID-19 AG Rapid Test Device (nasal), Bd Veritor System For Rapid Detection Of SARS-CoV-2, Id Now COVID-19 and the Spartan COVID-19 System Cube.
- (t) "recreational activity" means any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not limited to, Girl Guides, Scouts, choir, arts and crafts, pottery or other substantially similar activities.
- (u) "sport activity" means sports training, practices, events, games, scrimmages, competitions, gameplay, league play, and other activities of a similar nature.
- (v) "vaccinated" means a person who is eligible for vaccination who has:

- i. during the period between September 17, 2021 and October 24, 2021:
 - A. proof of receiving at least one dose of a World Health Organization approved COVID-19 vaccine and has had fourteen or more days elapse since the date on which the person received the first dose of vaccine;
- ii. on or after October 25, 2021:
 - A. proof of receiving two doses of a World Health Organization approved COVID-19 vaccine in a two dose vaccine series and has had fourteen or more days elapse since the date on which the person received the first dose of vaccine;
 - B. proof of receiving one dose in a one dose World Health Organization approved COVID-19 vaccine series and has had fourteen days or more elapse since the date on which the person received the one dose of vaccine.

(w) "vaccine medical exception letter" means an original, signed written confirmation provided to a person by an authorizing health professional which verifies there is a medical contraindication to vaccination that prevents the person from being vaccinated or verifies the person is a participant in a COVID-19 vaccine clinical trial and:

- i. clearly sets out the information required by section 5.5 of this Order; and
- ii. is valid for a period of one year from the date on which it is made.

Part 3 – Restrictions Exemption Program

- 3.1 A discretionary business, entity or event which chooses to implement the Restrictions Exemption Program must do so in accordance with this Order.
- 3.2 A business, entity or event described as "Out of Scope" in Appendix A is ineligible for participation in the Restrictions Exemption Program.

Part 4 – Masking requirements

A. Indoor masking requirements

- 4.1 Except as set out in this Order, a patron or attendee must wear a face mask at all times while attending at an eligible participant's premises.
- 4.2 For greater certainty a patron or attendee must wear a face mask in

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- (a) all indoor spaces on the premises of an eligible participant that all patrons or attendees may attend; and
- (b) at a wedding ceremony or reception or at a funeral service or reception that is held at the premises of an eligible participant.

B. General exceptions to indoor masking

- 4.3 Despite this Part of this Order, a patron or attendee is not required to wear a face mask at all times while attending an eligible participant's premises if the patron or attendee is:
- (a) a youth under two years of age;
 - (b) participating in an indoor physical activity or performance activity;
 - (c) a person marrying another person during a wedding ceremony, and the individuals in their wedding party;
 - (d) unable to place, use or remove a face mask without assistance;
 - (e) seated at a table while consuming food or drink or, if standing at a standing table while consuming food or drink, as long as the person remains at the standing table at all times while consuming the food or drink;
 - (f) providing or receiving care or assistance where a face mask would hinder that caregiving or assistance;
 - (g) a person who needs to temporarily remove their face mask while in an eligible participant's premises for the purposes of:
 - i. receiving a service that requires the temporary removal of their face mask;
 - ii. an emergency or medical purpose, or
 - iii. establishing their identity.

C. Masking exceptions for health conditions

- 4.4 Despite this Part of this Order, a patron or attendee who is unable to wear a face mask due to a health condition as determined by an authorizing health professional is excepted from wearing a face mask while attending the eligible participant's premises.
- 4.5 For the purposes of section 4.4, the health condition must be verified by a masking medical exception letter that includes the following:
- (a) the name of the patron or attendee to whom the exception applies;
 - (b) the name, phone number, email address, professional registration number, and signature of the authorizing health professional; and
 - (c) the date on which the written confirmation was provided.

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- 4.6 For greater certainty, although the masking medical exception letter must verify that a health condition applies, the medical exception letter must not include specific information about the health condition.

Part 5 – Obligations of eligible participants

A. Screening of patrons or attendees

- 5.1 An eligible participant must screen every patron and attendee for one of the following at the point of entry in accordance with the Guidelines:
- (a) proof of vaccination as set out in section 5.3;
 - (b) proof of a negative COVID-19 test result from a sample that is taken within the prior 72 hours;
 - (c) original vaccine medical exception letter.
- 5.2 A patron or attendee must provide an eligible participant with personal identification and one of the following at the point of entry:
- (a) proof of vaccination as set out in section 5.3;
 - (b) proof of a negative COVID-19 test result from a sample that is taken within the prior 72 hours;
 - (c) original vaccine medical exception letter.

B. Forms of proof of vaccination

- 5.3 One of the following is acceptable as proof of vaccination:
- (a) a picture or paper record of a valid Alberta Health Services, MyHealth Records, pharmacy, First Nations, or physician immunization record prominently displaying the name of the recipient, type of vaccine and date of administration;
 - (b) valid Government of Alberta vaccination QR code;
 - (c) an immunization record from another Canadian province or territory displaying the name of the recipient, type of vaccine and date of administration;
 - (d) Canadian armed forces immunization record, displaying the name of the recipient, type of vaccine and date of administration.
 - (e) For international travellers, an ArriveCan app and a valid international travel identity of the recipient document is acceptable as proof of vaccination.

C. Exceptions for proof of vaccination

- 5.4 Despite this Part of this Order, a patron or attendee who is unable to be vaccinated due to a medical contraindication to vaccination is excepted from the requirement of showing proof of vaccination to attend at an eligible participant's premises.
- 5.5 For the purposes of section 5.4 the medical contraindication to vaccination must be verified by a vaccine medical exception letter that includes the following:
- (a) the name of the patron or attendee to whom the exception applies;
 - (b) the name, phone number, contact information, professional registration number, and signature of the authorizing health professional;
 - (c) the date on which the written confirmation was provided; and
 - (d) the length of time the exemption is valid.
- 5.6 For greater certainty, although the vaccine medical exception letter must verify that a medical contraindication to vaccination applies, the vaccine medical exception letter must not include specific information about the nature of the medical contraindication to vaccination.
- 5.7 Despite section 5.2, the following persons are not required to provide proof of vaccination:
- (a) a person ineligible for immunization under the Alberta COVID-19 immunization program;
 - (b) a person with a medical exemption letter for vaccination;
 - (c) a person with a written or printed copy of a negative COVID-19 test.
- 5.8 Despite section 5.2, a patron or attendee who is 17 years of age or younger is not required to provide personal identification.

D. Positive Test Result

- 5.9 An eligible participant is prohibited from allowing a person presenting a positive COVID-19 test result from attending at the eligible participant's premises and must advise a person who presents a positive COVID-19 test result that the person must isolate in accordance with CMOH Order 06-2021.

Part 6 – General

- 6.1 This Order provides the minimum standards for public health measures in Alberta for those matters addressed by this Order.

- 6.2 For greater certainty, nothing in this Order relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence covering those matters which are addressed in this Order.
- 6.3 This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 24th day of September, 2021.

Deena Hinshaw, MD
Chief Medical Officer of Health



Document: Appendix A to Record of Decision – CMOH Order 45-2021

Subject: CMOH Order 45-2021 Alberta Government's Restrictions Exemption Program

Scope of Application: As per Record of Decision – CMOH Order 45-2021

| In Scope | Out of Scope |
|---|---|
| Restaurants and Food Courts with closed access to the public | Events in Private Dwellings |
| Nightclubs | Retail & Shopping Malls |
| Casinos, Bingo Halls, VLT Lounges | First responders attending for the purposes of responding to an emergency situation |
| Entertainment/Rec Centers, such as: <ul style="list-style-type: none"> • Bowling, racing entertainment, arcades, billiards halls, other similar entertainment • Museums, art galleries | Libraries |
| Movie theatres | Employees in/on a worksite for the purposes of their employment |
| Recreation facilities for physical activity, performance activity or recreational activity <i>excluding</i> : <ul style="list-style-type: none"> • youth physical activity, performance activity and recreational activity • mutual support meetings • jury selection • elections purposes and related activities | Schools, K-12 |
| Conferences / Meeting Spaces / Halls/Rented space (excluding dwelling units) <i>excluding</i> : <ul style="list-style-type: none"> • mutual support meetings | School curriculum based activity, K-12 |

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| | |
|--|---|
| <ul style="list-style-type: none"> • places of Worship – for faith services • jury selection • elections purposes and related activities | |
| Weddings and Funerals held in public facilities where the facility maintains responsibility for adherence to these requirements | Child care settings (e.g., daycare) |
| Spectator at a professional sport or performance activity | Accommodations (e.g., hotel) |
| Indoor adult sport and performance activities (participants) | Places of Worship – for faith services |
| Private social events held in public facilities where the facility maintains responsibility for adherence to these requirements | Health Services |
| Adult recreational activities (e.g., classes, groups) | Personal Services |
| Hotel and condo amenities such as: <ul style="list-style-type: none"> • fitness rooms, pools • game rooms, movie rooms • other similar amenities | Wellness Services |
| | Youth physical activity, performance activity and recreational activity, where all participants are under the age of 18. |
| | Public transit |
| | Mutual support meetings |
| | Jury selection |
| | Elections purposes and related activities |

RECORD OF DECISION – CMOH Order 44-2021

Re: 2021 COVID-19 Response

Whereas I, Dr. Deena Hinshaw, Chief Medical Officer of Health (CMOH) have initiated an investigation into the existence of COVID-19 within the Province of Alberta.

Whereas the investigation has confirmed that COVID-19 is present in Alberta and constitutes a public health emergency as a novel or highly infectious agent that poses a significant risk to public health.

Whereas under section 29(2.1) of the *Public Health Act* (the Act), I have the authority by order to prohibit a person from attending a location for any period and subject to any conditions that I consider appropriate, where I have determined that the person engaging in that activity could transmit an infectious agent. I also have the authority to take whatever other steps that are, in my opinion, necessary in order to lessen the impact of the public health emergency.

Whereas a state of public health emergency for the province of Alberta was declared on September 15, 2021.

Whereas having determined that additional measures are necessary to protect Albertans from exposure to COVID-19 and to prevent the spread of COVID-19, I hereby make the following order:

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 - D. School buses**
 - E. Exception to masking where physical distancing can be maintained**
 - Part 14 Exemptions under Alberta Government's Restrictions Exemption Program**
 - Part 15 General**
-

Part 1 – Application

- 1.1 This Order applies throughout the province of Alberta.
- 1.2 This Order comes into force on September 20, 2021 except where otherwise stated in this Order.
- 1.3 If a section of this Order is inconsistent or in conflict with a provision in Record of Decision – CMOH Order 10-2020, 37-2021 or 38-2021, the section in those Orders prevail to the extent of the inconsistency or conflict.
- 1.4 This Order amends CMOH Order 42-2021 by making the following amendments to Part 7 effective September 16, 2021:
 - (a) deleting sections 7.1 through 7.6; and
 - (b) substituting the words “Despite this Part of this Order, a” with “A” in section 7.7.
- 1.5 This Order rescinds CHOH-Order 42-2021 effective September 20, 2021.

Part 2 – Definitions

- 2.1 In this Order, the following terms have the following meanings:
 - (a) “adult” means a person who has attained the age of eighteen years.

- (b) "authorizing health professional" means one of the following regulated members under the *Health Professions Act* who holds a practice permit:
- i. nurse practitioners;
 - ii. physicians;
 - iii. psychologists.
- (c) "child care program" means any of the following:
- i. a facility-based program providing day care, out of school care or preschool care;
 - ii. a family day home program;
 - iii. a group family child care program;
 - iv. an innovative child care program.
- (d) "Class A, B or C liquor licence" has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (e) "cohort", as the context of this Order requires, means:
- i. for a person who resides on their own, one or two other persons with whom the person who resides on their own regularly interacts with during the period of this Order;
 - ii. for a household, the persons who regularly reside at the home of that household;
 - iii. for a household in which all eligible persons who regularly reside at the home are fully vaccinated, the members of that household and the members of a second household whose eligible members are fully vaccinated, up to a maximum of ten fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same two households for the duration of the Order;
 - iv. for a fully vaccinated person who resides on their own, the person who resides on their own, and up to a maximum of nine fully vaccinated persons, excluding children eleven and younger who are not vaccinated. This must be the same nine people for the duration of the Order;
 - v. for a person attending an overnight camp, the group of campers and staff members assigned to them who stay together throughout the day, day to day, and overnight;
 - vi. for a school, the group of students and staff who primarily remain together for the purposes of instruction as a COVID-19 safety strategy.
- (f) "commercial vehicle" means a vehicle operated on a highway by or on behalf of a person for the purpose of providing transportation, but does not include a private passenger vehicle.
- (g) "day care" has the same meaning given to it in the *Early Learning and Child Care Regulation*.

- (h) "drive-in activities" means outdoor activities that a person can participate in or observe while remaining in a motor vehicle including the following:
 - i. a worship service;
 - ii. a drive-in movie;
 - iii. a graduation ceremony;
 - iv. physical activity, performance activity or recreational activity;
 - v. any activity similar in nature to those listed in this definition.
- (i) "eligible person" means a person born in 2009, or before 2009, who is living, working or going to school in Alberta who is eligible to receive the COVID-19 vaccine.
- (j) "face mask" means a medical or non-medical mask or other face covering that covers a person's nose, mouth and chin.
- (k) "facility-based program" has the same meaning given to it in the *Early Learning and Child Care Act*.
- (l) "Facility Licence" has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (m) "family day home program" has the same meaning given to it in the *Early Learning and Child Care Act*.
- (n) "farming or ranching operation" means the primary production of eggs, milk, grain, seeds, fruit, vegetables, honey, livestock, diversified livestock animals within the meaning of the *Livestock Industry Diversification Act*, poultry or bees, an operation that produces cultured fish within the meaning of the *Fisheries (Alberta) Act*, and any other primary agricultural operation specified in the regulations, but does not include the operation of a greenhouse, mushroom farm, nursery or sod farm.
- (o) "fitness activity" means a physical activity that occurs at a gym, fitness studio, dance studio, rink, pool, arena or recreation centre and includes dance classes, rowing, spin, yoga, boxing, boot camp, Pilates and other activities of a similar nature.
- (p) "food-serving business or entity" means a restaurant, café, bar, pub or similar business or entity.
- (q) "fully vaccinated" means a person who is eligible for vaccination who has:
 - i. received two doses of a World Health Organization approved COVID-19 vaccine in a two dose vaccine series or one dose in a one dose vaccine series; and
 - ii. had fourteen days elapse since the date on which the person received the second dose of the World Health Organization approved COVID-19 vaccine of a two dose series or one dose of the vaccine in a one dose vaccine series.

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- (r) "Gaming Licence" has the same meaning given to it under the *Gaming, Liquor and Cannabis Regulation, AR 143/96*, under the *Gaming, Liquor and Cannabis Act*.
- (s) "group family child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (t) "health condition" means the following mental or physical limitations:
 - i. sensory processing disorders;
 - ii. developmental delays;
 - iii. mental illnesses including: anxiety disorders; psychotic disorders; dissociative identity disorder; and depressive disorders;
 - iv. facial trauma or recent oral maxillofacial surgery;
 - v. contact dermatitis or allergic reactions to face mask components; or
 - vi. clinically significant acute respiratory distress.
- (u) "highway" means any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - i. a sidewalk, including a boulevard adjacent to the sidewalk;
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch; and
 - iii. if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,but does not include a place declared by regulation not to be a highway.
- (v) "innovative child care program" has the same meaning given to it in the former *Child Care Licensing Regulation*.
- (w) "masking directive or guidance" means, as the context of this Order requires, either:
 - i. a directive or guidance document made by a regional health authority, or a contracted service provider of a regional health authority, which sets out directions or guidance respecting the use of face masks in facilities or settings operated by the regional health authority or the contracted service provider; or
 - ii. a directive or guidance document made by Alberta Health and posted on the Government of Alberta website.
- (x) "medical exception letter" means written confirmation provided to a person by an authorizing health professional which verifies that the person has a health condition that prevents the person from wearing a face mask while attending an indoor public place and
 - i. clearly sets out the information required by section 3.6 of this Order; and
 - ii. is valid for a period of one year from the date on which it is made.



- (y) "outdoor food and beverage services" means services which an operator of a food-serving business or entity provides in an outdoor area to persons who remain at the food-serving business or entity while consuming food or beverages. For greater certainty, outdoor food and beverage services are provided in an area that meet the following requirements:
- i. patios and dining areas with a roof must not have more than one enclosing wall;
 - ii. patios and dining areas without a roof may have one or more enclosing wall;
 - iii. for the purposes of this Order umbrellas and pergolas are not considered to be roofs;
 - iv. for the purposes of this Order, a fence or a half-wall is not an enclosing wall.
- (z) "out of school care" has the same meaning given to it in the *Early Learning and Child Care Regulation*.
- (aa) "performance activity" means singing, playing a musical instrument, dancing, acting or other activities of a similar nature and includes, but is not limited to, a rehearsal, concert, theatre, dance, choral, festival, musical and symphony events.
- (bb) "person who resides on their own" means a person living on their own or a person living on their own who has one or more youth living with them and under their care.
- (cc) "physical activity" means a fitness activity or sport activity.
- (dd) "preschool care", has the same meaning given to it in the *Early Learning and Child Care Regulation*.
- (ee) "post-secondary institution" means a public or private post-secondary institution operating under the *Post-Secondary Learning Act* and includes the physical location or place where the post-secondary institution provides a structured learning environment through which a program of study is offered.
- (ff) "private place" means a private place as defined under the *Public Health Act*.
- (gg) "private social gathering" means any type of private social function or gathering at which a group of persons come together and move freely around to associate, mix or interact with each other for social purposes rather than remaining seated or stationary for the duration of the function or gathering, but does not include a cohort consisting of persons referred to in section 2.1(e) of this Order.
- (hh) "public place" has the same meaning given to it in the *Public Health Act*, and for greater certainty does not include a rental accommodation used solely for the purposes of a private residence.
- (ii) "recreational activity" means any structured or organized activity or program where the purpose of the activity or program is intended to develop a skill, including but not

limited to, Girl Guides, Scouts, arts and crafts, pottery or other substantially similar activities.

- (jj) "school" has the same meaning given to it in the *Education Act*.
- (kk) "school building" has the same meaning given to it in the *Education Act*.
- (ll) "Special Event Licence" has the same meaning given to it under *Gaming, Liquor and Cannabis Regulation*, AR 143/96, under the *Gaming, Liquor and Cannabis Act*.
- (mm) "sport activity" means sports training, practices, events, games, scrimmages, competitions, gameplay, league play, and other activities of a similar nature.
- (nn) "staff member" means any individual who is employed by, or provides services under a contract with, an operator of a school.
- (oo) "student" has the same meaning given to it in the *Education Act*.
- (pp) "visitor" means any individual who attends a school, but who is not a student or staff member.
- (qq) "youth" means a person under eighteen years of age.
- (rr) "youth activity" means any physical activity, performance activity or recreational activity youth are participating in.

Part 3 – Masking

A. Indoor masking requirements

- 3.1 Except as set out in this Order and subject to Part 13, a person must wear a face mask at all times while attending an indoor public place.
- 3.2 For greater certainty, indoor public places include, but are not limited to:
 - (a) a school building;
 - (b) commercial vehicles transporting the driver and one or more other persons who are not members of that persons household, or if the person is a person living alone, then the person's close contact;
 - (c) the common areas of a day camp or overnight camp; and
 - (d) all indoor spaces under the control of a business or entity, including all areas where the public or employees of the business or entity may attend.
- 3.3 For greater certainty, except as otherwise set out in this Order:
 - (a) face masks must be worn at a wedding ceremony or funeral service that is held in an indoor public place; and
 - (b) a person must comply with all masking directives or guidance while attending at a facility operated by a regional health authority under the *Regional Health Authorities*

Act or a facility operated by a contracted service provider of a regional health authority.

B. General exceptions to indoor masking

- 3.4** Despite this Part of this Order, a person is not required to wear a face mask at all times while attending an indoor public place if the person is:
- (a) a youth under two years of age;
 - (b) a youth participating in an indoor performance activity in circumstances where it is not possible for the youth to wear a face mask while participating in the indoor performance activity;
 - (c) a youth participating in an indoor physical activity;
 - (d) an adult participating in an indoor physical activity;
 - (e) an adult participating in an indoor performance activity where it is not possible for the adult to wear a face mask while participating in the indoor performance activity;
 - (f) a person marrying another person during a wedding ceremony, and the individuals in their wedding party;
 - (g) unable to place, use or remove a face mask without assistance;
 - (h) seated at a table while consuming food or drink or, if standing at a standing table while consuming food or drink, as long as the person remains at the standing table at all times while consuming the food or drink;
 - (i) providing or receiving care or assistance where a face mask would hinder that caregiving or assistance;
 - (j) alone at a workstation and separated by at least two metres distance from all other persons;
 - (k) the subject of a workplace hazard assessment in which it is determined that the person's safety will be at risk if the person wears a face mask while working;
 - (l) separated from every other person by a physical barrier that prevents droplet transmission;
 - (m) a person who needs to temporarily remove their face mask while in the public place for the purposes of:
 - i. receiving a service that requires the temporary removal of their face mask;
 - ii. an emergency or medical purpose, or
 - iii. establishing their identity.

C. Exceptions for health conditions

- 3.5** Despite this Part of this Order, a person who is unable to wear a face mask due to a health condition as determined by an authorizing health professional is exempted from wearing a face mask while attending an indoor public place.

- 3.6 For the purposes of section 3.5, the health condition must be verified by a medical exception letter that includes the following:
- (a) the name of the person to whom the exception applies;
 - (b) the name, phone number, email address, professional registration number, and signature of the authorizing health professional; and
 - (c) the date on which the written confirmation was provided.
- 3.7 For greater certainty, although the medical exception letter must verify that a health condition applies, the medical exception letter must not include specific information about the health condition.

D. Exception for child care programs

- 3.8 Despite this Part of this Order, a youth attending at a child care program is not required to wear a face mask except in accordance with any masking directive or guidance made by Alberta Health and posted on the Government of Alberta website.

E. Exceptions for farming or ranching operations

- 3.9 Despite this Part of this Order, a person does not need to wear a face mask while working at a farming or ranching operation, unless the person is interacting with a member of the public.

Part 4 – Physical distancing

A. Two metres physical distance required

- 4.1 For all indoor and outdoor activities and settings, a person must maintain a physical distance of two metres from any other person who is not part of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 4.2 For greater certainty, a person must maintain a physical distance of two metres from any other person who is not a member of the person's cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person:
- (a) is attending an indoor or outdoor space under the control of a business or entity, including all areas where the public or employees of the business or entity may attend;
 - (b) is attending as a spectator at an indoor or outdoor location of a business or entity for the purposes of observing physical activity, performance activity or recreational activity;
 - (c) is attending as a spectator at a school building for the purposes of observing indoor youth activity;
 - (d) is participating in an outdoor private social gathering including a wedding ceremony or reception and a funeral service or reception where the only indoor spaces are washroom facilities;

(e) is a youth or staff member attending at a day camp;

(f) is attending a place of worship.

- 4.3 For greater certainty, staff and students at post-secondary institution must maintain a physical distance of two metres from any other person who is not a member of their cohort as referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

B. General exceptions to two metre physical distance requirement

- 4.4 Despite this Part, a person is not required to maintain a physical distance of two metres from any other person when the person is receiving a service from a business or entity that the person cannot receive while maintaining a physical distance of two metres.

- 4.5 Despite this Part, a coach, instructor or trainer is not required to maintain two metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.

- 4.6 Despite this Part, a youth is not required to maintain two metres physical distance while participating in an indoor or outdoor physical activity or performance activity.

- 4.7 Despite this Part, an adult is not required to maintain two metres physical distance

(a) while participating in an outdoor physical activity or performance activity;

(b) while participating in an indoor professional or semi-professional physical activity as a member of a professional or semi-professional sports team or as a professional or semi-professional athlete;

(c) while participating in an indoor professional or semi-professional performance activity as a member of a professional or semi-professional performance team or as a professional or semi-professional performer.

- 4.8 Despite this Part,

(a) a person in a cohort as defined at section 2.1(e)(i), (ii), (iii), and (iv) of this Order that attends indoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort;

(b) a person in a cohort as defined at section 2.1(e) of this Order that attends outdoors at a private residence is not required to maintain a distance of two metres from another person in that same cohort.

C. Three metres physical distance required

- 4.9 An adult must maintain a physical distance of three metres from any other person who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order, when the person is participating in indoor solo or 1:1 physical activity with a coach, instructor or trainer.

- 4.10 An operator of a business or entity providing a place for indoor solo or 1:1 physical activity with a coach, instructor or trainer must ensure that an adult who is participating in

indoor solo or 1:1 physical activity maintains three metres distance from any other person, including the coach, instructor or trainer, who is not a member of their cohort, referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

D. Exceptions to three metre physical distance requirement

- 4.11 Despite this Part, a coach, instructor or trainer is not required to maintain three metres physical distance from the person being coached, guided or instructed for physical activity, performance activity, or recreational activity if doing so inhibits the guidance or instruction being provided.

Part 5 – Work from one’s private residence

- 5.1 An employer must require a worker to work from the worker’s own private residence unless the employer determines that the worker’s physical presence is required at the workplace to effectively operate the workplace.

Part 6 – Private Residences

- 6.1 Subject to sections 6.3, 6.4 and 6.5 of this Order, a person who resides in a private residence must not permit a person who does not normally reside in that residence to enter or remain in the residence.
- 6.2 Section 6.1 of this Order does not prevent a person from entering the private residence of another person for any of the following purposes:
- (a) to provide health care, personal care or housekeeping services;
 - (b) for a visit between a child and a parent or guardian who does not normally reside with that child;
 - (c) to receive or provide child care;
 - (d) to provide tutoring or other educational instruction related to a program of study;
 - (e) to perform construction, renovations, repairs or maintenance;
 - (f) to deliver items;
 - (g) to provide real estate or moving services;
 - (h) to provide social or protective services;
 - (i) to respond to an emergency;
 - (j) to provide counselling services;
 - (k) for a visit between a person who is at the end of their life (last four to six weeks, as determined by that person’s primary health care provider) and a family member, friend, faith leader or other person as long as no more than three visitors enter the private residence of the dying person at one time;
 - (l) to provide or receive personal or wellness services;
 - (m) to provide physical activity or performance instruction; or

(n) to undertake a municipal property assessment.

6.3 A person who resides on their own may have their cohort described in section 2.1(e)(i) of this Order attend at their own private residence and may attend at the private residence of the one or two other persons described in section 2.1(e)(i) provided the following conditions are met:

(a) each person whose residence the person is attending at lives alone at their private residence; or

(b) each of the two people at the residence the person is attending at live together.

6.4 A cohort for a household as defined at section 2.1(e)(iii) of this Order, can choose one other household to visit with at each other's private residences provided that the following conditions are met:

(a) the two households, when meeting together, are limited to a maximum of ten eligible persons; and

(b) all eligible persons who are part of the household must be fully vaccinated.

6.5 A cohort for a fully vaccinated person who resides on their own, as defined at section 2.1(e)(iv) of this Order, can visit with a maximum of nine eligible persons at each other's private residences provided that the following conditions are met:

(a) the eligible persons, when meeting together, are limited to a maximum of ten eligible persons; and

(b) all eligible persons must be fully vaccinated.

6.6 For greater certainty, the maximum number of persons set out in sections 6.4 and 6.5 does not include persons eleven and younger.

Part 7 – Private social gatherings

7.1 All persons are prohibited from attending a private social gathering at an indoor or outdoor private or public place except in accordance with this Part of the Order.

7.2 For greater certainty, an indoor wedding reception or a funeral reception is a prohibited private social gathering.

7.3 Despite section 7.1 of this Order, a private social gathering of fifty persons or fifty percent of the total operational occupant load, whichever is less, as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction may occur at an indoor public or private place, excluding private residences, for the purposes of a wedding ceremony or a funeral service.

7.4 A private social gathering of two hundred persons or less may occur at an outdoor public or private place including for the purposes of a wedding ceremony or reception or a funeral service or reception.

A. Private social gatherings for protests

- 7.5 Despite this Part of this Order, a person may attend at an outdoor public place to exercise their right to peacefully demonstrate for a protest or political purpose without limit to the number of persons in attendance if the person:
- (a) remains outdoors except where necessary to use the washroom;
 - (b) wears a face mask at all times;
 - (c) maintains a minimum physical distance of two metres from any other person in attendance, including any other person who is a member of the person's household, unless:
 - i. either the person or the other person is, or both persons are, eleven years of age or younger; and
 - ii. both persons are members of the same household;
in which case this subsection does not apply;
 - (d) does not offer food or beverages to any other person in attendance, regardless of whether the food or beverage is provided for sale or not; and
 - (e) immediately disperses in a coordinated fashion at the conclusion of the gathering, while at all times adhering to the requirements in this section.
- 7.6 For greater certainty, a protest or political purpose as described in section 7.5 means for the purpose of expressing a position on a matter of public interest.

Part 8 - Places of worship

- 8.1 A faith leader may conduct a worship service at a place of worship if the number of persons who attend the worship service at the place of worship is limited to thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction.
- 8.2 A person attending a worship service at a place of worship must remain in a cohort consisting of persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

Part 9 – Businesses and entities

- 9.1 An operator of a business or entity listed in sections 1 through 4 of Appendix A must limit the number of members of the public that may attend the location where the business or entity is operating to the greater of:
- (a) thirty-three percent of the total operational occupant load as determined in accordance with the Alberta Fire Code and the fire authority having jurisdiction; or
 - (b) five persons.

- 9.2 A person may only attend at a business or entity with a cohort consisting of the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 9.3 Section 9.1 of this Order does not apply to a business or entity listed in sections 5 through 8 of Appendix A.
- 9.4 Despite this Part of this Order, a business or entity operating exclusively outdoors, excepting washrooms, is not subject to any capacity limits.
- 9.5 Despite this Part of this Order an unlimited number of persons may attend a drive-in activity if the persons who attend the drive-in activity:
 - (a) remain within a motor vehicle that is designed to be closed to the elements while attending and observing or participating in the drive-in activity except where necessary to use the washroom or access other amenities; and
 - (b) position their motor vehicle at least two metres away from other motor vehicles.

Part 10 – Restaurants, cafes, bars and pubs

- 10.1 An operator of a food-serving business or entity is prohibited from offering or providing indoor food and beverage services.
- 10.2 A person who attends a food-serving business or entity that offers or provides outdoor food and beverage services, may eat or drink alone or with a cohort where the cohorts participating are the persons referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.
- 10.3 An operator of a food-serving business or entity that offers or provides outdoor food and beverage services must:
 - (a) limit the number of persons seated at the same table to a maximum of six persons for persons who are members of same household and a maximum of three persons for persons who reside on their own; and
 - (b) require persons to remain seated while consuming food or beverages and must prohibit persons seated at a table or standing at a standing table from interacting with persons seated at a different table or standing at a different standing table.
- 10.4 An operator of a business or entity with a Class A or C liquor licence, including but not limited to restaurants, bars, lounges, pubs, cafes, legions or private clubs is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.5 An operator of a business or entity with a Gaming Licence or Facility Licence or a Class B liquor licence, including but not limited to bowling alleys, casinos, bingo halls, pool halls and indoor recreation entertainment centers is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the business or entity ends at 11 p.m..
- 10.6 A person who holds a Special Event Licence is prohibited from serving liquor after 10 p.m. and must ensure that liquor consumption at the event ends at 11 p.m..

- 10.7 For greater certainty, an operator of a food-serving business or entity may, subject to applicable laws, provide food or beverages, including liquor, by take-out, delivery or drive-thru at any time, including after 10 p.m..

Part 11 – Adult physical activity, performance activity and recreational activity

- 11.1 No adult may attend at an indoor location of a business or entity for the purposes of participating in a group physical activity, group performance activity, group recreational activity, or a competition or similar activity.
- 11.2 No operator of a business or entity may offer or provide services to, or a location for, an adult to participate in an indoor group physical activity, group performance activity, group recreational activity, or a competition or similar activity
- 11.3 Despite anything in this Part, an adult is not prohibited from participating in 1:1 or solo indoor physical activities, performance activities or recreational activities and an operator of a business or entity is not prohibited from offering or providing services to, or a location for, an adult to participate in 1:1 or solo indoor physical activities, performance activities or recreational activities.
- 11.4 Despite anything in this Part, an adult is not prohibited from participating in group physical activity, performance activity or recreational activity when the participating adults are in a cohort referred to in sections 2.1(e)(i) or 2.1(e)(ii) of this Order.

A. Professional physical activities and performance activities

- 11.5 Part 11 of this Order does not apply to:
- (a) a person attending or an operator of a business or entity, providing or hosting a physical activity as member of or for a professional or semi-professional sports team or as a professional or semi-professional athlete;
 - (b) a person attending or an operator of a business or entity, providing or hosting a performance activity as a member of or for a professional or semi-professional performance team or as a professional or semi-professional performer.

Part 12 – Youth activities

- 12.1 A parent or guardian of a youth must screen a youth for symptoms of COVID-19 prior to the youth participating in indoor youth activities in accordance with the COVID-19, Alberta Health Daily Checklist (for children under the age of eighteen).

Part 13 – Schools

A. Physical distancing in schools

- 13.1 An operator of a school must assign each youth enrolled in kindergarten to grade six to a cohort as in accordance with the guidance on the Government of Alberta website.

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- 13.2 Students, staff and visitors at a school building must maintain a physical distance of two metres from any other person who is not a member of their cohort as referenced in sections 2.1(e)(i), 2.1(e)(ii) or 2.1(e)(vi) in accordance with the guidance on the Government of Alberta website.
- 13.3 Despite this Part and in accordance with the guidance on the Government of Alberta website, students and staff at a school building are not required to maintain two metres physical distance if doing so inhibits the guidance or instruction being provided or where it is not possible to maintain two metres physical distance.

B. Masking requirements in schools

- 13.4 All students, except for students enrolled in grades kindergarten through three, and all staff, and visitors must wear a face mask while attending at a school building.
- 13.5 An operator of a school must ensure that all students enrolled in grades four through twelve, staff, and visitors wear a face mask while attending at a school building.

C. Exceptions to masking in schools

- 13.6 Despite Part 3 and this Part of this Order, students, staff or visitors are not required to wear a face mask at all times while attending at a school building if the student, staff or visitor:
- (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a health condition;
 - (c) is consuming food or drink in a designated area;
 - (d) is engaging in a physical activity;
 - (e) is seated at a desk or table
 - (i) within a classroom or place where the instruction, course or program of study is taking place, and
 - (ii) where the desks, tables and chairs are arranged in a manner
 - (A) to prevent persons who are seated from facing each other, and
 - (B) to allow the greatest possible distance between seated persons;
 - (f) is providing or receiving care or assistance where a non-medical face mask would hinder that caregiving or assistance; or
 - (g) is separated from every other person by a physical barrier.
- 13.7 An operator of a school must use its best efforts to ensure that any student, staff member or visitor who is not required to wear a face mask:
- (a) as permitted by section 13.6(a) or (b) of this Order is able to maintain a minimum of two metres distance from every other person;

D. School buses

- 13.8 Subject to section 3.10 of this Order, an operator of a school must ensure that the following persons wear a face mask while being transported on a school bus:
- (a) all students attending grades kindergarten through grade 12;
 - (b) all staff members;
 - (c) all visitors.
- 13.9 For greater certainty, section 13.8(b) applies in respect of any individual who transports students attending grades kindergarten through 12 on a school bus to a school, regardless of whether that individual is a staff member.
- 13.10 All students attending grades kindergarten through 12, staff members and visitors must wear a face mask that covers their mouth and nose while being transported on a school bus, unless the student, staff member or visitor:
- (a) is unable to place, use or remove a face mask without assistance;
 - (b) is unable to wear a face mask due to a mental or physical concern or limitation;
 - (c) is providing or receiving care or assistance where a face mask would hinder that caregiving or assistance; or
 - (d) is separated from every other person by a physical barrier.

E. Exception to masking where physical distancing can be maintained

- 13.11 Subject to section 13.12 of this Order, sections 13.4 to 13.10 of this of Order do not apply in respect of an operator of a school who is able to ensure that all students, staff members and visitors maintain a minimum of two metres distance from every other person while attending an indoor location within a school or while being transported on a school bus.
- 13.12 An operator of a school must:
- (a) create a written plan that sets out how physical distancing will be maintained;
 - (b) provide the plan upon request from the Chief Medical Officer of Health, Medical Officer of Health or Alberta Education; and
 - (c) receive an exemption from the Chief Medical Officer of Health.
- 13.13 Despite section 13.11 of this Order, an operator of a school does not need to ensure that students, staff members and visitors are able to maintain a minimum of two metres distance from every other person when a student, staff member or visitor is seated at desk or table:
- (a) within a classroom or place where the instruction, course or program of study is taking place, and
 - (b) where the desks, tables and chairs are arranged in a manner

- (i) to prevent persons who are seated from facing each other, and
- (ii) to allow the greatest possible distance between seated persons.

Part 14 – Exemptions under Alberta Government's Restrictions Exemption Program

14.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may, pursuant the Alberta Government's Restrictions Exemption Program, exempt a person or class of persons from the application of some, or all, parts of this Order.

Part 15 – General

- 15.1 Notwithstanding anything in this Order, the Chief Medical Officer of Health may exempt a person or a class of persons from the application of this Order.
- 15.2 This Order provides the minimum standards for public health measures in Alberta for those matters addressed by this Order.
- 15.3 For greater certainty, nothing in this Order relieves a person from complying with any provision of any federal, provincial or municipal law or regulation or any requirement of any lawful permit, order or licence covering those matters which are addressed in this Order.
- 15.4 This Order remains in effect until rescinded by the Chief Medical Officer of Health.

Signed on this 23rd day of September, 2021.


Deena Hinshaw, MD
Chief Medical Officer of Health



Document: Appendix A to Record of Decision – CMOH Order 44-2021

Subject: CMOH Order 44-2021 Restrictions

Scope of Application: As per Record of Decision – CMOH Order 44-2021

Overview

This document sets out the businesses and entities that are subject to restrictions under Part 9 of this Order.

Businesses or entities subject to thirty-three percent capacity limit

1. Retail

- all retail, including indoor markets.

2. Recreational or Entertainment Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing access to the following types of recreational facilities or entertainment facilities:
 - Community halls and centres;
 - Theatres, auditoriums, concert halls, and community theatres;
 - Banquet halls and conference centres;
 - Hotel and Condominium fitness facilities, pools, hot tubs, saunas and steam rooms.

3. Festival or Event Business or Entity

- a business or entity, or a business or entity that is similar in nature to those described in this section, offering or providing any of the following activities:
 - Festivals;
 - Concerts;
 - Exhibitions;
 - Tradeshows;
 - Professional sporting or performance events.

4. Recreational or Entertainment Business or Entity

- a business or entity offering, or a business or entity that is similar in nature to those described in this section, or providing access to the following types of

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recreational facilities or entertainment facilities:

- Movie theatres, libraries and science centres;
- Indoor children's play centres and indoor playgrounds;
- Museums and galleries;
- Casinos;
- Gaming Entertainment Centre (as defined by the Alberta Gaming, Liquor and Cannabis);
- Nightclubs;
- Bingo halls, bowling alleys and pools halls;
- Racing Entertainment Centres;
- Indoor Recreation and Entertainment Centres;
- Amusement parks and water parks;
- Any indoor portion of an interpretative centre, excluding public washrooms;
- Any indoor portion of a zoo, excluding public washrooms.

Businesses or entities not subject to thirty-three percent capacity limit

5. Personal Service Business or Entity

- a business or entity offering or providing a personal service. For the purposes of this Appendix, a "personal service" has the same meaning given to it in the *Personal Services Regulation, AR 1/2020*, under the *Public Health Act*.

6. Wellness Service Business or Entity

- a business or entity offering or providing a wellness service, including massage therapy services and reflexology services.

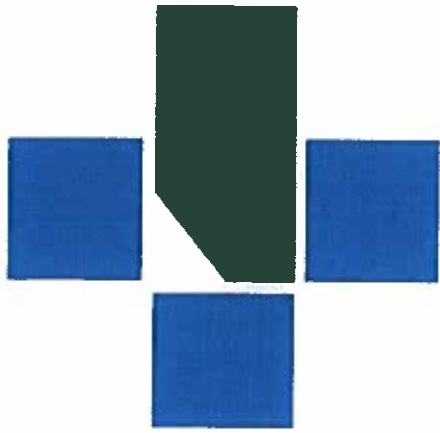
7. Professional Service Business or Entity

- a business or entity offering or providing the following professional services, including but not limited to:
 - Health services;
 - Legal services;
 - Tax services;
 - Financial advisory services;
 - Accountant or bookkeeping services;
 - Photography services;
 - Mediation services;
 - Instructional services provided to an individual;
 - Counselling services.

8. Other entities

- a business or entity offering or providing the following:
 - mutual support meetings;
 - elections purposes and related activities;
 - child care services;
 - blood donation and collection activities;

- jury selections;
- shelters for vulnerable persons;
- charitable activities including but not limited to food, clothing, and toy collection and distribution.



Alberta Health Services

COVID-19 Info: [For Albertans](#) | [For Health Professionals](#) | [Vaccine](#) | [Testing](#) | [Results](#) | [Family Support & Visitation](#)

A [CMOH order](#) remains in effect that requires continuous masking at all AHS and Covenant facilities provincewide.

Workplace & Employer Outbreak Information

COVID-19

Last updated September 24, 2021

[Role of AHS](#) | [Role of Employee](#) | [Role of Employer](#) | [Workplace Outbreak](#) | [Additional Info](#)
| [Financial Supports](#)

All workplaces have different risks when it comes to the spread and impacts of COVID-19. The level of risk depends on many things, such as:

- immunization rates in the local population and in employees
- how close people are to each other
- number of employees
- layout of work space, type of work activities
- vulnerability of others in the workplace

To prevent the spread of COVID-19, it is important to work together to keep workplaces, communities, and clients safe. Everyone has an important role to play in keeping workplaces safe.

All eligible Albertans should get immunized for COVID-19 to protect themselves, their families/friends/colleagues, and their communities. [Book your appointment](#) as soon as possible.

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Role of AHS

Alberta Health Services (AHS) will notify all people diagnosed with COVID-19, complete a case investigation, and advise them of their requirement to isolate. AHS will determine if a case was at work while they could have spread COVID-19 to others and provide recommendations to the case to notify their employer.

AHS will not routinely notify employers about their workers who have COVID-19 unless a potential outbreak is identified. AHS will provide recommendations to employers if an outbreak is confirmed.

Role of Employee Who Tests Positive for COVID-19

Employees have a very important role in preventing the spread of COVID-19 at work. Employees who test positive for COVID-19 are required to:

- Complete a case investigation interview with AHS.
- Follow all legal requirements for isolation including staying home from work and all other activities until their isolation period is over.

Employees who have tested positive for COVID-19 will be recommended to:

- Tell their employer about their positive COVID-19 test results and the dates they worked while infectious. This information can help employers review measures they have in place to prevent the spread of COVID-19 and make adjustments to reduce the risk of spread in the workplace.
- Notify their close contacts of their exposure to COVID-19 and share recommendations to reduce further spread of COVID-19.

Role of Employer

Employers and workplace operators have an important role in preventing the spread of COVID-19. They should carefully and continually consider how they can modify their operations and implement practices to reduce the risk of transmission of COVID-19 among employees and customers.

Encouraging employees to get immunized for COVID-19 is one of the best ways to prevent the spread of COVID-19. All full and part-time employees are eligible to have paid time away from work to get immunized if they are covered under Alberta's Employment Standards Code.

Employers must ensure their workplaces are following all current public health restrictions.

Employees with symptoms are legally required to isolate at home and should be tested for COVID-19.

Employees are not legally required to disclose their COVID-19 status to their employers. However, employers should be aware that:

Employees who have COVID-19 are not permitted to attend the workplace or any public place until their legal isolation period is over. People with COVID-19 are required to isolate for at least 10 days. They will be advised by AHS of the date their isolation period will end.

After their isolation period is over, they can return to work.

- A negative test result is not required for return to work.
- AHS Public Health does not provide clearance letters for return to work for cases or close contacts.

Close contacts are at risk for developing COVID-19 and spreading it to others in the workplace. If an employee with COVID-19 had close contacts at work, consider their risk of exposing others, especially anyone who is elderly, immunocompromised, has chronic health conditions or is not immunized. Consider whether additional precautions or work restrictions are warranted for known close contacts. For additional information and recommendations for all close contacts, go to ahs.ca/infoforclosecontacts.

Keep health information about employees confidential unless given permission by the employee to share. Phone conversations should happen in a private area.

For more information about COVID-19 go to ahs.ca/covid. If you have questions about your health, you can call your health care provider or Health Link at 811.

Workplace Outbreak

If an outbreak is declared at a workplace, the AHS COVID-19 Outbreak Team will connect directly with the employer to discuss additional measures.

To help answer some questions you may have about outbreaks and how this will impact your workplace, refer to [COVID-19 Workplace Outbreak FAQ](#).

Additional Information, Resources & Supports for Employers

- Environmental Public Health / [Information for Business](#)
- Alberta Health COVID-19 Information: [General Relaunch Guidance](#)
- Alberta Health Employer Resource: [Employers Toolkit for Vaccination](#)

Workplaces may also be contacted by [AHS Environmental Public Health](#) and/or [Alberta Occupational Health and Safety](#) for further support to provide an opportunity to review their current measures. These calls or visits are intended to be supportive in maintaining the health and safety of their employees and customers and in helping to support your continued operation. They are not meant to be punitive.

Financial Supports

- [Alberta Biz Connect](#)
- [COVID-19 Sick Leave Information](#)
- [Providing Paid COVID-19 Vaccination Leave](#)

From: Michelle Gallagher
Sent: October 7, 2021 7:43 AM
To: Wendy Wildman
Cc: Jason Madge
Subject: Re: Making vaccinations mandatory in the workplace

Wendy,

I am in a full day board meeting today. However, I acknowledge that there is a council meeting today and some information may be useful if this is to be discussed today. I am assuming that this is focused on employees/contractors and not access by the public to the municipal office for essential services. My comments are focused only on the employee / contractor situation.

By way of process, I would suggest the following:

1. The threshold issue is whether the Town wants to have such a policy;
2. If the answer to #1 is yes, then the next consideration is to whom the policy will apply. Being as broad as possible, this could be all individuals who are employed by the Town on any basis (including part time, full time, temporary, permanent, casual, seasonal or as volunteers). It could also extend to contractors. Normally, you would include a provision that the vaccination would be a condition of employment for all new employees hired after a certain date also.
3. The next issue is when to make the policy effective. People need notice and it takes time to get both doses and 2 weeks after the second dose for people to be considered "fully vaccinated". There is a required gap between first and second doses (a minimum of 28 days). So, you want to give realistic deadlines to either require confirmation of a first dose by a certain date and then full vaccination by another date, or you could just have a date for full vaccination that is far enough out to cover all requirements from the date the policy is effective and people are notified.
4. The policy document itself would need to be fleshed out to cover the following (and I can write one for you):
 - The public health background;
 - Definitions (i.e. what is "fully vaccinated" etc);
 - Application and scope of the policy - who it applies to;
 - How proof of vaccination is provided (and how that information will be recorded and by whom);
 - How to accommodate legitimate exemptions (for human rights reasons - being medical necessity or a *bona fide* religious belief which prohibits vaccination);
 - How the Town will support people in getting vaccinated (time off to get it done, etc or any other incentives);
 - For people who are not vaccinated - whether you want to have the option of periodic testing at the employee's expense (and if so, how often);
 - What will happen when people do not comply - placed on leave (with or without pay) and have their employability re-evaluated;
 - How personal information will be safeguarded; and
 - How the policy may be reviewed or adapted as circumstances may change.
5. The finalized policy would need to be approved and adopted pursuant to resolution or bylaw in accordance with the delegation framework in place for Town policies; and
6. Employees would need to be properly notified accordingly.

That is a basic summary. If you want to see a template vaccination policy for employees, I could probably have a basic one for you by Tuesday morning. It will depend on whether the Town is clear on what position it would like to take on some of the optional issues (like testing instead of vaccination for example).

Michelle
Michelle Gallagher
Lawyer
Patriot Law
Box 885, 5016 Lac Ste. Anne Trail S
Onoway, AB T0E 1V0
Tel: 780-967-2550
Fax: 780-967-2447

If this email looks like it wasn't intended for you, please let me know right away and delete this e-mail message.

Please note my new email address is michelle@patriotlaw.com

On Wed, Oct 6, 2021 at 6:42 PM <cao@onoway.ca> wrote:

Michelle – what has to happen if the Town was to implement this?

Thx

W

Wendy Wildman

CAO

Town of Onoway

Box 540

Onoway, AB. T0E 1V0

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

cao@onoway.ca

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

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COVID-19 – SIMILAR MUNICIPALITIES - November 22, 2021

BON ACCORD

- Town Office not participating in Restrictions Exemption Program (REP) – follow public health measures
- Information attached
- No staff vaccination policy
- Arena – participating in REP

MILLET

- Information attached
- Due to the new restrictions announced on September 3, 2021, please be advised that the Regular Council Meeting scheduled for November 10th, 2021 at 5:30 p.m. to be held in Community Hall in the Millet Civic Centre will now require all attendees to provide valid Vaccine Report
- Left message for a call back to discuss staff vaccination policy

MUNDARE

- Town Office not participating in REP – are following public health measures
- No staff vaccination policy
- Arena – using 1/3 capacity and not REP

REDWATER

- Town Office not participating in REP - following public health measures
- No staff vaccination policy exists or in the works at this time

SMOKY LAKE

- Town Office not participating in REP – following public health measures
- No staff vaccination policy
- Website: The Town of Smoky Lake is asking everyone in our community to be diligent in regards to COVID-19. If you are feeling symptoms, stay at home & book a test online or by calling 811. If you are in public we ask that you wear a mask as recommended by the Alberta Government. At this point in time we do not have a mandatory mask by-law in effect but we ask that you please consider wearing one. For more information regarding COVID-19 in Alberta please visit: <https://www.alberta.ca/coronavirus-info-for-albertans...>
Please consider your and your community's health as a priority. Stay safe.

COVID-19 – SIMILAR MUNICIPALITIES - November 22, 2021 – page 2

TOFIELD

- Town Office not participating in REP – following public health measures
- No vaccination policy
- Councillors are split by plexi-glass in Chambers, attendees remain masked
- Arena – using REP for observers, not required for on-ice players – masks required to be worn by all until players get on the ice

TWO HILLS

- Council has asked Administration to look at establishing a vaccination policy and examine liability surrounding a staff vaccination policy. At their Nov 5, 2021 Council Meeting Administration advised Council that the cost for legal to provide a vaccination policy is \$2500. There are some legal and liability issues surrounding a policy, like anything else. No legal precedence has been set yet.
- Council Meetings are fully electronic due to Covid-19, if you wish to address Council please email your questions/comments to info@townoftwohills.com before noon prior to the Council meeting on Tuesday. You can call-in during the open forum or have Administration read the comments or questions for you

VEGREVILLE

- Council voted against a mandatory staff vaccination policy
- All vaccine eligible patrons (those aged 12 years and older) wishing to enter Council Chambers must first provide proof of either full vaccination, medical exemption or proof of an Alberta Government approved, privately paid negative PCR or rapid test within 72 hours of entry
- REP FACILITIES: Wally Fedun Arena, Vegreville Aquatic & Fitness Centre, Dance Studio (located in the Vegreville Aquatic & Fitness Centre), Vegreville Multiplex & Vegreville Centennial Library Gymnasium



October 06th, 2021

Restriction Exemption Program Now in Effect at the Bon Accord Arena

The Town of Bon Accord continues to take a thoughtful and measured approach in its response to COVID-19. Due to the rapidly changing COVID-19 situation, this information is considered current as of the date of distribution.

As of October 06th, 2021, the provincial Restriction Exemption Program will be implemented at the Bon Accord Arena.

People aged 12 and over will be required to show one of the following to enter the Bon Accord Arena:

- Proof of vaccination
 - partial vaccination (one dose) accepted up to October 25 (at least 14 days before time of visit)
 - full vaccination (two doses) required after October 25 (the second dose must be at least 14 days prior to the time of visit).
 - 1 dose of the Janssen vaccine at least two weeks prior is acceptable.
- Proof of a privately paid negative PCR or rapid test within 72 hours of service (tests from AHS are not allowed)
- Documentation of a medical exemption
- Individuals 18 years of age or older must also provide ID (photo not required).

As per provincial public health restrictions, masks are mandatory in all indoor public spaces or workplaces, including those participating in the Restriction Exemption Program.

Minor hockey, adult hockey and public skating programs are now being offered at the arena for the 2021-2022 season. Public skating sessions will begin the week of October 12th, 2021. Check our website at www.bonaccord.ca for up-to date public skating schedules.

The Town Office will not be participating in the Restriction Exemption Program. Provincial public health measures will continue to be followed in this facility.

For details on the Restriction Exemption Program, visit the Government of Alberta's [COVID-19 Public Health Actions](#).

Contact:

Jodi Brown, Town Manager/CAO

Email: cao@bonaccord.ca

Phone: 780-218-3338





October 26th, 2021

COVID-19 UPDATE: TOWN OFFICE

As case numbers continue to decline, Town staff will continue to provide in-person services by appointment however staff are now on site during operational hours.

Residents that are not able to access services online or contactless service options are asked to please contact the office in **advance** of your visit at **780-921-3550**. This will allow staff to limit the number of people in the reception area at one time (to allow for social distancing), and to sanitize between visitors.

Please note that masks are currently required in all indoor public spaces.

We thank you for your patience as we work through the current COVID-19 situation and for your assistance in helping us to keep the community and our staff safe.

As the current State of Public Emergency in Alberta is still in effect, the situation may continue to change and evolve. Please follow the Town website (www.bonaccord.ca) and the Town social media page (Facebook) for updates regarding Town facilities and operations.

For information on COVID-19 public health restrictions go to www/Alberta.ca/Covid-19.

Contact Information:

Jodi Brown, Town Manager/CAO

Email: cao@bonaccord.ca

Phone: 780-218-3338



News

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Regular Council Meeting - November 10, 2021

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Regular Council Meeting - November 10, 2021

October 27 2021

Due to the new restrictions announced on September 3, 2021, please be advised that the Regular a Council Meeting scheduled for November 10th, 2021 at 5:30 p.m. to be held in Community Hall in the Millet Civic Centre will now require all attendees to provide valid Vaccine Report.

[← Prev \(/news/post/85382\)](#)

[Next → \(/news/post/85450\)](#)

debbie@onoway.ca

From: cao@onoway.ca
Sent: November 15, 2021 5:58 PM
To: lkwasny@onoway.ca; 'Lisa Johnson'; 'Bridgitte Coninx'; 'Robin Murray'; 'Robert Winterford'
Cc: 'Jason Madge'; 'Debbie Giroux'
Subject: OFEA lease agreement
Attachments: OFEA Lease - community hall 2021 to DRAFT 3.docx

Council – further to discussions at our meeting Thursday, please review this revised version of the lease agreement and let me know what you think (specifically with respect to clause 5). The new changes are in blue, and the previous changes are still in yellow.

Once I hear back from everyone I will make whatever further amendments may be required, and once everything has been agreed upon I will forward that version on the OFEA for their review.

Alternatively we can just hold off and review it at our next Council meeting.

Let me know. Thanks

W

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

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

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LEASE AGREEMENT

THIS LEASE made this day of , 2021.

BETWEEN:

The Town of Onoway,
of Box 540, Onoway, Alberta, T0E 1V0
a municipality in the Province of Alberta,

(the "Landlord")

OF THE FIRST PART;

-and-

The Onoway Facility Enhancement Association ("OFEA"),
a Society under the laws of the Province of Alberta,

(the "Tenant")

OF THE SECOND PART;

THE AGREEMENT:

1. ARTICLE ONE - GRANT AND TERM

- 1.1. Leased Premises. In consideration of the rent, covenants and agreements hereinafter reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord leases to the Tenant the following premises:

The Onoway Community Hall
located on the property legally described as:
Plan 6288BZ, Block 2, a portion of Lots 10 and 11, along with Lot 12
Excepting Thereout All Mines and Minerals
(the "Leased Premises")

and the Tenant hereby leases and accepts the Leased Premises from the Landlord, to have and to hold during the Term, subject to the covenants, conditions and agreements set out in this Lease.

- 1.2. Ownership and Control. The Landlord at all times retains ownership of the Leased Premises and, as such, reserves all rights with respect to the Leased Premises not otherwise granted to the Tenant.
- 1.3. The Term. The Tenant shall, subject to this Lease, have and hold the Leased Premises for and during the term (the "Term") of 13 months from December 1, 2021 (the "Commencement

///

Date”), to December 31, 2022 unless earlier terminated pursuant to the terms of this Lease. Both parties agree that negotiations for contract renewal will commence 6 months prior to the expiry of this agreement.

1.4. Notice of Termination. The Landlord or the Tenant may terminate this Lease, for any reason whatsoever, in its sole discretion, on the provision of 60 days notice of such termination to the other party.

2. ARTICLE TWO – RENT.

2.1. Rent.

- a. The Tenant shall pay annual rent of ONE DOLLAR (\$1.00), by cash or cheque.
- b. The first payment of rent shall be made on or before the Commencement Date and, if the Lease is renewed in accordance with its terms, all subsequent payments are to be made annually on this anniversary date.

2.2. Where Payments to be Made. All payments required to be made by the Tenant under or in respect of this Lease shall be made to the Landlord at the Landlord's office in the Town of Onoway, Alberta, or to such agent or agents of the Landlord or at such other place as the Landlord shall hereafter from time to time direct in writing to the Tenant.

3. ARTICLE THREE - PARKING FACILITIES AND THE COMMON AREAS AND FACILITIES

3.1. License. The Tenant, its employees, licensees and invitees and all persons lawfully requiring communication with the Tenant shall have free and uninterrupted access to the Leased Premises, the Lands and any parking area provided by the Landlord, at all times, subject to the reasonable rules and regulations as may be promulgated from time to time by the Landlord. Currently there are stalls at the north end of the parking lot assigned to the Onoway Regional Medical Clinic for use during their business hours.

4. ARTICLE FOUR — COST OF MAINTENANCE AND OPERATION OF THE LEASED PREMISES

4.1. Tenant to Pay Utilities. The Tenant shall be solely responsible for and shall promptly pay all charges for water, sewer, gas, electricity, telephone and other utilities used or consumed in the Leased Premises. In no event shall the Landlord be liable for, nor have any obligation with respect to, an interruption or cessation of, or a failure in the supply of any such utilities, services or systems, including without limitation the water and sewage systems, to the Lands or to the Leased Premises whether or not supplied by the Landlord or others.

4.2. Heating and Air-Conditioning. The Tenant shall, throughout the Term, operate, maintain and regulate the heating, ventilating and air-conditioning equipment if any, within, or installed by or on behalf of the Tenant for the Leased Premises in such a manner as to maintain reasonable

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conditions of temperature and humidity within the Leased Premises. The Tenant shall be solely responsible for the cost of heating, ventilating and air-conditioning, which costs shall include, without being limited to, fuel, water electricity, supplies (including those occasioned by everyday wear and tear) general maintenance, repairs and replacements, including major repairs and replacements, to the plant and equipment supplying or distributing such heat, ventilation or air-conditioning. The Tenant shall deliver to the Landlord a copy of its preventative maintenance contract for the heating, ventilating and air-conditioning equipment on the commencement of the Term and before every renewal of such contract.

4.3. Elevator – the Tenant shall, throughout the Term, operate and maintain the Elevator including completion of the annual inspection and ensuring any items identified are rectified. All work (inspections, repairs etc) on the elevator shall be completed by an individual/company who is certified and licensed to inspect/repair Elevators.

5. ARTICLE FIVE — MAINTENANCE, REPAIRS AND ALTERATIONS

5.1. Maintenance and Repairs by Tenant. The Tenant, at its own expense, shall maintain and keep the Leased Premises and every part thereof in good order and condition. The Tenant shall also, at its own cost, promptly ~~complete all general maintenance and general repairs that can be reasonably associated with and attributed to the day to day operations of the Leased Premises. make all needed repairs including without limitation, major structural repairs, to the Leased Premises. Any replacements, including but not limited to, replacements and repairs to and of the roof and all electrical, plumbing, climate control systems, machinery and equipment in and to the Leased Premises, all entrances, glass, show window moldings, store fronts, partitions, doors and any and all other fixtures, equipment and appurtenances, that are part of the Leased Premises (reasonable wear and tear, and damage by fire, lightning, and tempest only excepted) shall be made by the Tenant, at its own cost, using new materials and in good and workmanlike manner.~~ The Tenant shall keep the Leased Premises well painted, clean and in such condition as a careful owner would do. Major structural repairs shall be the responsibility of the Landlord, or the Landlord and Tenant in partnership as agreed upon between the two parties.

5.2. Improvements, Alterations, Partitions. The Tenant shall not install or construct fixtures, partitions, or other permanent improvements, or make structural alterations, to the Leased Premises without the advance approval of the Landlord in writing. Should the Tenant propose, and the Landlord agree in writing to such improvements, alterations or partitions, these shall be completed in a professional and workmanlike manner by a qualified tradesperson for that specific scope of work (electrician, plumber, carpenter etc) at the Tenant's sole expense. Any such improvements, alterations, or partitions, shall become the property of the Landlord at the end of the Term without compensation to the Tenant.

5.3. Maintenance by the Landlord. If the Tenant refuses or neglects to repair as required pursuant to this Article and to the reasonable satisfaction of the Landlord, the Landlord may make such

repairs without liability to the Tenant for any loss or damage that may accrue to the Tenant's merchandise, fixtures, other property or business by reason thereof, and upon completion of such repairs, the Tenant shall pay to the Landlord the Landlord's cost for making such repairs. The Tenant agrees that the making of any repairs by the Landlord pursuant to this Section is not a re-entry or a breach of any covenant for quiet enjoyment contained in this Lease.

5.4. Entry by Landlord.

- a. General. The Tenant covenants that it shall be lawful for the Landlord and its agent(s) at all reasonable times during the Term and upon twenty-four hours (24) notice by telephone or other means to enter the Leased Premises to inspect its condition. Where an inspection reveals that repairs are necessary, the Landlord shall give to the Tenant notice in writing, and immediately thereafter the Tenant will forthwith proceed to make all necessary repairs in a good and workmanlike manner, using at all times new materials, and to the satisfaction of the Landlord, so as to complete same within the reasonable time or times provided for in the notice delivered by the Landlord as aforesaid. The failure by the Landlord to give notice shall not relieve the Tenant from any of its obligations to repair in accordance with the provisions hereof.
- b. Emergency Entry. The Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives there is an emergency and immediate entry to the Leased Premises is necessary.
- c. Emergency or Disaster within or near Town: the Tenant also acknowledges and agrees that it shall be lawful for the Landlord and its agents to enter the Leased Premises during the Term without notice if the Landlord perceives this facility is required to house or host an Incident Command Centre or Individuals during an Emergency or Disaster Incident in or near the Town.

5.5. Leave Premises in Good Repair. The Tenant will, at the expiration or sooner termination of the Term or any renewals thereof peaceably surrender and yield up unto the Landlord the Leased Premises with all improvements, erections and appurtenances at any time or times during the Term shall be made, placed or erected therein or thereon, in good and substantial repair and condition, reasonable wear and tear and damage by fire, lightning and tempest only excepted, and the Tenant shall surrender all keys for the Leased Premises to the Landlord at the place then fixed for payment of Rent and shall inform the Landlord of all combinations on locks, safes and vaults, if any, in the Leased Premises. The Tenant shall, however, if requested by the Landlord remove all improvements, erections, alterations, fixtures or other appurtenances made, placed or erected at any time or times during the Term in or on the Leased Premises, at the sole cost and expense of the Tenant, and shall repair all damage to the Leased Premises caused by their installation and/or removal. The Tenant's obligation to observe and perform this covenant shall

survive the expiration or sooner determination of the Term or any renewal thereof.

- 5.6. Damage to Leased Premises. The Tenant shall, in the event of any damage to the Leased premises by any cause or causes, give notice in writing to the Landlord of such damage immediately upon the same becoming known to the Tenant. The Tenant shall give Landlord prompt notice of any defect to plumbing, climate control apparatus, electrical equipment and wires and any other defect in the Leased Premises and anything connected therewith. Notwithstanding anything to the contrary contained in this Lease, the Tenant shall not be relieved of its repair and replacement obligations as set forth in this Lease.
- 5.7. Overloading. The Tenant will not bring upon the Leased Premises any machinery, equipment, article or thing that by reason of its weight, size or use might damage the floors of the Leased Premises and if any damage is caused to the Leased Premises by any machinery, equipment, article or thing or by overloading or by any act, neglect or misuse on the part of the Tenant or any of its servants, agents, or employees or any persons having business with the Tenant, the Tenant will forthwith repair the same using, at all times, new materials or pay to the Landlord the cost of making good the same, forthwith upon demand.
- 5.8. Tenant not to Overload Utility Facilities. The Tenant will not install any equipment which would exceed or overload the capacity of the utility facilities in the Leased Premises.
- 5.9. Plumbing Facilities. The plumbing facilities in the Leased Premises shall not be used for any other purpose than that for which they are constructed.
- 5.10. Garbage. The Tenant will keep the Leased Premises and its surrounding area and every part thereof in a clean and tidy condition and will not permit waste paper, garbage, ashes or waste or objectionable material to accumulate thereon.
- 5.11. Tenant Shall Discharge All Liens. The Tenant shall promptly pay all its contractors and suppliers and shall do all things necessary to minimize the possibility of a lien attaching to the Leased Premises or to any or part of the Lands. Should any such lien be made or filed, the Tenant shall discharge the same forthwith at the Tenant's expense. In the event the Tenant shall fail to cause any such lien to be discharged as aforesaid, then, in addition to any other right or remedy of the Landlord, the Landlord may, but it shall not be so obligated, discharge same by paying the amount claimed to be due, together with interest costs and other amounts required to so discharge and vacate the said lien into Court or directly to any such lien claimant and the amount so paid by the Landlord and all costs and expenses including solicitor's fees (on a solicitor and his client basis) incurred herein for the discharge of such lien shall be due and payable by the Tenant to the Landlord on demand.
- 5.12. Inspect Premises. During the Term any person or persons may inspect the Leased Premises and all parts thereof upon twenty-four (24) hours notice by telephone or other means at all reasonable times, on producing a written order to that effect signed by the Landlord or its agents for the

purpose related to the obligations or responsibilities of either party under the Lease.

6. ARTICLE SIX — USE OF LEASED PREMISES/ SERVICES

6.1. Services provided by Tenant. During the Term, or any renewal thereof, the Tenant shall manage and supervise all aspects of the operation of the Leased Premises, being a Community Hall. Without limiting the generality of the foregoing, the Tenant is responsible for the following:

- a. Coordinating the use and rental of the Community Hall to community organizations, community groups, or others, for events or functions;
- b. Collecting any rental monies due as a result of the events or functions held;
- c. Establishing the rental fees for the use of the hall for events or functions; and
- d. Screening potential users of the hall to confirm that the planned function or event is appropriate for the venue and will not be dangerous or likely to result in damage to the Leased Premises.

~~6.2.~~ Services provided by Landlord. The Landlord will provide snow plowing services for the parking lot at no cost to the Tenant. However, these services will be provided in accordance with the Landlord's municipal plan and associated priorities for snow clearance of roads and other municipal properties, in its sole discretion. ~~Should the Tenant have snowplowing of the parking lot done before the Landlord can plow it, it shall be at the sole cost and expense of the tenant.~~

6.3. Use of Premises. The Tenant covenants that it will not use or permit to be used any part of the Leased Premises for any dangerous, noxious or offensive trade or business, and will not cause or maintain any nuisance in, at or on the Leased Premises.

6.4. Compliance with Laws, etc. The Tenant shall promptly comply with all requirements of all applicable statutes, laws, bylaws, rules, regulations, ordinances and orders from time to time in force during the Term hereof, whether municipal, provincial, federal, or otherwise, including all lawful requirements of the local board of health, police and fire departments and municipal authorities and with every applicable regulation, or of any liability or fire insurance company by which the Landlord and Tenant or either of them may be insured at any time during the Term hereof.

6.5. Nuisance. The Tenant will not do or omit to do or permit to be done or omit anything upon or in respect of the Leased Premises, the doing or omission of which (as the case may be) shall be or result in a nuisance or menace to the Landlord or to local residents or businesses.

7. ARTICLE SEVEN — INSURANCE

7.1. Tenant's Insurance

- a. The Tenant covenants and agrees at its own cost and expense to take out and keep in full force and effect and in the names of the Tenant and the Landlord as their respective interests may appear, the following insurance:
- i. insurance upon property of every description and kind owned by the Tenant, or for which the Tenant is legally liable or installed by or on behalf of the Tenant and which is located within the Lands, the Building and Leased Premises including, without limitation, stock-in-trade, furniture, fittings, installations, alterations, additions, partitions, fixtures and anything in the nature of a leasehold improvement in an amount of not less than one hundred percent (100%) of the full replacement cost thereof, with minimum coverage against at least, the perils of fire, and standard extended coverage including sprinkler leakages (where applicable), earthquake, flood and collapse. In the event that there is a dispute as to the amount which comprises full replacement cost, the decision of the Landlord shall be conclusive;
 - ii. Tenant's legal liability insurance for the full replacement cost of the Leased Premises, including loss of use thereof;
 - iii. property damage and public liability insurance including personal liability, contractual liability, non-owned automobile liability and owner's and contractors' protective insurance coverage with respect to the Leased Premises, and the Tenant's use of the Common Areas and Facilities, coverage to include the business operations conducted by the Tenant and any other person on the Leased Premises. Such policies shall be written on a comprehensive basis with limits of not less than **\$5,000,000** for bodily injury to any one or more persons, or property damage, and such higher limits as the Landlord may reasonably requires from time to lime, and all such policies shall contain a cross-liability clause;
 - iv. broad form blanket repair and replacement coverage on boilers, pressure vessels, air-conditioning equipment and miscellaneous apparatus;
 - v. any other form or forms of insurance as the Tenant or the Landlord reasonably requires from time to time in form, in amounts and for insurance risks against which a prudent Tenant would protect itself;
- b. all property policies written on behalf of the Tenant shall contain if reasonably available, a waiver of subrogation rights which the Tenant's insurers may have against the Landlord and against those for whom the Landlord is in law responsible whether any such damage is caused by the act, omission or negligence of the Landlord or those for whom the Landlord is in law responsible;
- c. all policies of Insurance purchased by the Tenants shall be taken out with insurers acceptable to the Landlord and shall be in a form satisfactory from time to time to the Landlord. The Tenant agrees that certificates of insurance or, if required by the Landlord,

certified copies of each such insurance policy, will be delivered to the Landlord as soon as practicable after the placing of the required insurance. All policies shall contain an undertaking by the insurers to notify the Landlord in writing not less than thirty (30) days or such reasonable period of time as may be provided in such policies prior to any material change, cancellation or termination thereof;

- d. if the Tenant fails to take out or to keep in force any such insurance referred to in this Section, or should any such insurance not be approved and the Tenant does not rectify the situation within twenty-four (24) hours after written notice by the Landlord to the Tenant, the Landlord has the right without assuming any obligation in connection therewith, to effect such insurance at the sole cost of the Tenant and all outlays by the Landlord shall be immediately paid by the Tenant to the Landlord on the first day of the next month following said payment by the Landlord without prejudice to any other rights and remedies of the Landlord under this Lease; and
- e. the Tenant covenants and agrees, at its sole cost and expense to replace any plate glass or other glass that has been broken or removed during the Term and will at all times keep the plate glass on the Leased Premises fully insured, pay the premiums therefor and provide the Landlord with a certificate of such plate glass insurance.

7.2. Increase in Insurance Premiums. If the Tenant's use and occupation of the Leased Premises, whether or not the Landlord has consented to same, causes any premium increase in casualty and other types of insurance that may be carried by the Landlord from time to time in respect of the Lands, the Tenant shall pay any such increase in premiums within ten (10) days after a bill for such additional premiums shall be rendered by the Landlord. In determining whether such increased premiums are a result of the Tenant's use and occupancy of the Leased Premises, a schedule issued by the organization making the insurance rates on the Lands showing the various components of such rate shall be conclusive evidence of the several items and charges which make up such rate. The Tenant shall comply promptly with all requirements of any insurer, now or hereafter in effect, pertaining to or affecting the Leased Premises.

7.3. Cancellation of Insurance. If any insurance upon the Lands or any part thereof shall be cancelled or shall be threatened by the insurer to be cancelled, or the coverage thereunder reduced in any way by the insurer by reason of the use and occupation of the Leased Premises or any part thereof by the Tenant or by any sub-tenant of the Tenant or by anyone permitted by the Tenant to be upon the Leased Premises and if the Tenant fails to remedy the condition giving rise to the cancellation, threatened cancellation or reduction of coverage within twenty-four (24) hours after notice thereof by the Landlord, the Landlord may, at its option, either: (1) re-enter the Leased Premises forthwith by leaving upon the Leased Premises a notice in writing of its intention so to do and thereupon the Landlord's rights and remedies contained in Article Nine shall apply; or (2) enter upon the Leased Premises and remedy the condition giving rise to such cancellation, threatened cancellation or reduction and the Tenant shall

forthwith on demand pay the costs thereof to the Landlord and the Landlord shall not be liable for any damage or injury caused to any property of the Tenant or of others located on the Leased Premises as a result of such entry, whether caused by the negligence of the Landlord, its agents, servants, employees or persons for whom it is in law responsible.

7.4. Loss or Damage. The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, upon, at, or relating to the Lands, the Building or the Leased Premises, or damage to property of the Tenant or of others located on the Leased Premises nor shall it be responsible for any loss of or damage to any property of the Tenant or others from any cause whatsoever. Without limiting the generality of the foregoing, the Landlord shall not be liable for any injury or damage to any persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, flood, snow or leaks from any part of the Leased Premises or from the pipes, appliances, plumbing works, roof, or subsurface of any floor or ceiling or from the street or any other place or by dampness or by any other cause whatsoever. The Landlord shall not be liable for any such damage caused by other tenants or persons in the Building or on the Lands or by occupants of adjacent property thereto, or the public, or caused by construction, or caused by any private, public or quasi-public work or utility, including any interruption, cessation or failure of same. All property of the Tenant kept or stored on the Leased Premises shall be so kept or stored at the risk of the Tenant only and the Tenant shall indemnify and save harmless from any claims arising out of any damages to the same including, without limitation, any subrogation claims by the Tenant's insurers. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

7.5. Indemnification of Landlord. Notwithstanding any other terms, covenants and conditions contained in this Lease, the Tenant shall indemnify the Landlord and save it harmless from and against any and all loss, claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Lease or any occurrence in, upon, or at the Leased Premises or the occupancy or use by the Tenant of the Leased Premises or any part thereof, or occasioned wholly or in part by any act or omission of the Tenant or by anyone permitted to be on the Leased Premises by the Tenant. If the Landlord shall be made a party to any litigation commenced by or against the Tenant, then the Tenant shall protect, indemnify and hold the Landlord harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord in enforcing the terms, covenants and conditions of this Lease, unless a Court shall decide otherwise. The contents of this section shall survive the termination or surrender of this Lease notwithstanding anything in this Lease to the contrary.

8. ARTICLE EIGHT — ASSIGNMENT AND SUBLETTING

8.1. Assignment. The Tenant may not assign this Lease.

8.2. Subletting. The Tenant may not sub-let the Leased Premises. For certainty, however, in this section "Subletting" does not include providing the Tenant's services in respect of the rental of the Community Hall as outlined in Article Seven of this Lease.

9. ARTICLE NINE — DEFAULT

9.1. No Exceptions for Distress. Notwithstanding the benefit of any present or future statute taking away or limiting the Landlord's right of distress, none of the goods and chattels of the Tenant on the Leased Premises at any time during the Term shall be exempt from levy by distress for Rent in arrears or other amounts owing to the Landlord by the Tenant pursuant to the terms of this Lease, and that upon any claim being made for such exemption by the Tenant upon distress being made by the Landlord, this covenant and agreement may be pleaded as an estoppel against the Tenant in any action brought to test the right to the levying upon any such goods or chattels; the Tenant waiving as it hereby docs all and every benefit that could or might have accrued to it by any present or future statute but for this covenant.

9.2. Right to Re-Enter. In the event that:

- a. the Tenant dissolves, becomes inactive, or its status as a Society ceases or lapses, for failure to file necessary corporate registry returns or notices, or any other reason;
- b. the Tenant fails to pay any Rent or other sums due hereunder on the day or dates appointed for the payment thereof, and docs not remit such payment within five (5) days of receipt of written notice from the Landlord demanding the payment thereof; or
- c. the Tenant fails to observe or perform any other of the terms, covenants or conditions of this Lease to be observed or performed by the Tenant (provided the Landlord first gives the Tenant thirty (30) days written notice or no notice in case of a real or apprehended emergency of any such failure to perform) and the Tenant within such period of thirty (30) days fails to cure or takes reasonable steps to cure any such failure to perform; or
- d. the Tenant assigns, transfers, encumbers, sublets or permits the occupation or use or the parting with or sharing possession of all or any part of the Leased Premises by anyone except in a manner permitted by this Lease; or
- e. the Tenant is late in the payment of Rent or any other sum due hereunder on three (3) separate occasions during any twelve month period; or
- f. re-entry is permitted under any other terms of this Lease;

then the Landlord, in addition to any other rights or remedies it has pursuant to this Lease, or by law, has to the extent permitted by law, the immediate right of re-entry in the name of the whole, upon and in the Leased Premises or any part thereof and may expel all persons and remove all property from the Leased Premises and such property may be removed and sold or disposed of by the Landlord as it deems advisable or may be stored in a public warehouse or

elsewhere at the cost and for the account of the Tenant, all without the Landlord being considered guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby. Upon such re-entry, the Landlord shall be entitled to have again, repossess and enjoy, as of its former estate, the Leased Premises.

9.3. Right to Relet. If the Landlord elects to re-enter the Leased Premises as provided in this Lease or if it takes possession pursuant to legal proceedings or pursuant to any notice provided by law, it may either terminate this Lease or it may from time to time without terminating this Lease, make such alterations and repairs as are necessary in order to relet the Leased Premises, or any part thereof for such term or terms (which may be for a term extending beyond the Term) and at such rent and upon such other terms, covenants and conditions as the Landlord in its sole and reasonable discretion considers advisable. Upon each such reletting all rent received by the Landlord from such reletting shall be applied, first, to the payment of any indebtedness other than rent due hereunder from the Tenant to the Landlord; second, to the payment of any costs and expenses of such reletting including solicitor's fees and of costs of such alterations and repairs; third, to the payment of Rent, and other monies payable under this Lease which are due and unpaid hereunder; and the residue, if any, shall be held by the Landlord and applied in payment of future rent as the same becomes due and payable hereunder.

9.4. Expenses. If legal action is brought for recovery of possession of the Leased Premises, for the recovery of Rent or any other amount due under this Lease or because of the breach of any other terms, covenants or conditions herein contained on the part of the Tenant to be kept or performed and a breach is established, the Tenant shall pay to the Landlord all expenses incurred therefore, including legal fees (on a solicitor and his client basis).

9.5. Removal of Goods. In the event of removal by the Tenant of the goods and chattels of the Tenant from off the Leased Premises, the Landlord may follow the same for thirty (30) days.

9.6. Remedies Cumulative. Notwithstanding any other provision of this Lease, the Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease, by statute or common law, all of which rights and remedies are intended to be cumulative and not alternative, and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord by statute or the general law.

10. ARTICLE TEN —SUCCESSORS

10.1. Successors. All rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the respective heirs, administrators, successors and permitted assigns of the said parties; and if there shall be more than one Tenant, they shall all be bound jointly and severally by the terms, covenants and agreements herein contained.

11. ARTICLE ELEVEN — LANDLORD'S COVENANTS AND OBLIGATIONS

11.1. Provided that the Tenant has paid the Rent and all other sums payable pursuant to this Lease and has complied with all of the terms, covenants and conditions of this Lease, the Landlord covenants and agrees to and with the Tenant that it will provide Quiet Enjoyment of the Leased Premises. Should the Landlord choose to sell the community hall property, the Landlord and Tenant will enter into negotiations with respect to the potential value of any additions or improvements made to the facility by the Tenant, taking into consideration the original cost, depreciation, and value to the facility.

12. ARTICLE TWELVE — MISCELLANEOUS

12.1. Force Majeure. Notwithstanding anything to the contrary contained in this Lease, if the Landlord or the Tenant is delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of being unable to obtain materials, goods, equipment, services or labour; power failure; riots, insurrection, sabotage, rebellion, war, act of God, or by reason of any Statute, law or Order in Council, or any regulation or Order passed or made pursuant thereto, or by reason of the Order or Direction of any Administrator, Comptroller, Board, Governmental Department or Office, or other authority required thereby, or by reason of any other cause beyond its control, whether of the foregoing character or not, the Landlord or the Tenant, as the case may be, shall be relieved from the fulfillment of such obligation and the Tenant or the Landlord respectively shall not be entitled to compensation for any inconvenience, nuisance, or discomfort thereby occasioned. This section shall not apply to the payment of Rent by the Tenant.

12.2. Notices. Any notice, request or demand herein provided for or given hereunder if given by the Tenant to the Landlord shall be sufficiently given if delivered or if mailed by registered mail, postage prepaid, addressed to the Landlord at:

The Town of Onoway, Box 540, Onoway, Alberta T0E 1V0

Any notice herein provided for or given hereunder if given by the Landlord to Tenant shall be sufficiently given if delivered or mailed by registered mail, postage prepaid, addressed to the Tenant at:

Box 524, Onoway, Alberta T0E 1V0

Any notice mailed as aforesaid shall be conclusively deemed to have been given on the third business day following the day on which such notice is mailed as aforesaid. Either the Landlord or Tenant may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice provided such new address is within the province of Alberta the address therein specified shall be deemed to be the address of such party for the giving of such notices thereafter. In the event of a mail strike or other interruption in the delivery of mail, all notices, requests or demands shall be hand delivered or by email telegram.

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12.3. Waiver of Breach. The waiver by the Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term covenant or condition herein contained. The subsequent acceptance of Rent or other sums payable hereunder by the Landlord shall not be deemed to be a waiver of any preceding breach by the Tenant of any term, covenant or condition of this Lease, regardless of the Landlord's knowledge of such preceding breach at the time of acceptance of such Rent or other sum payable. No covenant, term or condition of this Lease shall be deemed to have been waived by the Landlord unless such waiver is in writing and signed by the Landlord.

12.4. Entire Agreement. This Lease, together with the rules and regulations promulgated by the Landlord, from time to time, set forth all the covenants, promises, agreements, conditions and understandings between the Landlord and the Tenant concerning the Leased Premises and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them other than are herein set forth. This Lease replaces any prior agreement between the parties as to the lease of the Leased Premises. Except as herein otherwise provided no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the Landlord or the Tenant unless in writing and signed by each of them.

12.5. The use of the neuter singular pronoun to refer to the Landlord or the Tenant shall be deemed a proper reference even though the Landlord or the Tenant may be an individual, a partnership, a corporation, or a group of two or more individuals or corporations. The necessary grammatical changes required to make the provisions of this Lease apply in the plural sense where there is more than one Landlord or Tenant and to either corporations, associations, partnerships or individuals, males or females, shall in all instances be assumed as though in each case fully expressed. Each party hereto acknowledges that it and its legal counsel have reviewed and participated in settling the terms of this Lease, and the parties hereby agree that any rule of construction to the effect that any ambiguity is to be resolved against the drafting party shall not be applicable in the interpretation of this Lease.

12.6. Partial Invalidity. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant or condition of this Lease shall be valid and enforced to the fullest extent permitted by law.

12.7. Registration. The Tenant shall not register this Lease at the Land Titles Office without the advance written consent of the Landlord.

12.8. Governing Law. This Lease shall be construed in accordance with and governed by the laws of the Province of Alberta.

12.9. Time of the Essence. Time shall be of the essence of this Lease and of every part hereof.

IN WITNESS WHEREOF the Landlord and Tenant have executed this Lease on the day and year first written above.

) **The Landlord:**
)
) **The Town of Onoway**
) **Per:**
) _____ (SEAL)
) _____
) **Name:** _____
) **Position:** _____
) _____
) **Name:** _____
) **Position:** _____

Signed by the said
Tenant
in the presence of:

(witness)

(witness)

) **The Tenant:**
)
) **Onoway Facility Enhancement Association**
) **Per:**
) _____
) **Name:** _____
) **Position:** _____
) _____
) **Name:** _____
) **Position:** _____

Approved by Town Council at the _____, 2021 Regular Council Meeting.

Approved by Onoway Facility Enhancement Association at the _____, 2021 Regular Meeting.

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debbie@onoway.ca

From: Liz James <LJames@equs.ca>
Sent: November 15, 2021 4:01 PM
To: debbie@onoway.ca
Subject: RE: [External] RE: EQUUS Community Connection Online Silent Auction to support rural families in need at Christmas

Thank you Debbie. We greatly appreciate this.

As a side note, we are supporting the Onoway East Food Bank this year and we will be working with Santa's helpers in Onoway to partner for our adopt-a-family program so your donation will directly impact your community.

Talk soon,

Liz

Liz James
Business Development Representative



Cell: 780.218.8754 |
Fax: 403.227.1007

4804 - 41 Street, Onoway AB

LJames@equs.ca | EQUUS.ca |



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From: debbie@onoway.ca <debbie@onoway.ca>
Sent: November 15, 2021 3:01 PM
To: Liz James <LJames@equs.ca>
Subject: [External] RE: EQUUS Community Connection Online Silent Auction to support rural families in need at Christmas

CAUTION: This email originated from outside of EQUUS. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Liz: Our next Council meeting is November 25th. We'll get this on that agenda and advise you.
Thanks,

Debbie Giroux
Administrative Assistant
Town of Onoway

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November 12th, 2021

Dear Valued Partner,

RE: Seeking donations for an online auction to raise funds for families in need over Christmas

The EQUUS Community Connection (ECC) is a group of EQUUS employees committed to leading fundraising initiatives for charity and community groups across our rural Service Area. To date, the ECC has helped raise nearly \$200,000 for the betterment of communities in rural Alberta. For the past two years, COVID-19 has forced us to change how we fundraise, and cancel events such as our annual Charity Golf Tournament and staff events that would typically account for the majority of our annual fundraising.

As part of our creative, COVID-safe fundraising efforts, we held an online auction for EQUUS staff last Christmas, which raised over \$7,000! Those funds were primarily used to support our Adopt-A-Family program, providing gifts and food for 21 rural families identified by community support groups as being in need, and supplemented our donation to our 2020 Charity of Choice. We're hoping to repeat this successful fundraiser this year, with support from our generous community partners.

Funds raised in the 2021 auction will once again primarily support the Adopt-A-Family program this holiday season, as well as our 2021 Charity of Choice, the Alberta Farm Safety Centre. Our donation to the Alberta Farm Safety Centre will support their 'Safety Smarts' program, which provides in-class farm safety presentations to rural Alberta students. With our support, they will be able to expand their program delivery and materials, while adding a power line safety component.

If you have any goods or services you are willing to contribute to this fundraising effort, please contact me via email at ljames@equus.ca or phone at 780.218.8754 by November 26th, 2021. All necessary arrangements will be made to pick up your donation.

Thank you in advance for your consideration, and we sincerely appreciate any items or services you are able to contribute.

Sincerely,

Liz James
Silent Auction Coordinator
EQUUS Community Connection Committee
780.218.8754
ljames@equus.ca

Main Office
Box 6199, 5803 42 Street
Innisfail, Alberta T4G 1S8
Toll-free: 1.888.211.4011

North Area Office
Box 1178, 4804 41 Street
Onaway, Alberta T0E 1V0
Toll-free: 1.888.627.4011

Central Area Office
Box 6199, 5803 42 Street
Innisfail, Alberta T4G 1S8
Toll-free: 1.877.527.4011

South Area Office
Box 1657, 3 Alberta Road
Claresholm, Alberta T0L 0T0
Toll-free: 1.888.565.5445

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Town of Onoway

ONOWAVES

AUGUST, 2021

CONTACT INFO:

www.onoway.ca
Ph.: 780-967-5338
Fax: 780-967-3226
info@onoway.ca
4812-51 Street
Box 540
Onoway, AB
T0E 1V0

**The office will be closed on
Labor Day:
September 6, 2021**

PRE-AUTHORIZED TAX PAYMENT PLAN

If you wish to pay your municipal taxes in monthly installments, please contact the Town Office to enroll in the PAT Plan.

PRE-AUTHORIZED UTILITY PAYMENTS

If you wish to pay utility bills through automatic withdrawal from your bank account, please contact the office to enroll.

REPORT A CRIME

If you witness a crime or suspicious activity within the Town of Onoway, please contact law enforcement:

Emergencies – Call 911
RCMP (Non-Emergency)
– Call 825-220-7267

RCMP (Office Line) – Call 825-220-2000
Peace Officer – Call 1-866-880-5722
Bylaw Officer – Call 1-866-880-5722

MESSAGE FROM MAYOR JUDY TRACY

It's FESTIVAL MONTH!! August seems to be the month for Summer Festivals, which given the restrictions and fire bans, seems to be a great way to wrap up the summer. I hope many of you were able to take in Poly Days in Alberta Beach, food, fun and family at the beach was a great way to spend the August long weekend.

Onoway is wrapping up the month of August as well! Beginning with a Drive-In movie, August 13, at Ruth Cust Park (toboggan hill). Pack up the family and join us for the viewing of "Jumanji: The Next Level" (food bank donations are accepted upon entry) the Onoway Facility Enhancement Association will be running the concession and all proceeds will be going to the operations and maintenance of our Community Hall.

MAD fitness is hosting their third annual MAD Dash Family Fun Run & Walk! On August 28. Proceeds will be going to the Alberta Cancer Foundation. For more information, please contact MAD fitness.

With August upon us and September around the corner, don't forget the Municipal Election is heading our way! Interested in becoming a Councillor for Onoway? Stop by the office and pick up your nomination papers. Nomination day closes at NOON on September 20. Enjoy your summer everyone!

MAYOR JUDY TRACY

100 YEARS

***In 2023 the Town of Onoway will be
100 years young.***

The Town is looking for individuals who are interested in sitting on our Centennial Celebration Committee. If you are interested, please submit your expression of interest to the Town, including background about yourself and your interest in this milestone event. Deadline for submissions is 4:00 p.m. Friday, August 20th, 2021.

debbie@onoway.ca

From: cao@onoway.ca
Sent: November 10, 2021 3:57 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: CRASC ARB AGREEMENT 2022-2024 - MEMBER
Attachments: ARB Agreement 2022-2024 - MEMBER - BASE - DRAFT - 210930.pdf; ARB Agreement 2022-2024 - MEMBER - LETTER - FINAL - 211101.pdf

Deb - for our next 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.

-----Original Message-----

From: Richard Barham <richard.barham@crasc.ca>
Sent: November 10, 2021 3:06 PM
To: undisclosed-recipients:
Subject: CRASC ARB AGREEMENT 2022-2024 - MEMBER

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2022-2024, along with an important explanatory letter.

Please open and follow the instructions in the letter.

The more significant changes in the new agreement are shown below:

Para 4d Responsibility for providing hearing facilities Para 5 Changes in fees Schedule "A", Para 2 Changes in fees

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3 year term.

Regards,

Richard Barham

--

Richard Barham
Finance Officer
Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edmonton, AB T5G 0X5
Tel: 780 482 1451

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
11810 Kingsway, Edmonton, Alberta, T5G 0X5
TEL: 780 482 1451 EMAIL: richard.barham@crasc.ca

1 November 2021

Dear CRASC ARB MEMBER:

Please find attached an electronic copy in PDF format of CRASC's Service Agreement to continue to provide Assessment Review Board Services to your municipality(ies) for the years 2022 to 2024.

We have made some changes from the expiring 2019-2021 agreement, primarily to better clarify the obligations of the Commission and the Member; also to adjust the fees that CRASC will charge.

For each CRASC ARB MEMBER that you administer, would you please follow the instructions below:

1. Print out ONE copy of the Agreement.
2. Complete the following sections of the Agreement:
 - Page 1, Print the Name of your municipality on the line immediately above (the "Member").
 - Page 8, Complete all information lines under MEMBER'S SERVICE ADDRESS.
3. Make a copy of the above, semi-completed Agreement.
4. For BOTH Agreements - Page 6, Complete all sections under the heading THE MEMBER. This will result in both copies bearing ORIGINAL signatures.
5. Return BOTH Agreements by mail to Richard Barham, Finance Officer, at the mailing address above.

On receipt of your signed Agreements, the Commission will sign both Agreements and return one to you for your records and retain the other on our files for our records.

Please direct any questions to me at richard.barham@crasc.ca.

Thank you for your attention to this matter and we look forward to serving your ARB needs for a further 3 year term.

Richard Barham
Finance Officer
CRASC

(130)

Capital Region Assessment Services Commission



**MEMBER
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

131

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

(the "Member")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Member;

AND WHEREAS the Commission and the Member have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Member;

NOW THEREFORE the Commission and the Member agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Member" and "Municipality" mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. "Panellist" means an individual who is accredited by the Alberta Land & Property Rights Tribunal ("LPRT") to hear Assessment Complaints.

- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (**“LARB”**) or the Composite Assessment Review Board (**“CARB”**).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Member to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.
- c. annually providing the Member with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.
- d. apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.

- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Member appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensuring that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Member's nominee, the Commission will contact the Member's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the MEMBER

The Member will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*

- b. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Member.
- c. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Member will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Member for the applicable fees and expenses listed in Schedule "A" and the Member will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Member has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Member being informed of the change(s).

6. MEMBER INFORMATION

All Member information relating to the Assessment Review Board complaints is deemed the property of the Member.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

Where Member information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Member information.

7. TERMINATION

A Member shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Member.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, 202
Authorized Signature Name Date

THE MEMBER: _____
Name of Member

Per: _____, 202
Authorized Signature Name Date

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SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Member to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Member - Per Fiscal Year

- a. Core fee of \$400, plus;
- b. Per parcel fee of \$0.15, based on the number of Member's parcels on file with the Commission as at 1 January of each year of the agreement.

2. Hearing Fees - Per Hearing Day or Part Day

Assessment Review Board Hearing Fees are chargeable to the Member for each hearing day or part day and depend on the services provided to the Member for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Member for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

MEMBER'S SERVICE ADDRESS

The Member's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

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MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the "Commission")

and

The Town of Onoway
(the "Member")

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Member;

AND WHEREAS the Commission and the Member have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Member;

NOW THEREFORE the Commission and the Member agree as follows:

1. DEFINITIONS

- a. "Board" means the Board of Directors of the Capital Region Assessment Services Commission.
- b. "Commission" means the Capital Region Assessment Services Commission.
- c. "Fiscal Year" means 1st of January to 31st of December.
- d. "Member" and "Municipality" mean a municipal authority listed in the Appendix to Alberta Regulation 77/96, as amended from time to time.
- e. "Panellist" means an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints.

- f. **“Assessment Review Board” and “ARB” mean either the Local Assessment Review Board (“LARB”) or the Composite Assessment Review Board (“CARB”).**
- g. **“Assessment Clerk” means an individual who is accredited by the Alberta Municipal Government Board to perform assessment clerk services.**
- h. **“Term” means the term of this agreement as set forth in Section 2.**

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Member to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. **receiving Complaint forms from the Member, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.**
- b. **maintaining a Panellist pool sufficient to respond to the Member’s requirements for Assessment Review Board hearings.**
- c. **annually providing the Member with:**
 - i. **a list of Commission approved Panellists to be approved by the Member as the designated pool of Panellists from which the Commission can draw from to fill its hearing needs;**
 - ii. **the name of the chair of the LARB and CARB;**
 - iii. **the name of the Assessment Clerk of the LARB and CARB.**
- d. **apprising the Member of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.**

- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Member informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Member, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

From time to time the Commission will contact Members seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Member's nominee, the Commission will contact the Member's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the MEMBER

The Member will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. annually appointing the list of Commission Panellists, the name of the chair of the LARB and CARB and the name of the Assessment Clerk, provided to the Member by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*

- b. providing to the Commission immediate notification by email when a completed Assessment Review Board Complaint has been filed with the Member.
- c. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Member and that the complaint was received within the deadline for submission of complaints.
- d. when requested by the Commission, providing a suitable meeting room for the Assessment Review Board hearing without charge to the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Member will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Member for the applicable fees and expenses listed in Schedule "A" and the Member will pay those invoices in a timely manner.

6. MEMBER INFORMATION

All Member information relating to the Assessment Review Board complaints is deemed the property of the Member.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Member

information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Member in writing, to disclose or make known the knowledge.

Where Member information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Member information.

7. TERMINATION

A Member shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon twelve (12) months written notice to the Member.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION:

CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: [Signature]
Authorized Signature

ARCHIE R. GROVER
Name

February 8, 2021
Date

THE MEMBER:

The Town of Onoway
Name of Member

Per: [Signature]
Authorized Signature

Judy Tracy
Name
Mayor

17 Feb, 2021
Date

146

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2021 to 31 December 2021.

FEES and EXPENSES

The compensation payable by the Member to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Member - Per Fiscal Year

- a. Core fee of \$400, plus;
- b. Per parcel fee of \$0.15, based on the number of Member's parcels on file with the Commission as at 1 January of each year of the agreement.

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Member for each hearing and depend on the services provided to the Member for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing Fees:** \$400 for each LARB.
\$400 for each CARB.
- b. **Panellist Fees:** \$200 per Panellist for each hearing day or part day and associated travel that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel that exceed four (4) hours.
- c. **Assessment Clerk:** \$650 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Member for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

MEMBER'S SERVICE ADDRESS

The Member's address for service of notices is:

Name of municipality Town of Onoway
Contact name Wendy Wildman
Address 1 Box 540
Address 2 4812-51 Street
City ONOWAY, AB
Postal Code T0E 1N0

Telephone: 780-967-5338
Email: info@onoway.ca

From: Ministry of Justice <ministryofjustice@gov.ab.ca>

Sent: November 16, 2021 10:43 AM

To: Ministry of Justice <ministryofjustice@gov.ab.ca>

Cc: MA Minister <Minister.MunicipalAffairs@gov.ab.ca>; Douglas Morgan <Douglas.Morgan@gov.ab.ca>; Dennis Cooley <Dennis.Cooley@gov.ab.ca>

Subject: Engagement Invitation for APPS Transition Study

Dear Mayor/ Reeve and Council:

Please find the attached letter from Honourable Kaycee Madu QC, Minister of Justice and Solicitor General.

Regards,

Office of the Minister of
Justice and Solicitor General

Classification: Protected A



ALBERTA
JUSTICE AND SOLICITOR GENERAL

Office of the Minister
M.L.A. Edmonton - South West

AR 43835

Dear Mayor/Reeve and Council:

I am pleased to announce the release of the *Alberta Provincial Police Service Transition Study* completed by PricewaterhouseCoopers (PwC) Canada, and to invite your municipality to participate in further engagement on the findings of this report.

The Department of Justice and Solicitor General will be hosting virtual and in-person municipal engagement sessions between January 2022 and March 2022. Municipal engagement sessions will be open to municipal elected representatives, municipal employees, and organizations representing municipalities. Please see the attachment for instructions on how to register for a session near your community.

The engagement sessions will explore the concepts and information outlined in PwC's work, gather feedback on these ideas as well as local policing perspectives that will be used to refine PwC's proposed model and inform provincial government decision making. Discussions during the engagement sessions will draw on material from all three PwC reports:

- PwC's Final report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current state report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future state report: <https://open.alberta.ca/publications/apps-future-state-report>

It is important to emphasize that no decisions have been made with regard to Alberta establishing its own provincial police. The Royal Canadian Mounted Police (RCMP) is an important Canadian institution consisting of exceptional women and men who perform great work, risking their lives every day to keep our communities safe. While Alberta's government has the utmost respect and appreciation for the work of the RCMP's front-line members, we also have a responsibility to examine our model of provincial policing to see if there are other innovative alternatives that would increase policing services for Albertans, involve Albertans in key decision-making processes, is cost-effective, and places community policing at the forefront.

In 2020, the Fair Deal Panel consulted with tens of thousands of Albertans and heard many people's frustrations with the challenges of relying on a contracted provincial police force that is ultimately managed by Ottawa. The panel recommended that the province create an Alberta Provincial Police Service to replace the RCMP. The Alberta government supported this recommendation in principle, but committed to additional analysis. In October 2020, Justice and Solicitor General contracted with PwC to develop this analysis, and on April 30, 2021 PwC delivered their report. PwC's *Alberta Provincial Police Service Transition Study* details the operational requirements, process steps, and costs of a potential transition to an Alberta provincial police service.

The *Alberta Provincial Police Service Transition Study* presents an innovative provincial policing model that would:

- Increase the number of front-line police officers and civilian specialists serving our communities;
- Have dedicated mental health nurses and social workers to assist front-line police response;
- Prioritize community policing that would see Albertans recruited and serving in their local communities;
- See less transfer of officers in and out of communities (and the province) which would increase police knowledge of local public safety issues and improve detachment staffing levels;
- Reduce federal/provincial jurisdictional barriers that limit the integration of police services across Alberta;
- Have a governance model to increase the provincial police's accountability to local priorities and policing needs;
- Introduce new approaches to detachment deployment models to reduce police response times; and
- Leverage efficient back-office functions by utilizing existing provincial government resources to make the provincial police more cost effective.

I encourage you to attend a virtual or in-person engagement session to discuss the proposed model for an Alberta provincial police service, and to discuss what this model could mean for your community. If you have questions about the engagement sessions, please contact my department by emailing jsg.appstranstionstudy@gov.ab.ca.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment

cc: Honourable Rick McIver, Minister of Municipal Affairs

(151)

Registration Instructions

Justice and Solicitor General: Alberta Provincial Police Service Transition Study Secretariat

Event overview

The Government of Alberta is engaging with municipalities on concepts presented in the *Alberta Provincial Police Service Transition Study* prepared by PricewaterhouseCoopers (PwC).

The department of Justice and Solicitor General will be facilitating in-person and virtual engagement sessions with municipalities between January and March 2022. In-person sessions will be held at many locations across Alberta. These sessions are open to municipal elected representatives, municipal employees and organizations representing municipalities.

Engagement sessions will focus on key concepts presented in the transition study with the intent to refine the model presented by PwC and inform future decisions on an Alberta Provincial Police Service.

Space is limited and the content is the same for all sessions. For this reason, we ask that individuals only sign-up for one session in this series.

Sessions are open to participants from multiple municipalities. Participants are encouraged to sign-up for a session near their community. Specific event locations will be added as soon they are available. Registrants will receive an email when the event address is available.

Discussions during the engagement sessions will draw on material from all three PwC reports. For more information about the transition study and associated engagement activities, please visit the following webpages:

- PwC's Final Report: <https://open.alberta.ca/publications/apps-transition-study-final-report>
- PwC's Current State Report: <https://open.alberta.ca/publications/apps-current-state-report>
- PwC's Future State Report <https://open.alberta.ca/publications/apps-future-state-report>
- Government of Alberta engagement webpage: <https://www.alberta.ca/provincial-police-service-engagement.aspx>

Registration Instructions

To register for a session, follow the Eventbrite link to the session that works best for your location and schedule.

Engagement Registration

| Dates (2022) | Time | Location ¹ | Registration Link |
|--------------|-------------------|-----------------------|---|
| January 10 | 8:30am to 11:00am | Sherwood Park | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-tickets-205687315297 |

¹ Addresses will be provided when available.

| | | | |
|------------|-------------------|-------------------|---|
| January 10 | 2:00pm to 4:30pm | Fort Saskatchewan | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205689582077 |
| January 11 | 8:30am to 11:00am | St. Albert | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205692831797 |
| January 11 | 2:00pm to 4:30pm | Stony Plain | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205694827767 |
| January 12 | 9:00am to 11:30am | Westlock | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205696663257 |
| January 12 | 2:00pm to 4:30pm | Athabasca | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205697716407 |
| January 13 | 8:30am to 11:00am | Ft. McMurray | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205698619107 |
| January 24 | 8:30am to 11:00am | Okotoks | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205699200847 |
| January 25 | 8:30am to 11:00am | Claresholm | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205700173757 |
| January 25 | 2:00pm to 4:30pm | Pincher Creek | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205701507747 |
| January 26 | 2:00pm to 4:30pm | Lethbridge | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205704877827 |
| January 27 | 8:30am to 11:00am | Medicine Hat | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205706542807 |
| January 27 | 2:00pm to 4:30pm | Brooks | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205707876797 |
| January 28 | 8:30am to 11:00am | Strathmore | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205708769467 |
| February 7 | 8:30am to 11:00am | Red Deer | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205710614987 |
| February 7 | 2:00pm to 4:30pm | Red Deer | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205711828617 |

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|-------------|-------------------|----------------------|---|
| February 8 | 8:30am to 11:00am | Rocky Mountain House | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205713252877 |
| February 9 | 8:30am to 11:00am | Stettler | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205714797497 |
| February 9 | 2:00pm to 4:30pm | Hanna | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205715950947 |
| February 10 | 8:30am to 11:00am | Airdrie | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205717756347 |
| February 10 | 2:00pm to 4:30pm | Olds | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205719732257 |
| February 28 | 8:30am to 11:00am | Leduc | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721036157 |
| February 28 | 2:00pm to 4:30pm | Ponoka | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205721838557 |
| March 1 | 8:30am to 11:00am | Camrose | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205736321877 |
| March 1 | 2:00pm to 4:30pm | Wainwright | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205740564567 |
| March 2 | 8:30am to 11:00am | Vermillion | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205741958737 |
| March 3 | 8:30am to 11:00am | Bonnyville | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205742700957 |
| March 4 | 2:00pm to 4:30pm | Smoky Lake | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205746843347 |
| March 7 | 8:30am to 11:00am | Slave Lake | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205887935357 |
| March 8 | 2:00pm to 4:30pm | Peace River | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205749681837 |
| March 9 | 2:00pm to 4:30pm | High Level | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205750975707 |

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| March 14 | 8:30am to 11:00am | Virtual | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752119127 |
| March 15 | 8:30am to 11:00am | Virtual | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205752861347 |
| March 16 | 8:30am to 11:00am | Virtual | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205774887227 |
| March 17 | 8:30am to 11:00am | Virtual | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205777184097 |
| March 18 | 8:30am to 11:00am | Virtual | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205778157007 |
| March 28 | 8:30am to 11:00am | Whitecourt | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205781055677 |
| March 28 | 2:00pm to 4:30pm | Valleyview | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205782520057 |
| March 29 | 2:00pm to 4:30pm | Grande Prairie | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205783091767 |
| March 30 | 8:30am to 11:00am | Grande Prairie | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784004497 |
| March 31 | 8:30am to 11:00am | Edson | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205784766777 |
| March 31 | 2:00pm to 4:30pm | Drayton Valley | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785338487 |
| April 1 | 2:00pm to 4:30pm | Edmonton | https://www.eventbrite.ca/e/alberta-provincial-police-transition-study-municipal-engagement-tickets-205785950317 |

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| TOWN OF ONOWAY | 2021 Allocation |
|-----------------------------------|-----------------|
| Onoway Library | \$ 2,000.00 |
| ODAS | \$ 2,500.00 |
| BEAUTIFICATION | \$ - |
| CADETS | \$ 500.00 |
| CHATEAU (SENIORS) - LSAC? | \$ 1,000.00 |
| CURLING CLUB LITTLE ROCKS | \$ 500.00 |
| DARTS | |
| EAST END BUS | \$ 1,300.00 |
| ODAS FARMERS MARKET - LSAC? | \$ 275.00 |
| FISH N' GAME | \$ 500.00 |
| FOOD BANK | \$ 1,000.00 |
| GIRL GUIDES | \$ 500.00 |
| LEGION | \$ 1,000.00 |
| MEALS ON WHEELS (HAZEL BOURKE) | \$ 800.00 |
| ONOWAY MOM AND TOTS | \$ 750.00 |
| GUILD | \$ 500.00 |
| ONOWAY FACILITY (ONOWAY HALL) | \$ 2,200.00 |
| ONOWAY GOLDEN CLUB | \$ 200.00 |
| ONOWAY HERITAGE TRAIL COMMITTEE | \$ - |
| ONOWAY HIGH SCHOOL | \$ 1,200.00 |
| ONOWAY PARENTS ELEMENTARY | \$ 1,200.00 |
| SCOUTS | \$ 500.00 |
| PLAYSCHOOL | |
| ADULT VOLLEY BALL | \$ 150.00 |
| SUMMER PROGRAMS | \$ - |
| CHRISTMAS PARTY (SHELIA DOKA) | \$ 500.00 |
| YOUTH GROUP THE FOUNDRY | \$ 4,000.00 |
| ONOWAY SKATING CLUB | \$ 750.00 |
| TOWN OF ONOWAY SOUND SYSTEM | \$ 199.99 |
| LIBRARY CHRISTMAS PARTY | \$ 900.00 |
| SENIOR WISH LIST | \$ 425.00 |
| PLAYSCHOOL AND OUT OF SCHOOL CARE | \$ 1,000.00 |
| TOWN OF ONOWAY LIGHT UP | \$ 1,100.00 |
| | |
| TOTAL | \$ 27,449.99 |
| CARRY OVER | \$ 3,160.00 |
| Total FCSS Money Left to spend | \$ 4,995.06 |
| TOTAL FCSS MONEY AVAILABLE: | \$ 32,445.05 |

Have not heard anything from Adult Volley - this cheque has not been released
Town Light up will be used November 26.
Remainig balance to distrube is \$4995.06

\$ 4995.06
150.00 (Adult Volleyball)
\$5145.01

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RECEIVED

NOV 10 2021

TO WHOM IT MAY CONCERN.

I was appalled to hear that Inoway Council was going to fine a good person for feeding homeless animals. They are that way through no fault of their own (human caused). This person was also threatened by a peace officer with a fine. I would think with all the crime we have these days they would have better way to spend their time.

Does this mean if you help a homeless person you can be fined??

Don't forget cold weather is on the way & these poor animals do not need to starve to death or freeze to death just because some people think they are throw away animals.

One year when the snow was too deep & the deer could not paw for food, with the help of fish & wildlife & feed them - should I have been fined!?

Please let him continue to help
these animals as humans will always
put them in this position.

Carol Bergerie

debbie@onoway.ca

From: Shelley Vaughan <shelley@onoway.ca>
Sent: May 20, 2021 4:29 PM
To: debbie@onoway.ca
Cc: cao@onoway.ca; penny@onoway.ca; debbie@onoway.ca
Subject: FW: Website Submission: Contact Us - onoway.ca

From: no-reply@webguidecms.ca <no-reply@webguidecms.ca>
Sent: May 20, 2021 3:37 PM
To: shelley@onoway.ca; cao@onoway.ca
Subject: Website Submission: Contact Us - onoway.ca

Town of Onoway - Website Submission: Contact Us - onoway.ca

Website Submission: Contact Us - onoway.ca

Form Submission Info

Contact Us

Name: Hazel Bourke

message: Could there be an note in next newsletter regarding limits on domestic animals allowed in a residence in Onoway. On my street one house has 8 cats and 4 dogs. I do not hate dogs and cats but prefer plants and am tired of buying products to keep cats out of my gardens. We need neighbours to show respect for their neighbours. Critterbgone - Canadian Tire \$50.00 yesterday.

Town of Onoway

A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF LICENSING, REGULATING AND CONTROLLING DOGS, CATS, WILD AND DOMESTIC ANIMALS WITHIN THE MUNICIPAL BOUNDARIES OF THE TOWN OF ONOWAY

WHEREAS, Section 7 and 8 of the Municipal Government Act, Chapter M-26, 2000 with amendments in force as of April 1, 2018, provides that a Council of a Municipality may pass a bylaw for the safety, health and welfare of people and the protection of people and property, nuisances, and the licensing of animals and the licensing and activities in relation to wild and domestic animals;

AND WHEREAS, the Council of the Town of Onoway deems it in the best interest and the protection of the animal owners and the public in general for the Town of Onoway to regulate control of animal with it boundaries and to provide for the enforcement of the Dangerous Dogs Act;

AND WHEREAS, the Council of the Town of Onoway deems it expedient to license dogs and cats in the Town of Onoway and to hold an Animal List of all other animal that are held on property within the municipal boundary of Onoway;

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

SECTION 1 TITLE

1. This Bylaw may be cited as "The Town of Onoway Animal Control Bylaw".

SECTION 2 PURPOSES

2. The purposes of this Bylaw shall be:
 - 2.1 To prevent wild and domestic animals from becoming a nuisance in the Town of Onoway;
 - 2.2 To prevent wild and domestic animals from endangering any person, other animal or property within the Town of Onoway;
 - 2.3 To prevent wild and domestic animals from creating a health hazard in the Town of Onoway;
 - 2.4 To permit responsible individuals to own a reasonable number of wild and domestic animals in their homes;

- 2.5 To permit responsible business people to raise, harbor, and breed wild and domestic animals under appropriate conditions;
- 2.6 To permit handicapped persons to keep trained dogs to assist them in their daily living; and
- 2.7 To permit responsible business people and homeowners to keep trained animals as part of business or personal security programs.

SECTION 3 DEFINITIONS

- 3. For the purpose of this Bylaw:
 - 3.1 **"Animal"** means a vertebrate other than a human (any wild and domestic animals, including but not limited to pigs, sheep, cattle, horses, fowl, goats, fishes, amphians or reptiles);
 - 3.2 **"Animal Control Officer"** means a Bylaw Enforcement Officer, Community Peace Officer, Public Works Employee of the Town of Onoway or any person or persons appointed by Council or the Municipal Manager to the position of Animal Control Officer whose duties entail carrying out the provision of this Bylaw, and to inspect licenses as required by the Town Council of Onoway and its administrative supervisors; and dealing with complaints, verbal and written, documenting same and providing reports as required by the Town Council of Onoway and its administrative supervisors;
 - 3.3 **"At Large"** means off the premises of the owner or harbourer, not on a leash and/or not under the immediate, continuous and effective control of a competent person. Without limiting the generality of the foregoing, a wild or domestic animal shall be deemed to be at large within the Town of Onoway if it is on any public street, land or park, or if it is on any private property or premises within the Town of Onoway without the permission of the owner or occupant, thereof;
 - 3.4 **"Abused"** means any wild or domestic animal which is:
 - 3.4.1 Mistreated, beaten, tormented or teased; or
 - 3.4.2 Teased, tormented or annoyed by any animal; or
 - 3.4.3 Deprived of water, food or shelter; or
 - 3.4.4 Left unattended in a motor vehicle without adequate ventilation or temperature control; or
 - 3.4.5 Kept under unsanitary conditions; or
 - 3.4.6 Ignored, abandoned, or distressed; or

- 3.4.7 Trained for fighting other animals;
- 3.5 **"Cat"** means any male or female member of the species *Felis catus* or *Felis domesticus* (Felidae Family);
- 3.6 **"Collar"** means any device made of leather, chain or other matter, capable of having metal tags securely fastened to it and designed and solely intended to be worn around the neck or leg of wild or domestic animals;
- 3.7 **"Communicable Disease"** means any disease due to an infectious agent, illness or toxic product which is transmitted directly or indirectly to a well person or animal from an infected animal and shall include, but is not limited to: distemper, rabies, canine parvo and/or parainfluenza; as per the Animal Protection Act;
- 3.8 **"Control"** means the animal is:
 - 3.8.1 Under immediate effective control of some person and restrained by a leash not exceeding six (6) feet in length; or
 - 3.8.2 Kept in a container, an enclosure or a motor vehicle;
- 3.9 **"Council"** means the duly elected Town Council for the Municipal Corporation of the Town of Onoway;
- 3.10 **"Day"** means a continuous period of twenty four (24) hours or part thereof;
- 3.11 **"Dog"** means any male or female species of the Canidae family;
- 3.12 **"Domestic Animal"** means animals of a species of vertebrates or invertebrates that have been domesticated by humankind so as to live and breed in a tame condition or which depend on humankind for survival, or for agricultural use or for resale and shall include, but not be limited to pigs, horses, sheep and poultry. It shall include such animals that have been domesticated for and kept as pets and shall include but not be limited to cats, pigeons, fishes, amphians, reptiles and rabbits;
- 3.13 **"Guide Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;
- 3.14 **"Identification Tag"** means a tag issued by the Town of Onoway to an owner who paid the prescribed license fee and upon registration of a dog or cat as defined by this Bylaw. Such identification tag, together with a dated receipt for the fees constitutes a license to keep the animal described on the receipt;
- 3.15 **"Keep"** means to own, possess, harbor, maintain or have control or custody of an animal;

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- 3.16 **"Keeper"** means a person who owns, possesses, harbors, maintains or has control or custody of an animal;
- 3.17 **"Kennel"** means any one location, shelter, room, dwelling or place where three (3) or more of the same animals (exception are fishes) are harboured at any time, except for premises used for the care and treatment of animals operated by a qualified veterinarian nor does it include premises known as the pound as defined by this Bylaw;
- 3.18 **"Leash"** means a lead not harmful to the animals and shall not be more than six (6) feet long;
- 3.19 **"License Fees"** means the license issued under the provisions of this Bylaw for the Keeping of an animal in the Town of Onoway, the amount is prescribed in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 3.20 **"Municipal Manager"** means the Chief Administrative Officer, who is duly appointed to that position for the Town of Onoway at any given time and includes any person authorized to act for and in the name of that individual;
- 3.21 **"Municipality"** means the Town of Onoway in the Province of Alberta;
- 3.22 **"Offence Tag"** means a ticket, tag or similar document issued for any bylaw offence as an alternative to the issuance of a Summons;
- 3.23 **"Owner"** means and includes any keeper, person, partnership, associate or corporation, owning, possessing or having charge of or control over any animals or harbouring or having charge of any animal, or suffering or permitting any animal to remain about his or her house, property or premises either temporarily or permanently and where the owner is a minor, the person responsible for the custody of the minor;
- 3.24 **"Peace Officer"** means each and every member employed and duly sworn in as a Bylaw Enforcement Officer or Special Constable Community Peace Officer in the Town of Onoway. It shall also mean any R.C.M.P. officer;
- 3.25 **"Police Dog"** means a dog of any breed owned by the Royal Canadian Mounted Police for the purpose of aiding in law enforcement and trained or in training for that purpose;
- 3.26 **"Pound"** means the premises designated by the Municipal Manager for the Town of Onoway for the purpose of impounding all animals found to be at large in violation of this Bylaw and caring for tagged animals whose owners are not available for the immediate return of the animal;
- 3.27 **"Pound Keeper"** means the person or persons owning and/or operating a place designated by the Municipal Manager of the Town of Onoway to be operated as a Pound;

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- 3.28 **"Public Nuisance"** with respect to the activities of any animals includes but is not limited to:
- 3.28.1 Biting a person or persons;
 - 3.28.2 Chasing people, bicycles, automobiles or other vehicles;
 - 3.28.3 Excess noise such as but not limited to barking, snarling, howling or otherwise disturbing any person or animal;
 - 3.28.4 Causing damage to property, other animals or person;
 - 3.28.5 Upsetting waste receptacles or scattering the contents thereof; or
 - 3.28.6 Being left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons as long as such restraint provides for suitable ventilation.
- 3.29 **"R.C.M.P."** means the Royal Canadian Mounted Police;
- 3.30 **"Register"** means a listing held by the Town of Onoway, which is acknowledgement of animals other than dogs and cats, and which is kept for the purpose of public safety and to facilitate return of registered animals to owner of same; and
- 3.31 **"Seeing Eye Dog"** means a specially trained dog kept by any handicapped person for the express purpose of compensating for or ameliorating the effects of that person's handicap;
- 3.32 **"S.P.C.A."** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta;
- 3.33 **"Stray"** means an animal without an owner who is responsible for the housing, feeding and health of such animal;
- 3.34 **"Vicious Animal"** means an animal of any age, breed or gender which:
- 3.34.1 Shows or demonstrates a propensity, disposition or potential to attack or bite or injure, without provocation, humans or other animals; or
 - 3.34.2 Without provocation, chases, bites or attacks humans or other animals; or
 - 3.34.3 Poses a continuing threat of serious harm to other animals or humans; or
 - 3.34.4 Is bred or trained for the activity of "fighting"; or
 - 3.34.5 Has been used by any person in the activity of "fighting"; or

- 3.34.6 Has been declared a Vicious Animal under this Bylaw or a Dangerous Animal under the Dangerous Dogs Act;
- 3.35 **"Violation Ticket"** means a violation ticket as defined by this Bylaw;
- 3.36 **"Wild Animal"** mean animals that have not been domesticated for agricultural use.

SECTION 4 LICENSING AND REGISTER

- 4. Provisions of licensing and register shall be:
 - 4.1 All persons bringing any wild or domestic animal or animals (this section does not deal with Dogs or Vicious Animal or Animals) within the boundaries of the Town of Onoway to keep within the boundaries of the Town of Onoway shall license their dog or cat and register them with the Town of Onoway. The owner of a dog or cat who doesn't license and registered them shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; unless:
 - 4.1.1 The dog is a puppy no more than six (6) months; (except if it is a vicious animal)
 - 4.1.2 The cat is a kitten no more than twelve (12) weeks;
 - 4.1.3 A license has been issued by the Town of Onoway with respect to that dog or cat and the dog or cat is wearing a collar to which a "tag" evidencing the currency of the license is firmly attached;
 - 4.1.4 A Register form has been completed by the owner of an animal other than dog or cat at the Town of Onoway;
 - 4.2 A person who is a visitor to the Town of Onoway or is temporarily in the Town of Onoway on business and keeps any animal in the Town of Onoway **no more** than fourteen (14) days in any six (6) calendar months, or such further period as may be authorized by written permission from the Town of Onoway Municipal Manager, must register the animal with the Town of Onoway. The owner of an animal who doesn't register the animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 4.3 Every person who resides in the Town of Onoway and who is the owner or becomes an owner of a wild and/or domestic animal and every person who takes up residence in the Town of Onoway who is the owner of a wild and/or domestic animal shall register such

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animals at the Office of the Town of Onoway on the first day when the Town of Onoway Office is open for business;

- 4.4 Dog and Cat licenses must be obtained on the first day on which the Town of Onoway Office is open for business after a:
 - 4.4.1 Dog reaches the age of six (6) months;
 - 4.4.2 Cat reaches the age of twelve (12) weeks;
- 4.5 All animals other than dogs and cats can be voluntarily registered at the Town of Onoway Office (this section does not apply to Dogs or Vicious Animal or Animals);
- 4.6 All licenses and registrations are valid for the duration of the animal's life while in the Town of Onoway boundary;
- 4.7 Dog and cat identification tags must be securely fastened to the dog or cat at all times. The said dog or cat shall be deemed licensed. The identification tag shall be worn at all times when the animal is in public; the license shall be deem invalid if not worn by the animal;
- 4.8 If a dog or cat is not wearing a collar with a valid identification tag, the owner of the said dog or cat shall be subject to a fine for allowing an un-licensed dog or cat to be at large, as per "Schedule B" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.9 Each dog and cat is required to be licensed separately;
- 4.10 Animals other than dogs and cats can be registered in bulk for each type of animal;
- 4.11 Every Owner shall provide the Municipal Manager or Designate for the Town of Onoway with the following information when registering any animals in accordance with this Bylaw and the Town of Onoway Office shall maintain this information in a master registration book:
 - 4.11.1 Name, address and telephone number of the Owner;
 - 4.11.2 Name, breed, colour and sex of the animal to be registered;
 - 4.11.3 Any identifying marks, microchip numbers or tattoos that may be distinctive for identification purposes;
 - 4.11.4 Proof, from a duly qualified veterinary surgeon, that the animal is spayed or neutered;
 - 4.11.5 Proof of a valid and subsisting policy of liability insurance in the coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's restricted dog or vicious animal. (if applicable)

- 4.11.6 Date of license purchase;
- 4.11.7 The number stamped on each identification tag or number issued to the owner;
- 4.11.8 The amount of fee paid by the owner; and
- 4.11.9 Such other relevant and necessary information as may be required by the Town of Onoway in respect to the registration.
- 4.12 A registration fee shall be paid to the Town of Onoway for the registration of each dog and cat; such fee as set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.13 Upon application by a person requiring the services of a Guide or Seeing-eye or Police Dog, a license and identification tag shall be issued in respect of a bona fide Guide or Seeing-eye or Police Dog without payment of fee to the owners of the dog;
- 4.14 Upon payment of the license fee, the Town of Onoway shall issue to the owner an identification tag for each dog or cat registered. The identification tag shall be marked with an identification number, corresponding to the identification number contained in the master registration book of the Town of Onoway;
- 4.15 Should an identification tag be lost or destroyed the owner shall apply to the Town of Onoway Office for a new identification tag which will be issued to the said owner at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.16 Non-Town residents who wish to purchase an identification tag for their dog or cat, to ensure its identification should it be at large within the Town of Onoway boundary, may do so in the same manner and at a cost as established in "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.17 Every Owner shall provide his/her dog and/or cat with a collar to which the owner shall affix the identification tag for such dog and/or cat and the Owner shall ensure that the collar and identification tag are worn by the dog and/or cat at all times when the dog and/or cat is at any place other than the property of the Owner;
- 4.18 In no case shall an Identification tags issued under this Bylaw be transferable from one animal to another. The owner of a dog or cat, that transfers the Identification Tag shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

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- 4.19 A licensing fee paid to the Town of Onoway under this Bylaw shall not be refunded, in whole or in part, because of the death, sale or disposition of the animal in respect of which the licensing fee was paid or because the owner ceases to reside in the Town of Onoway;
- 4.20 Upon application by a new owner of an animal in respect to which a license and identification tag has been issued under this Bylaw, the Town of Onoway shall transfer the license/identification tag to the new owner without payment of any further fee. Such application shall include presentation to the Town of Onoway of a current tag and receipt and proof of purchase of the animal;
- 4.21 A Vicious Animal owner shall:
- 4.21.1 Obtain a vicious animal license, regardless of the age of the vicious animal. The owner of the vicious animal who doesn't license and registered it shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.2 Keep in force the Vicious Animal license; and
- 4.21.3 When application for a Vicious Animal license is made by an owner, the owner shall provide proof of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's vicious dog. The owner of a vicious animal who doesn't obtain and hold a valid and subsisting insurance policy shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.4 The registration fee shall be paid to the Town of Onoway for the registration of each Vicious Animal, the fee to be the amount set out in "Schedule A", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 4.21.5 Upon expiry or termination of the said liability policy the license issued for a Vicious Animal shall automatically become null and void; and
- 4.21.6 No Vicious Animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 4.22 The Town of Onoway shall cause to be created a series of tags made of durable material and stamped or embossed with the name "Onoway", together with a serial number, which tags shall be issued to owners of dogs and cats who pay the prescribed license fees and are granted a license to keep a dog or cat within the Town of Onoway. A tag, with its unique serial number, together with a dated receipt for fees paid, shall constitute the license required under this Bylaw to keep a dog or cat.

SECTION 5 RESTRICTIONS AND RESPONSIBILITIES

5. It shall be the responsibility the owners of all wild and domestic animals to ensure that:
- 5.1 No person shall keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in any residential area or on properties smaller than one-half (1/2) acre in size within the Town of Onoway boundaries nor shall they be allowed on the Town of Onoway streets or parks, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. (Specifically, a person may have two dogs, two cats, two hamsters and two rabbits at the same time but no more than two of each kind of animal at one time.) Fish in an Aquarian or pond are an exception to this regulation. The owner that keeps or harbors more than two (2) animals of the same kind shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.1 Any person who wishes to keep or harbor more than two (2) animals of the same kind whatever sex or age at the same time in a non residential area or on a property larger than one-half (1/2) acre in size within the Town of Onoway boundaries, are required to obtain written permission from the Municipal Manager or Council, unless a Development Permit for operating a kennel has been sought and obtained from the Town of Onoway as per their Land Use Bylaw. The person that keeps or harbors more than two (2) animals of the same kind who doesn't have written permission from the Municipal Manager or Council or a valid Development Permit shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.1.2 No animals, other than cats and dogs and other small pets, may be harboured on any property smaller than one-half acre in size within the municipal boundaries, nor shall they be allowed on municipal streets or parks, except by permission of the Municipal Manager.
- 5.2 No owner of any animal shall leave the animal's excrement/defecation (waste matter) on public or private property other than the property of its owner. The excrement/defecation shall be removed immediately. The owner of the animal who leaves and does not remove immediately the animal excrement/defecation (waste matter) on public or private property shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council:
- 5.2.1 A handicapped owner of a registered guide dog or seeing eye dog is not subject to the obligation imposed in paragraph 5.2;
- 5.2.2 Every person who keeps an animal on the animal owner private property within the Town of Onoway shall regularly remove all exposed excrement/defecation (waste matter)

matter from the area and dispose of it in a sanitary manner and shall at all times maintain the property in a sanitary condition satisfactory to the Bylaw Enforcement Officer or Community Peace Officer of the Town of Onoway and Public Health Authorities, or be subject to a fine as per "Schedule B";

- 5.3 No animal is permitted to be "at large" in the municipal boundaries of the Town of Onoway. The Owner of any animal found "at large" within the municipal boundaries of the Town of Onoway shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.4 No animal shall bark or snarl or howl or in any other manner excessively disturb the quiet of any person. The owner of any animal found to be barking or snarling or howling or in any other manner excessively disturbing the quiet of any person shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.5 No animal that is suffering from or is suspected to be suffering from a communicable disease shall not be allowed to be at large or to come into contact with other animals or humans. The owner of said diseased animal shall ensure that the said diseased animal is kept locked up securely and shall take such steps and precautions as are required by a veterinary surgeon to prevent the transmission of the disease. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.6 No animals shall be permitted to be a public nuisance by:
- 5.6.1 No Owner shall cause, allow, or permit another person to cause his/her Dog while on any property to:
- a) Bark at any person; or
 - b) Chase any person or vehicle; or
 - c) Attack any person; or
 - d) Chase, challenge, or attack any animal owned or being kept by another person; or
 - e) Cause any damage or nuisance therein
 - f) the provisions of this section shall not apply to a blind person who is being guided by a bona fide "Seeing Eye" or Guide Dog.
- 5.6.2 The Owner of any animals found doing any of the actions described in the preceding clauses (5.6.1 a to f) shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 5.7 The Owner of a female animal "in heat" shall not have such animal located where it is a source of attraction to other male animals. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.8 When a Vicious Animal is on the premises of its Owner, it shall be kept confined indoors under the effective control of person of the age of eighteen (18) years or older, or shall be confined in a securely enclosed and locked pen, or other structure constructed and secured in such a fashion as to prevent the escape of the Vicious Animal, and to prevent the entry of persons or animals unauthorized by the Owner. The pen shall have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of one (1) foot. Furthermore, the owner shall take all the necessary step to ensure that it does not bite, chase, or attack any human or other animal whether the person or animal is on the property of the owner or not. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 5.9 When a Vicious Animal is off the premises of the Owner, it shall be under the effective control of a person of the age of eighteen (18) years or older, securely muzzled, and shall be either harnessed or leashed securely to effectively maintain immediate Physical Control and prevent it from attacking or biting humans or other animals. This requirement shall not apply when the Vicious Animal is in a building or enclosure in attendance at a bona fide animal show, or confined in a pen or approved kennel. Owners not taking these precautions shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 5.10 No person shall lead, ride or drive livestock on any parkland or street in the Town of Onoway other than in a parade or if authorized by the Municipal Manager. Owners of livestock not so authorized by the Municipal Manager shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 6 ANIMAL CONTROL OFFICER / POUND KEEPER

- 6.0 Empowerment and regulations for an Animal Control Officer and/or Pound Keeper are as follows:
- 6.1 The Animal Control Officer and Pound Keeper shall be appointed by Council or the Municipal Manager to the position of Animal Control Officer or Pound Keeper whose duties entail carrying out the provision of this Bylaw;

- 6.2 Each Animal Control Officer and Pound Keeper shall be responsible to the Council and the Municipal Manager for the ongoing administration, maintenance and operation of animal control service within the Town of Onoway as contemplated by this Bylaw;
- 6.3 Where any animal is seen to be at large and it is apparent that no responsible person is exercising control over the animal, the Animal Control Officers or Pound Keeper are authorized to capture, trap, pen up, tether or impound any animals within the Town of Onoway:
 - 6.3.1 In respect of which he or she believes an offense under this Bylaw is being or has been committed;
 - 6.3.2 Any animals, regardless of breed, that are at large;
 - 6.3.3 That which is named or described or otherwise designated in a complaint by any person as creating a public nuisance;
 - 6.3.4 That which is named or described or otherwise designated in a complaint made pursuant to the Dangerous Dogs Act;
 - 6.3.5 That which is actually or apparently affected with a Communicable Disease and the owner refuses or fails to take adequate precautions to avoid danger to other persons or animals; or
 - 6.3.6 No person shall attempt such capturing, penning or tethering unless it appears to be possible without exposing any person to probable injury, and without undue injure to the animal;
- 6.4 The Animal Control Officer and Pound Keeper are authorized to enter any private property or premises within the Town of Onoway without the permission of the owner or occupant, in respect of which he or she believes an offense under this Bylaw is being or has been committed;
- 6.5 The Animal Control Officer and Pound Keeper are authorized to take reasonable measures to subdue and capture animals found to be in contravention of this Bylaw; and
- 6.6 No action shall be taken against any person acting under the authority of this Bylaw for damages or destruction or other disposal of any animal.
- 6.7 An Enforcement Officer shall:
 - a) receive and impound any Dog seized under the provisions of the Bylaw; and
 - b) keep a record of such Dog on a form approved by the Municipal Manager; and
 - c) ensure that any Dog so impounded is provided with sufficient food and potable water to maintain the health and comfort of Dog; and
 - d) provide the services of a veterinarian, as soon as practical, for any Dog that appears to be ill or injured; and
 - e) ensure that no Dog while impounded, is unnecessarily

mistreated;
f) charge a fee for impoundment as specified in Schedule "A" of this Bylaw.

6.8 It shall be the duty of the Enforcement Officer, and such other person or persons as may be authorized by Council, to confine all Dogs captured for violation of this Bylaw in the pound subject to the Owner's right to redeem the Dog within seventy-two (72) hours from the time of the impounding upon payment of any fee owed as outlined in Schedule "B" of this Bylaw to the Enforcement Officer or to the Pound Representative.

a) Notwithstanding Section 6.8 and pursuant to Section 7(2) of the Animal Protection Act as amended from time to time, if, in the opinion of an Enforcement Officer, the animal appears to be a purebred animal or if it bears an obvious identification device, tattoo, brand mark, tag or license, the applicable time limit under Section 7(2) of the Animal Protection Act shall be ten (10) days after the date on which the animal was impounded.

6.9 The Enforcement Officer shall, if the Dog being impounded is wearing a Dog tag or any other identification, make a conscientious effort to notify the Owner that the Dog has been impounded and give said Owner a reasonable period of time to claim the Dog. An Owner may redeem an impounded Dog upon payment to the Enforcement Officer or Pound Representative of all fines, fees and costs prescribed in this Bylaw prior to release to the Owner of any Dog.

6.10 In any case, where a Dog is found to be ill, has been injured or deemed unsuitable for adoption and it has been determined by a veterinarian or Enforcement Officer that the Dog should be euthanized, the Dog may be euthanized as soon as practical by a veterinarian or Animal Control Officer.

6.11 Any Dog that has been impounded for longer than the period prescribed in this Bylaw may, at the discretion of the Enforcement Officer, be adopted, placed with an Animal Rescue organization, or euthanized.

SECTION 7 OBSTRUCTION OF THE ANIMAL CONTROL OFFICER OR POUND KEEPER

7. No person, whether or not he or she is the owner of the animal which is being or has been pursued or captured, shall:

7.1 Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper who is attempting to capture or who has captured any animal in accordance with the provisions of this Bylaw. The person who interferes, hinders, delays attempt or obstructs an Animal

Control Officer or Pound Keeper who is attempting to capture or who has captured any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;

- 7.2 Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal captured for impoundment has been placed so as to allow or attempt to allow such animal to escape there from. The person who negligently or willfully tampers with or unlocks or unlatches or otherwise opens any vehicle or pen or enclosure in which an animal captured for impoundment have been placed so as to allow or attempt to allow such animals to escape shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.3 Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties under this Bylaw. The person who removes, or attempts to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his / her duties shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 7.4 Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture. The person who induces or persuades any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assists any animal escape capture shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 7.5 Negligently or willfully, open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway. The person who negligently or willfully opens any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstructs any animal's confinement, thereby allowing the said animal to be at large within the Town of Onoway, shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 8 CONTROLS AND CARE OF ANIMALS

8. The control and care of animals is everyone's responsibility;

- 8.1 No person, being the owner or a person in charge of an animal or Animal Control Officer or Pound Keeper, shall be permitted to abuse an animal. The person who abuses any animal shall have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
- 8.2 No person, being the owner or a person in charge of an animal, shall permit it to be at large within the Town of Onoway;
- 8.3 No person, being the owner or a person in charge of an animal, shall permit it to be a public nuisance;
- 8.4 No person, being the owner or a person in charge of an animal, shall permit the animals to attack, threaten, bite, chase or otherwise injure or intimidate any other person or animal;
- 8.5 If a complaint is received that an animal has attacked, threatened, bitten, chases or otherwise injured or intimidated any person, animal or transportation unit, the Animal Control Officer or R.C.M.P. shall investigate the complaint and if the complaint appears to be justified and such action warranted, may:
 - 8.5.1 Issue to the owner a Violation Ticket or a Notice to Appear before a judge of the Provincial Court or Alberta according to the provision of this Bylaw;
 - 8.5.2 Seize and impound the animal, and may:
 - 8.5.2.1 Release the animal to the owner upon being satisfied that all requirements of this Bylaw have been met and that adequate precautions have been taken to prevent any reoccurrence of the offence, or
 - 8.5.2.2 Impound that animal or apply to a court for an order that the animal be removed from the Town of Onoway limits or that it be destroyed;
- 8.6 If a complaint is received that an animal is being a public nuisance, the Animal Control Officer shall investigate the complaint and if the complaint appears justified, shall notify the owner of the animal of the complaint, and shall direct the owner to prevent the animal from doing those things that created a public nuisance; and
- 8.7 If, after having received such notification, the owner fails to prevent his animals from again being a public nuisance, the Animal Control Officer shall issue to the owner a Violation Ticket.

SECTION 9 VICIOUS ANIMALS

- 9. Any person who harbors within the Town of Onoway limits a Vicious Animal shall:

- 9.1 Immediately bring this to the attention of the Town of Onoway Office; and
- 9.2 Prominently display at the front and rear entrances to his or her property, a sign stating "Beware of Dog" or "Beware of Vicious Animal". Failure to display proper signs at the front and rear entrance of the property shall be considered to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council; and
- 9.3 The owner of an Animal, which the owner has any reason to believe may be a Vicious Animal, shall keep such animal in accordance with all provision of this Bylaw which apply to a Vicious Animal unless and until the Animal Control Officer has determined that the animal is not a Vicious Animal and has so advised the owner in writing;
- 9.4 If the Pound Keeper, Police Constable, Municipal Manager or a Bylaw Enforcement Officer determines or believes on reasonable grounds that an animal is a Vicious Animal, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he or she shall:
 - 9.4.1 Have the Bylaw Enforcement Officer issue the owner with a written notice that the animal has been determined to be a Vicious Animal; and
 - 9.4.2 Require the Owner comply with all the provisions of this Bylaw with respect to a Vicious Animals; and
 - 9.4.3 Inform the Owner that if the Vicious Animal is not kept in accordance with this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw;
- 9.5 Where the owner of an animal that has been determined to be a Vicious Animal produces information to the Municipal Manager of the Town of Onoway that may alter a determination made under Section 9.4 the Municipal Manager shall, as soon as is reasonably possible, cause the matter to be reviewed and make a final determination; and
- 9.6 In addition to the remedies set forth in this bylaw, if the Municipal Manager of the Town of Onoway, Bylaw Enforcement Officer or Police Constable determines that a Vicious Animal is not being kept in accordance with this Bylaw, he or she may:
 - 9.6.1 Make application to the court for an order directing that such Vicious Animal be controlled in accordance with this Bylaw; be destroyed or be removed from the Town of Onoway; or
 - 9.6.2 Make a complaint pursuant to the Dangerous Dogs Act, for an order directing the Vicious Animal be controlled or destroyed.

SECTION 10 KENNEL

- 10. Kennel restrictions and regulations:
 - 10.1 No person shall operate a kennel within the boundaries of the Town of Onoway without first obtaining a development permit and a Kennel License. Failure to obtain a development permit and a Kennel License shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 10.2 All Kennel Licenses shall be valid only for the period January 1st to December 31st in the year for which the license is issued. A person holding an expired license shall be deemed to have no license;
 - 10.3 The fees for a Kennel License within the Town of Onoway shall be in accordance with "Schedule A" attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council;
 - 10.4 Any person harboring or keeping more than two animals (as per 5.1) in a single place shall be deemed to operating a kennel;
 - 10.5 The Town may issue a Kennel License upon the application of any person provided that the proposed kennel otherwise meets the requirements of all other applicable municipal legislation and, in particular, the Land Use Bylaw and any conditions imposed thereunder;
 - 10.6 The Town of Onoway will shall not issue a Kennel License for any person to operate a kennel when, in the opinion of the Town of Onoway, operation of the kennel would interfere with the use and enjoyment of any property located within 100 meters of the proposed site of the kennel.
 - 10.6.1 In forming such opinion the Town of Onoway may advise property owners within the 100 meters of the proposed kennel of the application and may seek advice from any person;
 - 10.7 The Town of Onoway, shall within 60 days of any application for a Kennel License either:
 - 10.7.1 Grant the Kennel License; or
 - 10.7.2 Advise the applicant in writing that the license is refused and the reason or reasons for such refusal;
 - 10.8 After issuance of a Kennel License, should the Town of Onoway receive bona fide complaints from two (2) or more neighbors living within 100 meters of a kennel, it shall conduct an inquiry to determine if the kennel is being operated according to the provisions of all applicable legislation and if it is not being so operated, shall advise the operator of any infractions or deficiencies and the operator shall have 14 days within which to correct such infractions or deficiencies;

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- 10.8.1 When the operator of a kennel has been advised of the infractions of legislation or deficiencies with respect to the operation of his or her kennel, and has been given time to correct such infractions or deficiencies and has failed to correct the same, then the Town of Onoway may revoke or refuse to renew the Kennel License of the operator and may impose other penalties provided under this Bylaw;
- 10.9 When a Kennel License has been issued to a person who operates the kennel according to all applicable legislation or who, on notice corrected any infractions or deficiencies, then the Town of Onoway shall not revoke or refuse to renew the Kennel License of that person without first giving that person one year written notice of the intention of the Town of Onoway to revoke or refuse to renew the Kennel License;
- 10.10 Any enclosure or pen shall:
- 10.10.1 Have a secure top attached to all sides;
- 10.10.2 Have a secure bottom effectively attached to the sides;
- 10.10.3 The sides shall be buried in the ground to a minimum depth of thirty (30) centimeters or imbedded in a concrete pad;
- 10.10.4 Be of sufficient height, strength and stability to contain the animal;
- 10.10.5 Form a confined area with no side in common with a perimeter fence;
- 10.10.6 Have a gate which is self-closing and has a lock;
- 10.10.7 Be capable of containing an animal in a secure and humane manner;
- 10.10.8 Be approved by the Bylaw Enforcement Officer of the Town of Onoway; and
- 10.11 Owners who fail to comply with paragraph 10.10 shall be deemed to have committed an offence under this Bylaw, and shall be subject to a fine for the offence as per "Schedule B", attached to and forming part of this Bylaw and which may be amended from time to time by resolution of Council.

SECTION 11 IMPOUNDMENT

11. Provision of Impoundment:
- 11.1 It shall be the responsibility of the Municipal Manager to establish one or more pounds for the impounding or keeping of animals captured. The said Municipal Manager is hereby authorized and empowered to make all such rules and regulations, not inconsistent with this

Bylaw #782-21
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

Bylaw and the rules and regulations of the S.P.C.A. as he/she shall consider necessary for the conduct or regulation of such pound or pounds. The Town of Onoway shall enter into an agreement and appoint a pound keeper and such other person as it shall deem necessary for the carrying into effect of the provisions of this Bylaw and make such rules and regulations, for their conduct as it deems necessary;

- 11.2 It shall be the duty of the Animal Control Officer, and such person or persons as shall be authorized and appointed by Council or the Municipal Manager to capture or place traps for animals found at large within the limits of the Town of Onoway contrary to the provisions of this Bylaw or found upon any street or in any public place in the Town of Onoway and to impound same in said pound, and the said animal impounded shall be kept there confined subject to the owner's or possessor's right to redeem same within seventy two (72) hours from the time of their capture, excluding Weekend and Statutory holidays;
- 11.3 The impounded animal shall not be released from said pound unless the owner or possessor can present to the satisfaction of the pound keeper that he/she has paid all fines and pound fees, as set out in "Schedule B" and has obtained the necessary clearance from the Animal Control Officer or the Municipal Manager and that a license has been obtained with respect to such animal;
- 11.4 Any person authorized by this Bylaw to enforce the provisions contained herein may enter into the land surrounding any building in pursuit of any animals which been at large;
- 11.5 The Animal Control Officer or any other person or persons duly qualified to handle a tranquilizer gun is hereby authorized, when all normal attempts to capture an animal have failed and the animal poses a serious and imminent threat to the public, to use a tranquilizer gun in order to effect the animal's capture;
- 11.6 Each animal impounded under the provisions of this Bylaw shall be subject to an impounding fee as set down by the Pound Keeper. The above mentioned fees shall apply for each and every day of confinement to a maximum of seventy two (72) hours as is fore-stated;
- 11.7 After seventy two (72) hours of confinement if no owner or the municipality shall appear at the pound to claim the animal, the said animal shall be destroyed or otherwise disposed of, by sale;
- 11.8 Immediately after the seventy two (72) hours pursuant to Section 11.7 of this Bylaw, the property interest of any owner of the impounded animal shall be deemed to have been extinguished, and full ownership to have been vested to the Veterinary Clinic;
- 11.9 The purchaser of an animal from the Pound pursuant to the provisions of this section of the Bylaw shall obtain full right and title to it and the right and title of the former owner of the animal shall cease thereupon;
- 11.10 It shall be the duty of the Animal Control Officer to attempt, to the best of his/her abilities, to ascertain the name of the owner of any impounded animal. Upon obtaining the name of the said owner, the Animal Control Officer or Pound Keeper shall serve the said owner with

a Notice of Impoundment, either by serving said notice personally or by sending said notice by mail to the last known address of said owner;

- 11.11 If the said notice is mailed to the owner, the said owner will have been deemed to have received the said notice within forty eight (48) hours from the time of mailing;
- 11.12 The Animal Control Officer shall report any apparent communicable disease, illness, injury, unhealthy conditions or other signs of distress of any dog or domestic animals impounded to a veterinary surgeon or the S.P.C.A. and act upon their recommendations. The Owner shall be responsible for all charges resulting from any veterinary examinations and reaction to the Owner's dog or animal;
- 11.13 The Animal Control Officer, with the Municipal Manager's authorization, may retain or order the retention of any animal for a longer period of impoundment if in his/her opinion; the circumstances warrant the expense of extending the impoundment;
- 11.14 The Animal Control Officer and such person or persons as shall be authorized and appointment by Council or the Municipal Manager may place humane trap or traps for the capture of animal, in areas where there are serious health and safety concerns about the number of stray or wild animals;
- 11.15 The property owner where the humane trap or traps been placed will be asked to check on the trap for any animal that been caught, and to inform the Animal Control Officer of such;
- 11.16 The Animal Control Officer and such person or persons authorized to set the traps are to deliver all trapped animals to:
 - 11.16.1 The owner, if there is an Identification Tag on the animal. If the owner is not immediately available or at home the animal shall be taken to the pound;
 - 11.16.2 The lagoon site, if the animal is a skunk or porcupine or any species of wild animals that normally live in a treed area;
 - 11.16.3 The designated pound, if the animal has not been stated above.

SECTION 12 RECLAIMING OF IMPOUNDED ANIMALS

- 12. Provision of Reclaiming of Impounded animals:
 - 12.1 The owner of any licensed impounded animals may reclaim the animals from the pound, provided:
 - 12.1.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and

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- 12.1.2 The owner has paid for the impoundment fees and veterinary fees as set out in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
- 12.1.3 The owner also must show proof of having obtained a license for the animals as required by this Bylaw;
- 12.2 The owner of any unlicensed impounded animal may reclaim the animal from the pound provided:
 - 12.2.1 The owner does so within seventy two (72) hours from the time of impoundment excluding Weekends and Statutory Holidays, or before the animal has been sold or disposed of; and
 - 12.2.2 The owner has paid for the impoundment fees and veterinary fees as set out in "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
 - 12.2.3 The owner has paid for the penalty or penalties set out in "Schedule B", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution of Council, and
 - 12.2.4 The owner obtains a license for the animal as required by this Bylaw;
- 12.3 Notwithstanding the foregoing, the owner of an animal may not redeem such animals if the Animal Control Officer has reasonable grounds to believe and does believe that the animal is a Vicious Animal and that the owner has failed to comply with the provision of this Bylaw respecting Vicious Animal. Where the Animal Control Officer believes that any animal is a Vicious Animal, he/she may make application for an order directing that the animal be controlled or destroyed;
- 12.4 No Vicious Animals may be resold by the Animal Control Officer to any person who intends to keep the Vicious Animal within the Town of Onoway boundaries; and
- 12.5 An owner surrendering an animal shall sign a release form and pay the fees as per "Schedule A", which is attached hereto and forms part of this Bylaw and which may be amended from time to time by resolution by Council.

SECTION 13 ENFORCEMENT ON CERTAIN PRIVATE PROPERTIES

- 13. Provision of Enforcement on Certain Private Properties:

- 13.1 The Town of Onoway may agree to patrol and enforce provisions of this Bylaw on private property including condominium sites, mobile home parks and commercial site, etc upon the following conditions:
 - 13.1.1 The Owner of the private property shall make a written request to the Municipal Manager that this bylaw be enforced on its property; and
 - 13.1.2 The Owner of the private property shall agree to relieve the Town of Onoway or its employees from any liability claim and save the Town of Onoway or its employees harmless from any and all legal actions which may arise as a result of the Town of Onoway or its employees enforcing this Bylaw on its property, excepting when such legal actions arise due to the negligence of the Town of Onoway or it employees; and
 - 13.1.3 The Private Property Owner shall delivery a "site plan" of the property in question to the Municipal Manager;
- 13.2 Notwithstanding this section, for the purpose of enforcement of this Bylaw, but not for the purpose of investigation only, the Animal Control Officer is authorized to enter into any premises, including privately owned premises, at any time, provided however, that the word "premises" does not include that part of a interior building used as a dwelling house or business.

SECTION 14 OFFENCE TAG

- 14. Provision of Offence Tag:
 - 14.1 The Animal Control Officer, Pound Keeper, Police Officer, Bylaw Enforcement Officer or Community Peace Officer may enforce the provisions of the Bylaw and is hereby authorized and empowered to issue an Offence Tag to any Person who contravenes any provisions of this Bylaw.
 - 14.2 Any Offence Tag shall be in a form approved by the Municipal Manager and shall state:
 - 14.2.1 The Name of the offender; and
 - 14.2.2 The offence; and
 - 14.2.3 The appropriate fine for the offence as specified in "Schedule B" of this Bylaw; and
 - 14.2.4 That the fine shall be paid within seven (7) days of the issuance of the Offence Tag;
 - 14.3 Where a contravention of this Bylaw is of a continuing nature, further Offence Tags for the same offence may be issued by the Animal Control Officer, provided however, that no more than one Offence Tag (for the same offence) shall be issued for each day that the contravention continues;

- 14.4 Where an Offence Tag is issued pursuant to this Bylaw the person to whom the Offence Tag is issued may, in lieu of being prosecuted for the offence, pay to the Town of Onoway the amount specified on the Offence Tag;
- 14.5 The Offence Tag may be issued by personally serving it upon the alleged offender, or by leaving it at the residence of the alleged offender with any adult member of the family of the owner or harbinger who is at least sixteen (16) years of age, or by sending the Offence Tag to the alleged offender by mail to his/her last known address;
- 14.6 If the owner or harbinger of any animals fails to pay the amount mentioned on the Offence Tag, within the time limited, the provisions of the foregoing shall no longer apply and the alleged offender shall be liable for payment.
- 14.7 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is a property owner shall have the payment (fine) place on his/her tax notice;
- 14.8 If the owner or harbinger of the said animal that is liable for payment and has not done so by the time limited and is not a property owner shall be liable to prosecution in accordance with Canada and Alberta Laws and Justice;
- 14.9 Any person to whom an Offence Tag has been issued may exercise his/her rights to defend any charge of committing a contravention of any of the provisions of this Bylaw;
- 14.10 Any person may lay an information and complaint against any person for committing a breach of any section of the Bylaw; and
- 14.11 Any proper officer or official of the Town of Onoway or Crown Prosecutor may lay an information or complaint in response of any breach by any person of any of the provisions of this Bylaw, if such Officers or Officials deems such procedure to be in the interest of Justice.

SECTION 15 VIOLATIONS TICKET

15. Provision of Violation Ticket:
 - 15.1 Violation Ticket – instead of the procedure specified in the Criminal Code of Canada for the laying of an Information and the issuing of a summons, the procedure as set out in the Provincial Offenses Procedures Act revised statutes of Alberta and amendments thereto, Part 2, Summary Violation Tickets, or Part 3, Offense Notice Violation Tickets, as the case may be, may be followed with respect to violations occurring under this Bylaw;

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- 15.2 If the fine specified on an Offence Tag is not paid within the prescribed time period then an Animal Control Officer is hereby authorized and empowered to lay a complaint and issue a Summons by means of a Violation Ticket;

SECTION 16 **SUMMARY CONVICTION**

16. Provision of Summary Conviction:
- 16.1 A person is a party to and guilty of an offence who:
- 16.1.1 Actually commits the offence; or
- 16.1.2 Does or omits an act for the purpose of aiding a person to commit an offence; or
- 16.1.3 Abets a person in the commission of the offence; or
- 16.1.4 Counsils or procures a person to commit an offence;
- 16.2 Any person who contravenes any provision of this Bylaw is guilty of an offence. Except as otherwise provided by this Bylaw for which a penalty is not otherwise provided, a person is liable on summary conviction to a fine of not more than \$2,500.00 and in default of payment is liable to imprisonment for a term not exceeding six months or to both such fine and imprisonment;
- 16.3 All licenses, fines and fees are to be paid before any animal is released from the Pound; and
- 16.4 Nothing in this Bylaw shall be read or construed as:
- 16.4.1 Preventing any person from exercising his/her right to defend an allegation that he/she has committed an offence under this Bylaw;
- 16.4.2 Preventing an Animal Control Officer from issuing a violation ticket or otherwise initiating Court process in any other manner permitted by law, in respect of an alleged offence.

SECTION 17 **SEVERABILITY**

17. In the event any provision of this Bylaw shall be declared or deemed to be invalid, then such invalid provision shall be severed and the remaining Bylaw shall remain in full force and effect.

SECTION 18 ORDERS

- 18.1 Every Order written with respect to this Bylaw must:
- a) Indicate the person to whom it is directed;
 - b) Identify the person to whom the Order relates by municipal address or legal description;
 - c) Identify the date it was issued;
 - d) Identify how the property fails to comply with this or other Municipal Bylaws;
 - e) Identify the specific provisions of the Bylaw the person contravenes;
 - f) Identify the nature of the action required to be taken to be compliant;
 - g) Identify the time within which the action must be completed;
 - h) Indicate that if the required action is not completed within the time specified, the Town of Onoway may take whatever action or measures necessary to remedy the contravention;
 - i) Indicate expenses and costs of any action or measures taken by the Town of Onoway under this Section area an amount owing to the Town of Onoway by the person to whom the Order is directed.
- 18.2 Every Order written in respect to provisions of another Bylaw must contain the same information as set out in Section 18.1, modified as necessary in the context of that Bylaw.
- 18.3 An Order pursuant to this Bylaw will be deemed to have been served on the Owner or Occupant when the Order has been:
- a) personally delivered to the Owner or Occupant;
 - b) left for the Owner or Occupant at his or her residence with a person on the premises who appears to be at least eighteen (18) years old;
 - c) sent via registered mail addressed to the last known postal address of the Owner or Occupant; or
 - d) Posted in a conspicuous place on the property referred to on the Order when the Enforcement Officer has reason to believe:
 - i) that the owner or occupant to whom the Order is addressed is evading service or;
 - ii) No other means of service is available;
 - e) if an order is sent via registered mail as referred to in Section 18.3(c) then it is deemed to be received by the Owner or Occupant five (5) business days after the Order was mailed.
- 18.4 A person who fails to comply with an Order under Section 18 of this Bylaw is guilty of an offence and liable on summary conviction before a Provincial Court Judge, to fines as listed in Schedule "B" of this Bylaw.
- 18.5 If the Enforcement Order determines that a Vicious Dog or Guard Dog is not being kept in accordance with this Bylaw, the Enforcement Officer may:
- a) Make an application pursuant to Section 545 of the Municipal Government Act, for an Order directing that the Owner keep such Dog in accordance with this Bylaw or that the Dog be removed from the Town of Onoway; or

b) Make a complaint pursuant to the Dangerous Dogs Act (Alberta) for an Order directing that the Dog be Controlled, destroyed or removed from the Town of Onoway.

SECTION 19 RESCINDS AND EFFECTIVE DATE OF BYLAWS

- 19. That Bylaws 615-04 and 634-05 shall be repealed on date of final passing.
- 19.1 That this bylaw shall come into force and effective on the date of the third and final reading.

Read a first time on this 3rd day of June, 2021.

Read a second time on this 3rd day of June, 2021.

Unanimous Consent to proceed to third reading on this 3rd day of June, 2021.

Read a third and final time on this 3rd day of June, 2021.

Signed this 3rd day of June, 2021.

Mayor Judy Tracy

Wendy Wildman
Chief Administrative Officer

SCHEDULE "A"
LICENSE FEES

| Items | Amount |
|---|--|
| Each un-spayed Female Dog | \$100.00 (Lifetime Fee per Owner) |
| Each un-neutered Male Dog | \$100.00 (Lifetime Fee per Owner) |
| Each spayed Female Dog Upon production of a certificate from a duly qualified veterinary surgeon | \$50.00 (Lifetime Fee per Owner) |
| Each neutered Male Dog Upon production of a certificate from a duly qualified veterinary surgeon | \$50.00 (Lifetime Fee per Owner) |
| Dog Guides / Seeing Eye Dogs / Police Dogs | No Charge |
| Replacement Dog Tag Except for Dog Guides or Seeing Eye Dogs | \$10.00 (Each Occurrence) |
| Each un-spayed Female Cat | \$100.00 (Lifetime Fee per Owner) |
| Each un-neutered Male Cat | \$100.00 (Lifetime Fee per Owner) |
| Each spayed Female Cat Upon production of a certificate from a duly qualified veterinary surgeon | \$50.00 (Lifetime Fee per Owner) |
| Each neutered Male Cat Upon production of a certificate from a duly qualified veterinary surgeon | \$50.00 (Lifetime Fee per Owner) |
| Replacement Cat Tag | \$10.00 (Each Occurrence) |
| Surrendering of Animal | \$50.00 (Each Animal) |
| Vicious Animal Upon production of a valid and subsisting insurance policy of liability coverage in a minimum amount of five hundred thousand (\$500,000.00) dollars for injuries caused by the owner's vicious animal | \$500.00 (Lifetime Fee per Owner) |
| Pound or Kennel Operation Veterinary do not require a license | \$100.00 (per year) |
| Pound or Kennel | As set by pound keeper for every twenty four (24) hours period or fraction thereof the animal been impounded |

Bylaw #782-21
Animal Control Bylaw
Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

| | |
|--------------------|---------------------------------|
| | |
| Veterinary | As set by the Veterinary Clinic |
| | |
| Animal List | No Charge |
| | |

SCHEDULE "B"

OFFENCE TAGS

FINES AND PENALTIES

| Section | Offence | 1 st Offence | 2 nd Offence | 3 rd Offence And Subsequent Offence |
|---------|---|----------------------------|----------------------------|---|
| 4.1 | Failure to register or license their cat or cats or dog or dogs within the boundaries of the Town of Onoway (Does not included Vicious Dogs) | 100.00 | 200.00 | 400.00 |
| 4.2 | Failure to register their animal while on a temporary stay in the Town of Onoway | 100.00 | 150.00 | 200.00 |
| 4.8 | Failure of a dog or cat to be wearing a collar with a valid tag while not on the property of the owner | 100.00 | 150.00 | 200.00 |
| 4.18 | Transfer of Identification tag from one animal to another | 100.00 | 150.00 | 200.00 |
| 4.21.1 | Failure to obtain a vicious animal license, regardless of the age of the vicious animal | 500.00 | 750.00 | 1,000.00 |
| 4.21.3 | Failure to obtain a valid and subsisting insurance for a vicious animal | 500.00 | 750.00 | 1,000.00 |
| 4.21.6 | Allowing/Permitting vicious animal to be "at large" | 500.00 | 750.00 | 1,000.00 |
| 5.1 | Keeping or harboring more than two (2) animals of the same kind in a residential area or on a property that is less than ½ acres | 100.00 | 150.00 | 200.00 |
| 5.1.1 | Keeping or harboring more than two (2) animals of the same kind in a non residential area or on a property that is more than ½ acres without permission | 100.00 | 150.00 | 200.00 |
| 5.2 | Failure to removed immediately any animal excrement/defecation (waste matter) on public or private property | 100.00 | 150.00 | 200.00 |

Bylaw #782-21
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

| | | | | |
|-----------------|---|-----------------------------|-----------------------------|------------------------------------|
| 5.3 | Allowing/Permitting an animal to be "at large" (not vicious animals) | 250.00 | 500.00 | 750.00 |
| 5.4 | Barking or snarling or howling or disturbing the quiet or peace of any person | 100.00 | 150.00 | 200.00 |
| 5.5 | Communicable diseased animal at large or in contact with other animals or humans or not taken all precautions that a veterinary surgeon prescribed | 100.00 | 150.00 | 200.00 |
| 5.6.1 | Bite, attempt to bite, bark at, chase livestock or other domestic animal or person, chase vehicle, or cause any damage or nuisance thereon | 500.00 | 750.00 | 1000.00 |
| 5.7 | Animal "in heat" improperly confined | 100.00 | 150.00 | 200.00 |
| 5.8 | Vicious animal not confined properly on owner's property | 500.00 | 750.00 | 1,000.00 |
| 5.9 | Vicious animal not confined properly while off owner's property | 500.00 | 750.00 | 1,000.00 |
| 5.10 | No authorization received by Municipal Manager | 100.00 | 150.00 | 200.00 |
| 6.8/ 6.9 | Impound Fees | Fees subject to pound rates | Fees subject to pound rates | Fees subject to animal pound rates |
| 7.1 | Interfere, hinder, delay attempt or obstruct an Animal Control Officer or Pound Keeper | 100.00 | 150.00 | 200.00 |
| 7.2 | Negligently or willfully tamper with or unlock or unlatch or otherwise open any vehicle or pen or enclosure in which an animal been impoundment to allow or attempt to allow such animals to escape | 100.00 | 150.00 | 200.00 |
| 7.3 | Remove, or attempt to remove, any animal from the possession of an Animal Control Officer or Pound Keeper who is in the process of carrying out his/her duties | 100.00 | 150.00 | 200.00 |

Bylaw #782-21
Animal Control Bylaw

Municipal Government Act, Chapter M-26, RSA 2000, Section 7 and 8

| | | | | |
|--------------|--|--------|--------|---------|
| 7.4 | Induce or persuade any animal to enter a house or other place where it may be safe from capture by the Animal Control Officer or Pound Keeper; or otherwise assist any animal escape capture | 100.00 | 150.00 | 200.00 |
| 7.5 | Negligently or willfully open any gate, door or other opening in a fence or enclosure in which an animal has been confined; or otherwise obstruct any animal's confinement, thereby allowing the said animals to be at large within the Town of Onoway | 100.00 | 150.00 | 200.00 |
| 8.1 | Abuse of an animal | 500.00 | 750.00 | 1000.00 |
| 9.2 | Failure to display at front and rear entrance "Beware of Dog" or "Beware of Vicious Animal" signs | 100.00 | 150.00 | 200.00 |
| 10.1 | Failure to obtain a kennel license or development permit to operate a kennel | 100.00 | 200.00 | 500.00 |
| 10.10 | Non conforming enclosure or pen | 100.00 | 150.00 | 200.00 |
| 18.4 | Failure to Comply with Order | 500.00 | 750.00 | 1000.00 |
| | APPLICABLE VETERINARIAN EXPENSES WILL BE ADDED TO ANY FINE OR FEE SPECIFIED ABOVE, WHERE APPLICABLE | | | |

debbie@onoway.ca

From: Michelle Jones <mjones@albertacf.com>
Sent: November 19, 2021 2:11 PM
Subject: GREAT NEWS!!- DIGITAL ECONOMY PROGRAM GRANT HAS BEEN APPROVED
Attachments: DRAFT Digital Service Squad Job Posting .docx

Good afternoon community stakeholders and project partners, we are pleased to advise you, that our Grant Application for the Digital Economy Program has been approved.

What does this mean for you? We will be calling upon you to assist us in our recruitment efforts to hire a Yellowhead East Local/Regional Youth to become our Digital Service Squad (DSS) Team Member. We will be looking to hire a local youth (under 30) from the region to become our regions program provider.

As soon as our agreement has been signed on Monday, we will share some marketing material as well as a final job description, that we hope we can rely on you as our partners to share throughout your social media platforms to increase our efforts of ensuring we are able to hire a youth from within our region, to carry out this project on our behalf.

We wanted to share the news with you now, so that you can start contemplating who might be a suitable candidate from your area that you could recommend for this full-time 15-month contract position. The candidate will need to be legally able to work in Canada, have a clean driver's license, a reliable vehicle and can travel once we are able to meet clients in person again. On the job training will be provided

If you know of anyone that may be suitable, please let me know. In the meantime, we will forward you a formal job description and some marketing material that you can share with your business community.

After that we will be looking for specific businesses that you can refer as to who would benefit the most from this program.

Michelle Jones

Executive Director, 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

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Community Futures Yellowhead East

Is looking to Hire a Dynamic Enthusiastic Youth (under the age of 30)

As our Digital Service Squad Team Member

COMMUNITY FUTURES YELLOWHEAD EAST is currently seeking outgoing, enthusiastic, qualified candidates for the position of Digital Service Squad - Team Member. This is a unique opportunity to support the growth of one of Community Futures Yellowhead East's most innovative economic development programs. The Business Link Digital Economy Program in collaboration with Digital Main Street, is the first of its kind in Alberta and is funded by the Government of Alberta.

As a member of the Digital Service Squad, you will be a key contributor to the success of the platform and the growth of the program as a whole. During COVID-19, the Digital Service Squad is assigned to work remotely with local small businesses in Yellowhead East and in the future will be required to travel independently across the Community Futures Yellowhead East Region.

The focus of the role is to work one-on-one with small businesses and provide the following services:

1. On-boarding Assistance

Conduct pre-business digital assessment to best understand the neighborhood and businesses.

- Working with the Coordinator to set digital appointments to onboard small businesses to the platform.

Walk-through the on-boarding survey with the business owner and use appreciative inquiry methods to best understand their business goals and how digital tools/technology can assist them in meeting their goals.

Assist the business in staying in touch with Business Link and Digital Main Street by subscribing to their e-newsletter and social channels.

2. Advisory Services

Once the business has been on-boarded, the Team Member will walk through the Digital Assessment and Recommendations with the business owner.

The Team Member will assist the business owner in identifying their first priorities and the first digital tools/technology they want to activate.

The Team Member will also review vendor recommendations made through the platform and lead the business owner to relevant deals/discounts on the platform.

3. Activation/Implementation Services

The Team Member will activate and implement free, easy-to-use digital tools and technologies that businesses would like to use (i.e.: activating social media accounts, creating an online business profile, etc.).

The Team Member may also provide some resources (articles, links, how-to guides) available through secondary sources that can help the business owner learn more about a particular tool that has been activated, or subject matter of interest.

4. Reporting and Feedback

- Team Members must complete their field notes and report on a weekly basis to the Program Coordinator and Program Manager.
- Team Members must attend Team Meetings as set out by the Program Manager.
- Halfway through the employment term, an interim performance evaluation will occur to ensure fit.

The Team Member may be required to attend webinars, workshops and events related to Business Link and Digital Main Street. The purpose of which is to communicate the benefits of the program to business owners and to on-board them to the platform. There may be other duties, as required, that will be discussed with the Team Member should they arise. This is fifteen-month full time term project. Applicant must have a clean driving record, their own vehicle, and the ability to travel throughout the region. Wage will be dependent on applicant experience and will include mileage and meal allowance.

Qualified applicants will:

Possess strong communications skills (written and verbal).

Possess strong interpersonal and relationship building/relationship management skills. Possess excellent organizational and time management skills.

Have experience in a sales role and/or marketing environment. Eventually be able to travel and work independently.

Be familiar with digital technologies for small business (e.g.: web, social media, e-commerce, etc.),

Be able to use basic software and collaboration tools such as Microsoft Office Suite (Word, Excel, Outlook, Power Point) and Slack.

Previous experience with online and offline marketing is considered a strong asset. Previous experience working with small businesses is considered an asset.

Please submit your resume to mjones@albertacf.com , Executive Director for Community Futures Yellowhead East.

Town hall notes (Nov 9)

- Casino money distribution uneven
- exemption requests? Transport minister
- paramedic website talking about ambulance services and lack thereof
- AHS is separate entity. How are we beholden to them?
- top heavy. Who benefits from lack of changes?
- who is going after the nurses? Not Alberta Government
- can we hold residential school perpetrators accountable?
- bussing costs (insurance and fuel)
- unfair taxation (residential vs farmland vs industrial)

COUNCILLOR CONINX – November 25, 2021 Council Meeting

ODAS (Nov 16)

-short of cash flow (looking to heal up)

~\$17,500 in October for ice

~normal is \$22,000ish looking forward to increase

-no maintenance report

-the skating club is the biggest group in years

Old Business

Casino Nov. 23 and 24

~at time of meeting had 4 volunteer spots vacant, now are all filled

Bylaws

~wording changes

~implemented mission & vision statements

~board of directors is no longer committed to 12 anymore and will now consist of 9 members and 1 hockey pres and 1 skating club pres

~question arose- Is the town council rep a member?

~borrowing bylaw has changed for over/under a certain amount

New Business

FCSS Funding

~have received \$1900 in one instalment

-\$2500 coming from town

-\$3000 from tri-municipal

-Looking to open 8 Sundays to public skate

-Dec 22 evening Skate Club Santa Skate

(196)

-hoping to book public Santa Skate for same day afternoon with to-go hot chocolate/juice and hotdog as well as little Santa bag (from FCSS funding) 1:30-4 (advertise in onowaves and facebook)

-Santa and Picture at Dec 11 Christmas market (FCSS funding)

AAS convention back up and running again Feb 3-5 (advised REP program in effect unless things change)

Looking to send delegates- early bird pricing ends in December will talk about it again next meeting

AGM Dec 7 @ 7:00pm followed by regular meeting

COUNCILLOR CONINX – November 25, 2021 Council Meeting

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WILD organizational meeting followed by regular meeting (Nov 12)

Lorne Olsvik re-elected chairperson

Angela Duncan elected vice chair

-Invite alternates to attend January 17th orientation meeting

Introduced draft budget for 2022

-External Rate Projections:

~CRPWSC (where WILD purchases its water) will provide final numbers mid November

~ it is expected that \$1.65/cubic metre is going to hold

-WILD Water proposed rates are

~Member rate: \$2.79/cm

~Bulk Stations rate: \$4.69/cm

That is an approximate increase of 4.14-5.98% increase over 2021 rates

The official budget will be December 3

COUNCILLOR CONINX – November 25, 2021 Council Meeting

Top Tips for Working With Your Admin

How do we build and maintain trust?

- Develop an understanding of objectives and shared objectives
- Be prepared to have respectful conversations that are challenging and unique
- ~As an elected official be patient with your admin and don't expect immediate answers every time you ask a question
- ~Don't be afraid to approach subjects but BE RESPECTFUL
- Easy to create a vision, but it is more difficult to create tactics
- Individual conversation
- ~What is it that just won't work?
- As a councillor there is a need to understand what could place undue burden on admin
- ~prioritize asks (is it really important right now?)
- ~Where is the best place to ask certain questions? (Email, office, chambers)

System building~Rules of engagement

- Establish an understanding of who answers what type of questions and when
- Administrative governance is COMPLETELY separate
- Think of things in 10yr increments
 - ~Things cannot be changed overnight. Understanding that change takes time results in a more positive time in office

COUNCILLOR CONINX – November 25, 2021 Council Meeting

Setting the Table For Success

The first step is to transition from being a lone candidate to being a part of a council team

-speak with one voice on social media, with other levels of government, and when directing the CAO

Be sure to stay true to your values, but stick to your role (advised to read a book titled *The Five Dysfunctions of a Team*). In order to be true to values you must identify them.

~You can't run a municipality like a business or household

~Understand that municipal gov is different than provincial and federal

-MGA, Procedural Bylaw, Code of Conduct is our Bible

~Build support networks: friends, family, colleagues

~Access resources: Employee assistance program is not just for admin

~Recognize good leadership and bad leadership

~Important to run a good meeting (follow procedural bylaw)

~Commit to ongoing learning

Code of Conduct

-Revisit each year

-Approach complaints under your code as an opportunity for a positive conversation as opposed to punishment for wrongdoing

Remember that these are binding rules that govern us and can end in sanctions

Bylaws

~Procedural Bylaw

~essential part of councillor orientation

~be familiar with this bylaw

~CAO and Administrative Bylaw –

this bylaw should establish delegation of other authorities -sets the stage for understanding roles and responsibilities and establishes relationships

COUNCILLOR CONINX – November 25, 2021 Council Meeting

Building Indigenous Relations

With Chief Randy Ermineskin and Wetaskiwin Mayor, Tyler Gandum

Mayor Tyler Gandum briefly spoke of the many years he has been working to foster a positive relationship with Chief Ermineskin. He gave an introduction to the Chief and Chief Ermineskin took to the podium and put on a beautiful headdress.

~Chief Ermineskin addressed the session in Cree and followed his address with an explanation that he was told many years ago to always begin with his mother language, and the importance of putting that first.

~He then informed us that we were seeing the first unveiling of his new headdress. What an honour.

~He explained to us that there are 48 First Nations in Alberta and that we are in treaty 6 territory. He went on to tell us that Canada means "Clean" in Cree

~Speaking on identity, Chief Ermineskin told us how the Elders provide their communities with interpretations of history, which will help the community survive in the present and the future. He spoke about his time in a residential school and that having scrambled eggs for breakfast that morning was unappealing to him due to the fact that that was one of the only things they were fed in the residential school. He talked about how his daughter was a Pow Wow dancer and that she had danced on the grounds in Kelowna where they later found the unmarked graves. At that time, years ago, she had remarked to her father that while they were all dancing glowing orbs seemed to move and dance with them. The revelation of the unmarked graves led to the realization that the orbs were the children making their presence known. Chief Ermineskin wept for many weeks.

~He spoke about being a survivor not just of the residential school itself, but of the return to life outside of it. Chief Ermineskin and his wife are both working on PhDs. He told heartbreaking stories of suicide and alcohol poisoning deaths of his siblings. One of his brothers had only been home for 2 months, he was 17, when he took his own life.

~He said they are using ground penetrating radar to look for remains at the Ermineskin site, but stated that they will find none as they used an incinerator. That sent chills through the room.

~In the midst of the emotional stories, Chief Ermineskin stated very sincerely that the damage is repairable.

~Chief Ermineskin spoke about Indigenous life before contact. He explained that they had their own systems of governance and the importance of their oral traditions. He remarked that they do not take pictures or publish things of significance because they would not have anything to talk about. He went on to explain that in order to preserve their history, they had to "go underground." He stressed the importance of legends and traditions

502

~Talking about Nation Building and how we all move forward together, Chief Ermineskin said that "Truths have to be told." He went on to say that we need to look at and implement international laws that were set after WWII, and that would end the need for our racist laws that keep us from building relationships together. With having lost so many survivors young, it is the Chiefs' job to tell the story. He said the best way to build a community to be more accepting is "honesty and accuracy."

~To begin, the narrative HAS to change. We need to connect using a service model designed by reconciliation. We need to understand that cultural differences are not the problem. Chief Ermineskin stressed the importance of acceptance. He asked "Can there ever be justice?" We may never get the justice we seek and should then focus on unity.

-mutual trust

-focus on what we share and the ways in which we resemble each other

If we can do that it will lead to connection, humanity and compassion.

This was a very emotional and profound session. I am honoured to have been a part of it.

COUNCILLOR CONINX – November 25, 2021 Council meeting

203

Committee Business:

1) EDC.. pending information from missed meeting due to attendance at AUMA.

2) Beautification:..Town boxes (volunteered to purchase 6 maybe to eight depending on location)

- awaiting cost to purchase?
- final cost with metal artwork attaches and a brass name shield of donar.
- need to find out which organizations to purchase these boxes once price established
- need to find best main street locations
- need to confer with horticulture person near town hall on best flowers to plant, how to manage and how to trade out seasonally

* Signage: 1) working to mural grain elevator.

2) Met with CN rail at Conference Trade Show regarding elevator and communication in progress to see if there is money/support to be had

2) Agreement by new owner on mural for front face of his building that would be consistent with his business theme.

Followup discussion on potential mural for track side of building as well.

3) Library Fundraiser: See attached info

20x4 foot sign to be finished and placed Monday Nov 22nd.

2000 fundraising postcards to be mailed Monday Nov 22nd .

OPL Board Meeting Nov 30 am

Contact with all other Library committees with intro and requested participation

4)AUMA Convention minutes and meetings:

Reached out to a number of contacts in the County regarding synergies.

Met with Brad Shultz with Mayor and a number of others regarding community recycling program and our role to play in keeping public's costs down, increasing efficiencies, educating the public, the longevity of our existing site and best practices going forward.

5) Mayor's and First Responders story of appreciation submitted to local news with followup letters to other communities being challenged.

COUNCILLOR WINTERFORD – November 25, 2021 Council Meeting

205

November 25, 2021 Council Meeting – CAO Report

- a) Council participation in: Judging Christmas decorating house/business
- require a date in the third week of December to publish in Onowaves
- b) Speeding on 48 Street/47 Avenue – Resident Concern
– CPO is monitoring and will provide Council with a report and Administration has added to the agenda for the January 27, 2022 Strategic Planning Session under Resident Concerns
- c) CAO meeting with Deputy Medical Officer of Health, Health Emergency Operations Centre and Alberta Health Summary – November 17, 2021

Dr. Rosana Salvaterra - Deputy MOH
Monte Krueger - Exec Director, Health Deputy Minister's office
Damien ? - Health EOC

25.3% of population unvaccinated - contribute to spread

| Active Cases. | Hospitalized |
|------------------------------|------------------------------|
| 59.16% - unvaccinated | 69.1% - unvaccinated |
| 35.4% - fully vaccinated. | 25.8% - fully vaccinated |
| 5.3% - partially vaccinated. | 5.01% - partially vaccinated |

QR code's can be printed by registry offices at no cost. 811 helps with that too but didn't elaborate how.

Questions from Municipalities

- 1) What are requirements for vulnerable populations in municipal facilities under the REP (Restrictions Exemption Program) when facility is being used as warming centre?
- public health measures must be in place (mask/distancing)
- 2) Concession Guidance Documents for Spectating Activities
- Masks are required to be worn indoors. You may remove for food and beverage consumption. Being at table to consume food vs. People sitting in stands and eating is the challenge. They're trying to be reasonable and Support people sitting in stands, but expectation is that people won't sit with a coffee in their hands without a mask on the whole time they're watching the activity.
- 3) Work From Home order being lifted soon?
- Order is remaining in place, except businesses who need to be at workplace for operational effectiveness. No timelines on lifting the work from home order at this time.
- 4) Are Workplaces Eligible for REP?
- this is where labour laws and public health measures intersect. Each employer should be talking with their own lawyer. Government is not considering a sweeping mandate of vaccines in the workplace. However, Dr. Salvaterra said that an immunized workplace is safer and good for employers to think about.
- 5) QR Code checking - is scanning QR code mandatory every time you enter a REP facility or can the facility keep your scan info on file? - people object occasionally to being scanned so scanning is not required. People can refuse to have QR code scanned. A visual look is adequate. They have

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information they will be sending out soon regarding this and risk of saving peoples QR Card. The 72 hour negative Covid-19 test or medical mask exemption documents must be visually seen with matching ID.

6) Rural Multi-Use Facilities Not Following the REP - when will Enforcement be done?

- if people notice compliance issues, they should be contacting AHS. If AHS is failing to act on complaints in your municipality then AHS management needs to be told

7) Operational Effectiveness and In-Person Meetings?

- When in person meetings are required, Follow Order 44 - 1/3 capacity applies. Government has instituted boardroom capacity limits and adheres to them.

8) Youth Drop In Activities vs. Organized Sports

- in organized sports, the REP isn't utilized

- re drop in youth activities our advice is not clear and being worked on.

9) Can Employer have meeting in own REP Facility with staff and have no capacity limit?

- yes with masks and distancing. Staff would be required to show QR code or negative Covid-19 test. Capacity limits don't apply in REP facilities.

Information that is still in development - Day Camp advice and Christmas Holiday advice.

d) Lac Ste. Anne County-funding allocations to recreation facilities – report attached

207



Historical Funding Allocations

Sustaining Facilities, Amenities and Social Programs

You are here: [County Home](#) / [Government](#) / [Regional Issues](#) / [Mayerthorpe ICF Matter](#) / Historical Funding Allocations

Since 2016, the County has allocated more than \$4M to assist its municipal neighbours and non-profit community organizations with providing recreational services, and with general operating and capital costs associated with building and enhancing recreation facilities and community halls.

The Town of Mayerthorpe received close to a million of these ratepayer dollars during this time frame, representing 21% of Lac Ste. Anne County's total grant funding allocation over the last six years.

Q Search the County Website i

What's in the Mayerthorpe ICF section...

- [Mayerthorpe Surcharge](#)
- [Mayerthorpe Backgrounder](#)
- [Historical Funding Allocations](#)

Each year the County provides financial support to a great many relevant community organizations and projects consisting of distinct categories that reflect the diverse needs of all communities within the County. The Town of Mayerthorpe has historically been a primary beneficiary of the County's grant funding allocations.

The tables below reflect the County's history of providing fair, equitable and proportionate funding for recreation facilities, amenities and programming to its municipal neighbours — including the Town of Mayerthorpe.

"In true Alberta fashion, we help our neighbours as we are able. One of the ways we help is via ongoing financial support for community programs and facilities to the net benefit of everyone in the region."

— Joe Bakeman, Lac Ste. Anne County Reeve

Lac Ste. Anne County's 2020 County Recreation Allocations to the Town of Mayerthorpe

Click the UP/DOWN arrows next to each column heading to filter results by category, grant amount, etc.

| Q Type Here To Search | | | |
|----------------------------------|----------------------|-------------|------------|
| ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
| Mayerthorpe Agricultural Society | Agricultural Society | — | \$3,000.00 |

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| ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|---|---|-----------------------|-----------------------|
| Mayerthorpe Light Up | Community Event (Small) - Other Municipality | \$750.00 | — |
| Mayerthorpe Agricultural Society | Community Fair (Large) - Other Municipality | COVID-19 Cancellation | — |
| Mayerthorpe Public Library | Library - SuperNet | — | \$39,599.00 |
| Mayerthorpe & District Diamond Centre | Community Hall - Other Municipality | — | \$1,500.00 |
| Town of Mayerthorpe | FCSS Initiatives - Early Childhood or Seniors Programming | \$5,000.00 | — |
| Mayerthorpe Baptist Church Food Bank | Food Bank, Meals on Wheels | \$3,000.00 | — |
| Royal Canadian Legion - #126 (Mayerthorpe) | Legion | — | \$1,500.00 |
| Mayerthorpe Public Library | Library | \$2,500.00 | — |
| Town of Mayerthorpe | Major Facility - Arena | — | \$50,000.00 |
| Mayerthorpe Curling Society | Major Facility - Curling Rink | — | \$20,000.00 |
| Town of Mayerthorpe | Major Facility - Pool | — | \$20,000.00 |
| Mayerthorpe Baptist Church Food Bank | Additional Allocation - Christmas Support | \$1,500.00 | — |
| Elmer Elson Elementary | School - Elementary/Parent Council - Other Municipality | \$1,500.00 | — |
| Mayerthorpe Jr/Sr High School | School - Jr/Sr High / Parent Council - Other Municipality | \$1,500.00 | — |
| Elmer Elson Elementary | School Athletics Grant | — | \$1,000.00 |
| Mayerthorpe Jr/Sr High School | School Athletics Grant | — | \$1,000.00 |
| Mayerthorpe Cadets - 2716 RCACC Support Group | Scouts, Cadets, Girl Guides | \$1,000.00 | — |
| Mayerthorpe Friendship Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Mayerthorpe Fun Hockey | Sports Club | — | \$250.00 |
| Mayerthorpe Minor Ball | Sports Club | — | COVID-19 Cancellation |
| Mayerthorpe Minor Soccer | Sports Club | — | COVID-19 Cancellation |
| Mayerthorpe Minor Hockey | Sports Club | — | \$700.00 |
| Mayerthorpe Sports Grounds | Sports Facility - Ball Diamond | — | \$1,000.00 |

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| ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|-------------------------------------|----------|--------------------|---------------------|
| Total 2020 Grant Allocations | | \$17,750.00 | \$140,849.00 |

Lac Ste. Anne County's 2020 County Recreation Allocations to Organizations in the Lac Ste. Anne Region

Click the UP/DOWN arrows next to each column heading to filter results by locality, category, grant amount, etc.

| 🔍 Type Here To Search | | | | |
|-----------------------|--|--|-----------------------|-------------|
| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
| Alberta Beach | Alberta Beach & District Agricultural Society | Agricultural Society | — | \$3,000.00 |
| Lac Ste. Anne County | Darwell & District Agricultural Society | Agricultural Society | — | \$3,000.00 |
| Mayerthorpe | Mayerthorpe Agricultural Society | Agricultural Society | — | \$3,000.00 |
| Lac Ste. Anne County | Sangudo Art Club | Art & Culture | — | \$500.00 |
| Alberta Beach | Alberta Beach Community League | Beachwave Park | — | \$8,000.00 |
| Alberta Beach | Alberta Beach Community League | Beachwave Park Child/Family Program | \$294.94 | — |
| Onoway | East End Bus Society | Seniors in Motion | \$12,500.00 | — |
| Alberta Beach | Lac Ste. Anne Community Choir | Choir/Band | — | \$500.00 |
| Onoway | Onoway Jr/Sr High School (Band) | Choir/Band | — | \$500.00 |
| Mayerthorpe | Mayerthorpe Light Up | Community Event (Small) - Other Municipality | \$750.00 | — |
| Onoway | Onoway Public Library Community Christmas Event | Community Event (Small) - Other Municipality | \$750.00 | — |
| Lac Ste. Anne County | Sangudo & District Community Development | Community Fair (Large) - County | COVID-19 Cancellation | — |
| Lac Ste. Anne County | Cherhill Fun Days | Community Fair (Large) - County | COVID-19 Cancellation | — |
| Lac Ste. Anne County | Darwell & District Agricultural Society (Fair) | Community Fair (Large) - County | COVID-19 Cancellation | — |
| Lac Ste. Anne County | Lac Ste. Anne Historical Society | Community Fair (Large) - County | COVID-19 Cancellation | — |
| Alberta Beach | Alberta Beach Lion's Club (Sno Mo Days 2021) | Community Fair (Large) - Other Municipality | COVID-19 Cancellation | — |
| Mayerthorpe | Mayerthorpe Agricultural Society | Community Fair (Large) - Other Municipality | COVID-19 Cancellation | — |
| Mayerthorpe | Mayerthorpe Public Library | Library - SuperNet | — | \$39,599.00 |
| Onoway | Onoway & District Historical Guild (Threshing Bee/Fall Harvest Festival) | Community Event (Large) - Other Municipality | \$2,000.00 | — |
| Lac Ste. Anne County | Cherhill Community Association | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Coyote Community Hall | Community Hall - County | — | \$2,000.00 |

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| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|----------------------|--|---|-------------|-------------|
| Lac Ste. Anne County | Darwell & District Recreation Society | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Deerlodge Community Hall | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Greencourt Community Association | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Gunn Area Recreation Society | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Hathersage Community Centre | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Lake Isle Farmer's Association | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Peavine Lake Romeo Community Hall | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Rich Valley Community Hall | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Sangudo Community Hall Society | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Stanger Recreation Society | Community Hall - County | — | \$2,000.00 |
| Lac Ste. Anne County | Stettin Nakamun Community Hall | Community Hall - County | — | \$2,000.00 |
| Mayerthorpe | Mayerthorpe & District Diamond Centre | Community Hall - Other Municipality | — | \$1,500.00 |
| Sangudo | Sangudo Public Library | Library - SuperNet | — | \$17,900.00 |
| Onoway | Onoway & District Historical Guild | Community Hall - Other Municipality | — | \$1,500.00 |
| Mayerthorpe | Town of Mayerthorpe | FCSS Initiatives - Early Childhood or Seniors Programming | \$5,000.00 | — |
| Onoway | Lac Ste. Anne East Food Bank | Food Bank, Meals on Wheels | \$3,000.00 | — |
| Mayerthorpe | Mayerthorpe Baptist Church Food Bank | Food Bank, Meals on Wheels | \$3,000.00 | — |
| Onoway | Onoway Community Care - Meals on Wheels | Food Bank, Meals on Wheels | \$1,000.00 | — |
| Sangudo & Area | Sangudo & District Community Development | Grant Application - Sangudo Sports Grounds Work Bee Lunch | \$89.32 | — |
| Lac Ste. Anne County | Rich Valley Historical Society | Grant Application - Volunteer Appreciation BBQ | \$400.00 | — |
| Alberta Beach | Alberta Beach & District Museum & Archives Society | Historical Organization, Museum | — | \$1,000.00 |
| Lac Ste. Anne County | Lac Ste. Anne Historical Society | Historical Organization, Museum | — | \$1,000.00 |
| Lac Ste. Anne County | Rich Valley Historical Society | Historical Organization, Museum | — | \$1,000.00 |
| Mayerthorpe | Royal Canadian Legion - #126 (Mayerthorpe) | Legion | — | \$1,500.00 |
| Onoway | Royal Canadian Legion - #132 (Onoway) | Legion | — | \$1,500.00 |
| Lac Ste. Anne County | Royal Canadian Legion - #184 (Cherhill) | Legion | — | \$1,500.00 |

| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|----------------------|---|--|-----------------------|-------------|
| Alberta Beach | Alberta Beach Municipal Library | Library | \$2,500.00 | — |
| Lac Ste. Anne County | Darwell Public Library | Library | \$2,500.00 | — |
| Mayerthorpe | Mayerthorpe Public Library | Library | \$2,500.00 | — |
| Onoway | Onoway Public Library | Library | \$2,500.00 | — |
| Lac Ste. Anne County | Rich Valley Public Library | Library | \$2,500.00 | — |
| Lac Ste. Anne County | Sangudo Public Library | Library | \$2,500.00 | — |
| Onoway | Onoway & District Agricultural Society | Major Facility - Arena | — | \$50,000.00 |
| Lac Ste. Anne County | Rich Valley Agricultural Society | Major Facility - Arena | — | \$50,000.00 |
| Lac Ste. Anne County | Sangudo & District Agricultural Society | Major Facility - Arena | — | \$50,000.00 |
| Mayerthorpe | Town of Mayerthorpe | Major Facility - Arena | — | \$50,000.00 |
| Mayerthorpe | Mayerthorpe Curling Society | Major Facility - Curling Rink | — | \$20,000.00 |
| Onoway | Onoway Curling Association | Major Facility - Curling Rink | — | \$20,000.00 |
| Mayerthorpe | Town of Mayerthorpe | Major Facility - Pool | — | \$20,000.00 |
| Onoway | Compassionate Connections | Other | \$1,000.00 | — |
| Lac Ste. Anne County | George Pegg Garden Society | Other | — | \$10,000.00 |
| Onoway | Lac Ste. Anne East Food Bank | Additional Allocation - Christmas Support | \$1,500.00 | — |
| Mayerthorpe | Mayerthorpe Baptist Church Food Bank | Additional Allocation - Christmas Support | \$1,500.00 | — |
| Onoway | Onoway Community Care - Meals on Wheels | Additional Allocation - Christmas Support | \$2,500.00 | — |
| Lac Ste. Anne County | Lac Ste. Anne Foundation | Christmas Support - Lodges and Manors | \$2,000.00 | — |
| Lac Ste. Anne County | Lake Isle Aquatic Management Society | Other | — | \$1,500.00 |
| Lac Ste. Anne County | Ol' Pembina Tractor Pull Society | Other | — | \$500.00 |
| Onoway | Onoway Fish & Game & Gun Club | Other | — | \$500.00 |
| Other | Wellspring Family Resource Centre | Other | \$2,000.00 | — |
| Lac Ste. Anne County | Rural Women's Conference | Other | COVID-19 Cancellation | — |
| Other | Jessica Martel Memorial Foundation (SANG) | Other - Donation | \$700.00 | — |
| Onoway | Onoway Community Christmas Dinner - Take-out Containers | Other - Donation | \$222.88 | — |
| Alberta Beach | Cherished Memories Parent & Tot | Playschools/Parent & Tots - Other Municipality | \$2,200.00 | — |
| Lac Ste. Anne County | Rich Valley Parent & Tot | Playschools/Parent & Tots - County | \$675.00 | — |
| Lac Ste. Anne County | Sangudo Playschool (Sangudo Community School) | Playschools/Parent & Tots - County | \$6,000.00 | — |

| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|----------------------|--|---|-------------|------------|
| Alberta Beach | Alberta Beach Community Playschool Society | Playschools/Parent & Tots - Other Municipality | \$6,000.00 | — |
| Onoway | Onoway Parent & Tot | Playschools/Parent & Tots - Other Municipality | \$420.00 | — |
| Lac Ste. Anne County | Darwell School | School - Elementary/Parent Council - County | \$3,000.00 | — |
| Lac Ste. Anne County | Rich Valley School | School - Elementary/Parent Council - County | \$3,000.00 | — |
| Lac Ste. Anne County | Sangudo Community School | School - Elementary/Parent Council - County | \$3,000.00 | — |
| Mayerthorpe | Elmer Elson Elementary | School - Elementary/Parent Council - Other Municipality | \$1,500.00 | — |
| Alberta Beach | Grasmere School | School - Elementary/Parent Council - Other Municipality | \$1,500.00 | — |
| Onoway | Onoway Elementary School | School - Elementary/Parent Council - Other Municipality | \$1,500.00 | — |
| Mayerthorpe | Mayerthorpe Jr/Sr High School | School - Jr/Sr High / Parent Council - Other Municipality | \$1,500.00 | — |
| Onoway | Onoway Jr/Sr High School | School - Jr/Sr High / Parent Council - Other Municipality | \$1,500.00 | — |
| Lac Ste. Anne County | Darwell School | School Athletics Grant | — | \$1,000.00 |
| Mayerthorpe | Elmer Elson Elementary | School Athletics Grant | — | \$1,000.00 |
| Alberta Beach | Grasmere School | School Athletics Grant | — | \$1,000.00 |
| Mayerthorpe | Mayerthorpe Jr/Sr High School | School Athletics Grant | — | \$1,000.00 |
| Onoway | Onoway Elementary School | School Athletics Grant | — | \$1,000.00 |
| Onoway | Onoway Jr/Sr High School | School Athletics Grant | — | \$1,000.00 |
| Lac Ste. Anne County | Rich Valley School | School Athletics Grant | — | \$1,000.00 |
| Lac Ste. Anne County | Sangudo Community School | School Athletics Grant | — | \$1,000.00 |
| Onoway | 1st Onoway Scouts | Scouts, Cadets, Girl Guides | \$1,000.00 | — |
| Onoway | Onoway Girl Guides | Scouts, Cadets, Girl Guides | \$1,000.00 | — |
| Mayerthorpe | Mayerthorpe Cadets - 2716 RCACC Support Group | Scouts, Cadets, Girl Guides | \$1,000.00 | — |
| Onoway | Onoway Cadets - CPC Association | Scouts, Cadets, Girl Guides | \$1,000.00 | — |
| Alberta Beach | Alberta Beach & District Senior Citizen's Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Lac Ste. Anne County | Cherhill Silver & Gold Club | Seniors' Club | \$485.05 | \$3,000.00 |
| Lac Ste. Anne County | Interlake Golden Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Mayerthorpe | Mayerthorpe Friendship Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Onoway | Onoway Golden Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Lac Ste. Anne County | Sangudo Golden Club | Seniors' Club | \$1,000.00 | \$3,000.00 |
| Alberta Beach | St. John's Lutheran Women's League | NEWS Seniors' Club Building Group FORMS | \$500.00 | — |

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| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|----------------------|--|---|-------------|-----------------------|
| Alberta Beach | Alberta Beach Community League (Minor Ball) | Sports Club | — | COVID-19 Cancellation |
| Lac Ste. Anne County | Darwell Athletic Association (Minor Ball) | Sports Club | — | COVID-19 Cancellation |
| Mayerthorpe | Mayerthorpe Fun Hockey | Sports Club | — | \$250.00 |
| Mayerthorpe | Mayerthorpe Minor Ball | Sports Club | — | COVID-19 Cancellation |
| Mayerthorpe | Mayerthorpe Minor Soccer | Sports Club | — | COVID-19 Cancellation |
| Mayerthorpe | Mayerthorpe Minor Hockey | Sports Club | — | \$700.00 |
| Onoway | Onoway Ball & Soccer Association (Minor Ball) | Sports Club | — | COVID-19 Cancellation |
| Onoway | Onoway Ball & Soccer Association (Minor Soccer) | Sports Club | — | COVID-19 Cancellation |
| Onoway | Onoway Minor Hockey | Sports Club | — | \$800.00 |
| Onoway | Onoway Skating Club | Sports Club | — | \$260.00 |
| Lac Ste. Anne County | Rich Valley Agricultural Society (Minor Ball) | Sports Club | — | COVID-19 Cancellation |
| Lac Ste. Anne County | Rich Valley Hockey Club (Fun Hockey) | Sports Club | — | \$200.00 |
| Lac Ste. Anne County | Rich Valley Skating Club | Sports Club | — | \$380.00 |
| Lac Ste. Anne County | Sabres Cheer Spirit | Sports Club | — | \$500.00 |
| Lac Ste. Anne County | Sangudo Minor Sports (Fun Hockey) | Sports Club | — | \$100.00 |
| Lac Ste. Anne County | Sangudo Minor Sports (Minor Ball) | Sports Club | — | COVID-19 Cancellation |
| Lac Ste. Anne County | Darwell & District Agricultural Society | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Lac Ste. Anne County | Rich Valley Agricultural Society | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Lac Ste. Anne County | Sangudo Sports Grounds Committee | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Onoway | Swede Moren Ball Park Committee | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Alberta Beach | Village of Alberta Beach | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Lac Ste. Anne County | Lac La Nonne Enhancement & Protection Association (LEPA) | Other | — | \$1,000.00 |
| Mayerthorpe | Mayerthorpe Sports Grounds | Sports Facility - Ball Diamond | — | \$1,000.00 |
| Onoway | The Foundry | Sponsorship / Donation - Youth Centre Renovations | — | \$5,000.00 |
| Lac Ste. Anne County | Camp Warwa | Sponsorship / Donation - Dining Hall Construction | — | \$5,000.00 |
| Alberta Beach | Village of Alberta Beach | Sponsorship / Donation - Boat Launch Maintenance | — | \$10,000.00 |
| Alberta Beach | Alberta Beach & District Agricultural Society | Sponsorship / Donation - Food Hamper Project | \$500.00 | |

| LOCALITY | ORGANIZATION NAME | CATEGORY | FCSS GRANTS | REC GRANTS |
|---------------|---|---|-------------|-------------|
| Alberta Beach | Alberta Beach & District Amateur Softball Association | Sponsorship / Donation - Fencing Project | — | \$14,000.00 |
| Alberta Beach | Grasmere Grizzlies Enhancement Society | Sponsorship / Donation - Playground Project | — | \$1,500.00 |
| Onoway | Onoway Facility Enhancement Association | Community Hall - Other Municipality | — | \$1,500.00 |

| TOTAL 2020 GRANT ALLOCATIONS | FCSS GRANTS | REC GRANTS |
|--|-------------|---------------------|
| Total 2020 FCSS Grant Allocations | \$97,487.19 | |
| Total 2020 County Grant Allocations | | \$458,189.00 |

Mayerthorpe Surcharge

Mayerthorpe expects County ratepayers to pay up to double what they currently pay for recreation each year. [//MORE](#)

Mayerthorpe Backgrounder

A fundamental difference in fiscal policy derails ICF negotiations between the County and the Town of Mayerthorpe. [//MORE](#)

Historical Grant Funding

Mayerthorpe has received close to a million County ratepayer dollars for recreation and social programs since 2016. [//MORE](#)

A  Tangent.Civic website.

(215)
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debbie@onoway.ca

From: cao@onoway.ca
Sent: November 19, 2021 7:48 AM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: Cyber security

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: Jason Madge <jason@onoway.ca>
Sent: November 18, 2021 10:27 AM
To: Shelley Vaughan <shelley@onoway.ca>
Cc: Wendy Wildman <cao@onoway.ca>; Penny <penny@onoway.ca>
Subject: Cyber security

Hey Shel,

I'm in a cyber security session.

Do we have an incident response plan for this? Can you ask Techmasters? If we don't can Techmasters develop one at what cost? Have we tested the system to identify weaknesses? Does Techmasters have a cyber attack response team or people available on short notice?

99% of attacks are on small organizations as the hackers know it's likely not as protected. The average cost to deal with an attack is \$150k+

Our backups help with restoring but can take days to restore the system. Are our backups offsite and encrypted?

Penny do we have cyber security insurance? I think I remember seeing something(a questionnaire maybe).

Regards,
Jason Madge

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Assistant CAO/ Public Works Manager
Town of Onoway
780-967-5338

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debbie@onoway.ca

From: cao@onoway.ca
Sent: November 16, 2021 3:49 PM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: Tamarack Health Advisory Council: Recruiting New Members!
Attachments: Expression of Interest.doc; Tamarack Health Advisory Council.pdf

Deb for our next agenda pls

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: Melony ColeZettler <Melony.ColeZettler@albertahealthservices.ca> **On Behalf Of** Tamarack HAC

Sent: November 16, 2021 3:19 PM

Subject: Tamarack Health Advisory Council: Recruiting New Members!

Good afternoon,

We would like to invite you to join our Council! The Tamarack Health Advisory Council is currently recruiting new volunteer members to join the healthcare conversation. We are recruiting for new Council members within the Tamarack area (please see map below).

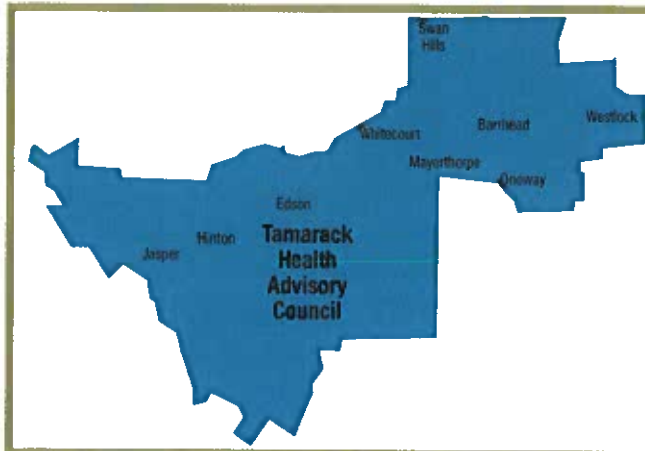
We are seeking people who are:

- 18 years of age or older
- Appreciative of diverse points of view
- Connected to members of their community
- Passionate about the healthcare conversation

If you are interested in joining us, please complete the attached Expression of Interest application or apply online [here](#).

For more information on the Tamarack Health Advisory Council, [click here](#) or email Tamarack@ahs.ca.

Tamarack Health Advisory Council



About Health Advisory Councils: Alberta Health Services is committed to ensuring that Albertans have a voice in healthcare. One way to achieve that is through Advisory Councils. These Councils provide insights and input on health care service delivery, priorities and programs to the Board of Directors and AHS leadership. They bring forward feedback from the public to support AHS' strategic direction.

Thank you,

Donna Kristiansen, Chair
Tamarack HAC

This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.



Tamarack Health Advisory Council is recruiting new members!

Dear community member:

On behalf of the Tamarack Health Advisory Council, I would like to inform you of a volunteer opportunity with our Council, and invite you to apply.

As a member, you will have the opportunity to engage your neighbours, friends and community about health service delivery; to provide a local perspective to AHS on our province-wide system; participate in engagement activities that contribute to improving healthcare services; and to provide feedback on what is working well in the healthcare system, and areas in need of improvement.

More specifically, we are seeking people who are:

- Passionate about healthcare and service delivery and live in the [Tamarack Health Advisory Council area](#)
- 18 years of age or older
- Appreciative of, and/or from diverse backgrounds of knowledge and experience
- Connected to their community

We host [public meetings and community events in our Council area](#) (expenses paid) and our members participate in community activities to hear from, and share information with community members. Learn more about the Tamarack Health Advisory Council on the next page.

[Click here to learn more and to apply.](#)

We look forward to your application. If you are unable to apply but know a person suitable for the role, please share this invite with them.

Sincerely,

Donna Kristiansen, Chair
Tamarack Health Advisory Council





Building a better health system with the voice of our community

Where we are

The Tamarack Health Advisory Council stretches from Whitecourt in the north to Jasper in the west, continuing east to Westlock and south to Onoway. The Council area is a mixture of communities spread across a vast territory of forests, fields, foothills, rivers and lakes; comprising of one city, numerous towns, First Nations communities, and a number of hamlets and summer villages. We have a diverse population living in long-established communities or quickly expanding urban centres.



Accomplishments

- Increased connection and collaboration with the Senior North Zone medical team has been key to growth of new programs and services in local communities.
- Hosted information sessions in Westlock and Whitecourt (2019) where we provided information on the role of the Council and shared important information about Medical Assistance in Dying (MAID), Enhancing Care in the Community and Opioids and the Legalization of Cannabis.
- Partnered with AHS to host three virtual community engagement events (2021)
 - 25 stakeholders viewed a screening of the [Greg's Wings Project](#). We then engaged in discussion on improving the healthcare journey for patients and their families
 - 62 stakeholders participated in one of two workshops on Transforming Your Stress. We learned the impact of stress on the body and tools for managing it
 - Participated in an additional COVID-19 [Community Conversation](#) to learn about AHS' pandemic response and the vaccination program.

Our role and objectives

Everything we do is about improving the health and wellness of Albertans, no matter what part of the province they live in. We:

- Are a group of volunteers focused on listening to your thoughts and ideas on health services to help AHS enhance care locally and province-wide.
- Develop partnerships between the province's diverse communities and AHS.
- Provide feedback about what is working well within the healthcare system and suggest areas for improvement.
- Promote opportunities for members of our local communities to get engaged.

Join us - your voice matters

There are a number of opportunities to participate:

- Attend an [upcoming Council meeting](#) to hear feedback, offer comments, and ask questions.
- [Make a presentation](#) at our Council meeting on a health area of interest or concern to you.
- Bring your community's voice forward to provide input on local and regional health.
- Volunteer your time as a Council member. Recruitment is ongoing throughout the year until a Council is at maximum membership. Members are appointed for a three-year term.
- Share your feedback with Council: Tamarack@ahs.ca.



More information

[AHS.ca/advisorycouncils](https://ahs.ca/advisorycouncils)

Toll free: 1-877-275-8830

[Full member list](#)

[Twitter \(twitter.com/ahs_councils\)](https://twitter.com/ahs_councils)

[Facebook \(facebook.com/advisorycouncils\)](https://facebook.com/advisorycouncils)

[Indigenous communities map](#)

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Advisory Councils Expression of Interest

Alberta Health Services (AHS) is committed to ensuring that people with diverse and cultural backgrounds have a voice in healthcare in order to improve the experiences of healthcare for all Albertans. One way to achieve that is through Advisory Councils where members represent diverse perspectives within our communities across Alberta regardless of gender, race, age or religious beliefs and experiences. These Councils provide insights and input on health care service delivery, priorities and programs to the Board of Directors and AHS leadership. They bring forward feedback from the public to support AHS' strategic direction.

Health Advisory Council members are passionate about healthcare, interested in listening to people and providing feedback to AHS. Members reside within their Council's geographic area. Visit the website to view the Health Advisory Council [map](#) and find your Council area.

There are four Provincial Advisory Councils made up of public members from across the province who have lived experiences with their area of focus:

- Cancer
- Addiction and Mental Health (AMH)
- Seniors and Continuing Care (SCC); and
- Sexual Orientation, Gender Identity and Expression (SOGIE)

Advisory Council members may serve to a maximum of six years. Health Advisory Council members are appointed to three-year terms. Provincial Advisory Council members are appointed to two-year or three-year terms.

This completed Expression of Interest form can be emailed to community.engagement@ahs.ca.

If you require assistance in completing this form or have any questions regarding the Expression of Interest process please contact AHS Community & External Relations at 1-877-275-8830 or community.engagement@ahs.ca.

For further information on Advisory Councils please visit www.ahs.ca/advisorycouncils. Additional AHS volunteer opportunities can be found at www.ahs.ca/volunteers.

Thank you for your interest.

Janine Sakatch
Executive Director, Community & External Relations, AHS



Full Name: _____
(First Last)

Address: _____
(Mailing Address)

(City, Province, Postal Code)

Email Address: _____

Home Phone: _____

Cell Phone: _____

Work Phone: _____

Date: _____

*Please indicate which Council(s) you are applying for.
Please review the [area map](#) on the AHS website to identify the Health Advisory Council for the area you live.*

*Provincial Advisory Councils recruit from across the province.
Should you require assistance please contact AHS Community & External Relations at 1-877-275-8830 or community.engagement@ahs.ca.*

Health Advisory Councils

- David Thompson
- Greater Edmonton
- Lakeland Communities
- Lesser Slave Lake
- Oldman River
- Palliser Triangle
- Peace
- Prairie Mountain
- Tamarack
- True North
- Wood Buffalo
- Yellowhead East

Provincial Advisory Councils

- Addiction & Mental Health
- Cancer
- Seniors & Continuing Care
- Sexual Orientation, Gender Identity & Expression



General Questions

1. How did you hear about the AHS Advisory Councils?

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Facebook | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Newspaper Ad |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Internet Ad |
| <input type="checkbox"/> Word of Mouth | |
| <input type="checkbox"/> Other: _____ | |

2. Are you currently or have you ever been a volunteer with AHS?

- Yes No

Please
describe: _____

3. Are you currently employed with the Government of Alberta, Alberta Health Services or one of its subsidiaries?

- Yes No

Please
describe: _____

4. What interests you most about being an Advisory Council member?

5. Please list and describe your current and past committee, council and/or volunteer work.

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AHS recognizes the importance of diversity within our communities and the diversity our people bring to the AHS family. AHS is dedicated to ensuring members of councils are reflective of the diversity of people and perspectives across Alberta including but not limited to people of all races, ages, gender identities, gender expressions, sexual orientations, abilities, disabilities, places of origin, religious beliefs and experiences.

6. Please describe how you view the components of your identity and how it might impact the perspectives you would bring to the Council?

**If you are applying to a Health Advisory Council
please complete [questions 7 – 9](#)**

**If you are applying to a Provincial Advisory Council
please complete [questions 9 - 11](#)**

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Health Advisory Council Questions

7. Health Advisory Council members work in an advisory role communicating community health concerns and priorities to AHS leaders. Members represent large areas with diverse demographics. Please comment on how you might be able to represent the perspectives of the public across the entire Council area.

8. Please outline any experience you may have which would enable you to work successfully with other Advisory Council members in a group setting?

9. Do you have any additional information you would like to share?

Thank you for your interest in AHS Health Advisory Councils!

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Provincial Advisory Council Questions

10. Provincial Advisory Council members work in an advisory role communicating system-level concerns and priorities to AHS leaders. Members will be selected to ensure Council will provide a diversity of lived experiences including diverse demographics across health zones. Please comment on how you might represent the perspectives of the public and the demographic you feel best able to represent.

11. In relation to the Provincial Advisory Council you are applying for, what is your lived experience and what areas are your personal interests and/or knowledge in? Please describe.

12. Do you have any additional information you would like to share?

Thank you for your interest in AHS Provincial Advisory Councils!

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debbie@onoway.ca

From: cao@onoway.ca
Sent: November 19, 2021 7:47 AM
To: debbie@onoway.ca
Subject: FW: Thank you for supporting the 2021 Census! / Merci d'avoir appuyé le Recensement de 2021!
Attachments: Proud Supporter Badge - Insigne de Fier Partenaire.zip

Info for next 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: penny@onoway.ca <penny@onoway.ca>
Sent: November 18, 2021 9:43 AM
To: cao@onoway.ca
Subject: FW: Thank you for supporting the 2021 Census! / Merci d'avoir appuyé le Recensement de 2021!

Penny Frizzell

penny@onoway.ca
Municipal Clerk & Records Management
Town of Onoway
Box 540
Onoway AB
T0E 1V0
780-967-5338

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From: Statistics Canada / Statistique Canada <statcan.census-recensement.statcan@canada.ca>
Sent: November 18, 2021 9:41 AM
To: jtracy@onoway.ca
Subject: Thank you for supporting the 2021 Census! / Merci d'avoir appuyé le Recensement de 2021!

(la version française suit)

Hello,

I would like to thank you and your team for supporting the 2021 Census. Together, we celebrate the collective efforts of all Canadians who completed their census questionnaire. Your municipality played an important role in facilitating census collection encouraging your employees and the public they serve to participate in this national exercise. Your active support in sharing our content including emails, newsletters, social media content, and web features helped motivate and remind Canadians to complete their census questionnaire.

Participation across the country was simply outstanding. Thanks to your steadfast support, we achieved an [overall collection response rate](#) of 98.0% and an online response rate of 84.1%. This represents a new record for online response. The success of this campaign wouldn't have been possible without your assistance and the encouragement of your municipality.

Your support has had a direct impact on gathering the data needed to plan, develop and evaluate programs and services that affect all Canadians. Census data supports numerous municipal programs related to infrastructure and public transportation, and are used to measure Canada's sustainable development and environmental goals. Information from the 2021 Census will be particularly crucial, as it will help all levels of government evaluate the impact of the COVID-19 pandemic and plan for the future.

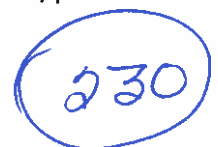
Now that the 2021 Census cycle is complete, we are looking ahead to our census data release plan. We are proud to present "Your census, your stories: Canada's portrait". Our upcoming releases will provide Canadians their data in meaningful ways, including themed data sets. You can find the data release schedule on our [2021 Census dissemination planning](#) web page.

Statistics Canada remains committed to supporting all levels of government with accurate and detailed sociodemographic data to inform public policy and program development. New quality indicators will be included with the data products, helping users to better assess the data quality and determine how well the available information meets their needs. Dissemination products for the 2021 Census will include more value-added features and tools for you to benefit from, such as analytical products, reference materials, data visualizations, geography products and custom services.

We previously sent you the Community Supporter Toolkit and we want to hear your feedback. We're interested in learning how you shared our tools to spread the word about the 2021 Census. Which products did you find useful? Do you have any recommendations for how we could improve? Please let us know by emailing our Census Communications team at statcan.census-recensement.statcan@statcan.gc.ca.

For the latest 2021 Census information and developments, I invite you to visit our [Census of Population](#) and [Census Engagement](#) web pages and follow us on [social media](#).

To highlight your support of the 2021 Census, I've attached a supporter badge that you can use in emails, presentations and share with your networks on your website or social media platforms.



Thank you again for your significant support in ensuring the success of the 2021 Census and please pass along my thanks to your staff.

Sincerely,

Anil Arora
Chief Statistician of Canada
Statistics Canada / Government of Canada

Bonjour,

Je tiens à vous remercier, vous et votre équipe, d'avoir appuyé le Recensement de 2021. Ensemble, nous honorons les efforts collectifs de tous les Canadiens et Canadiennes qui ont rempli leur questionnaire du recensement. Votre municipalité a joué un rôle important dans la facilitation de la collecte des données du recensement en encourageant vos employés et le public qu'ils servent à participer à cet exercice national. Votre appui actif par la diffusion de notre contenu, y compris des courriels, des bulletins, du contenu sur les médias sociaux et des composantes Web, a contribué à motiver la population canadienne et à lui rappeler de remplir le questionnaire du recensement.

D'un océan à l'autre, la participation a été tout simplement exceptionnelle. Grâce à votre soutien inébranlable, nous avons atteint un taux de réponse global à la collecte de 98,0 %, et un taux de réponse en ligne de 84,1 %. Ce taux de réponse en ligne n'a jamais été aussi élevé. Le succès de cette campagne n'aurait pas été possible sans votre aide et l'encouragement de votre municipalité.

Votre appui a directement contribué à la collecte des données nécessaires à la planification, à l'élaboration et à l'évaluation de programmes et de services qui touchent tous les Canadiens. Les données du recensement appuient de nombreux programmes municipaux liés à l'infrastructure et aux transports publics, et servent à mesurer les objectifs du Canada en matière de développement durable et d'environnement. Les renseignements tirés du Recensement de 2021 seront particulièrement importants parce qu'ils aideront tous les ordres de gouvernement à évaluer les répercussions de la pandémie de COVID-19 et à planifier l'avenir.

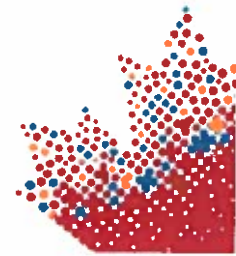
Maintenant que le cycle du Recensement de 2021 est terminé, nous nous tournons vers le plan de diffusion des données du recensement. Nous sommes fiers de présenter « Votre recensement, vos récits : portrait du Canada ». Nos prochaines diffusions fourniront aux Canadiens des données en formats utiles, y compris des ensembles de données thématiques. Vous trouverez le calendrier de diffusion des données sur notre page Web [Planification de la diffusion du Recensement de 2021](#).

Statistique Canada demeure déterminé à appuyer tous les ordres de gouvernement en fournissant des données sociodémographiques précises et détaillées pour éclairer l'élaboration des politiques et des programmes publics. De nouveaux indicateurs de qualité seront inclus avec les produits de données, ce qui aidera les utilisateurs à mieux évaluer la qualité des données et à déterminer dans quelle mesure les renseignements disponibles répondent à leurs besoins. Les produits de diffusion pour le Recensement de 2021 comprendront davantage de fonctionnalités et d'outils à valeur ajoutée, notamment des produits analytiques, des documents de référence, des visualisations de données, des produits géographiques et des services personnalisés.

Nous vous avons déjà envoyé la Trousse de soutien à la collectivité et nous voulons entendre vos commentaires. Nous souhaitons savoir comment vous avez partagé nos outils pour aider à faire connaître le Recensement de 2021. Quels produits avez-vous trouvé utiles? Avez-vous des recommandations sur la façon dont nous pourrions nous améliorer? Veuillez nous le faire savoir en envoyant un courriel à notre équipe des communications du recensement à l'adresse statcan.census-recensement.statcan@statcan.gc.ca.

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PROUD SUPPORTER OF THE
2021 Census



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Statistics
Canada

Statistique
Canada

[Home](#) > [Census of Population](#) > [2021 Census dissemination planning](#)

2021 Census dissemination planning

Overview

Release date: May 12, 2021

The 2021 Census of Population dissemination strategy

Planning is currently underway on the dissemination strategy for the 2021 Census of Population, including the development of products and services that will aim to meet our users' needs. Using what we learned in consultations with stakeholders and various census data users, we are working to develop a dissemination strategy that aims to meet a wide variety of user requirements.

The three components (and subcomponents) that form our dissemination strategy include:

- Increasing the value of statistical information
 - **Relevance:** Group topics together that address the key societal questions of the day
 - **Data integration:** Integrate data from non-census sources
 - **Foreseeable:** Publish schedules, reference materials and product previews ahead of major releases
 - **Continuity:** Release new analysis and data beyond the day of release
 - **Data visualization:** Provide information in alternative formats

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- Strengthening partnerships and collaboration
 - **Sharing and outreach:** Increase trust and transparency through information sharing
 - **Collaboration:** Design and define variables, classifications, and products with partners in advance
 - **Communication:** Conduct webinars and roundtables around the time of major releases
- Maximizing reach
 - **Flexible dissemination systems:** Tools and processes that allow users to get the information they need
 - **User-friendly products:** Based on simple design and increased functionality
 - **Increase user knowledge base:** Provide instruction and training materials to help users make sense of the data
 - **Easier access:** Provide data in the most useful formats and current access modes
 - **Improve timeliness:** Ensure users have the data they need as soon as possible
 - **Social media:** Improve communication and presence online

2021 Census of Population releases

We will complete all major releases within 18 months of Census Day (May 11, 2021). We will also continue to release information after the major releases with the goal of adding value and insight to our products.

The impact of the COVID-19 pandemic

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The COVID-19 pandemic has been an unprecedented challenge for Statistics Canada and will impose significant adjustments in several aspects of the 2021 Census of Population, from data collection to dissemination. For dissemination, although no questions were added to the 2021 Census questionnaire to collect information on COVID-19, a new layer of analysis will be added. Hence, analytical products (e.g. (for example), *The Daily*, Census in Brief and infographics) pertaining to population counts, collective dwellings, families, households and marital status, Indigenous peoples, income, language, immigration, place of birth and citizenship, ethnocultural diversity, education, labour and commuting will be enriched with analysis focusing on the effects of COVID-19. These analyses will be available from the Census webpage as well as on Statistics Canada's [COVID-19 A data perspective](#).

Next steps in planning the releases from the 2021 Census of Population

To reflect the diverse needs of our data users, we will continue to engage with stakeholders and users. We will use this engagement as an opportunity to confirm what we have learned from our stakeholders and users through previous consultations, and to improve upon our release plans, including the development of products and services in order to meet the diverse needs of our users.

Get in touch

If you would like to get in touch about our dissemination strategy, please email us at [2021 Census consultation](#).

Date modified:

2021-11-15

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2021 Census dissemination planning

Release plans

Release date: May 12, 2021

Release schedule

Major releases

There will be seven major 'themed' release dates for the dissemination of data from the 2021 Census of Population. Each major release of data by theme will be highlighted in *The Daily*, Statistics Canada's official release bulletin, and each major release will offer data, analytical, and reference products for our users to access and consume.

[Downloadable calendar \(ICS, 27 KB\)](#)

[Printable bookmark \(PDF, 659 KB\)](#)

▼ By theme

Note: This list is compiled for planning purposes only. Release dates may change.

The list may also be updated periodically online.

February 9, 2022



- Canada's growing

237

population and
where they are
living



**April 27,
2022**

- Canada's
shifting
demographic
profile

**July 13,
2022**



- Portrait of
Canada's
families and
households
- Contemporary
portrait of
Canadian
Veterans
- Income profile of
Canadians



August 17, 2022

- Linguistic diversity and use of English and French in Canada

September 21, 2022



- First Nations people, Métis and Inuit in Canada
- Canada's housing portrait



October 26, 2022

- Portrait of citizenship and

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immigration in
Canada

- Ethnocultural and religious composition of the population
- Mobility and migration

**November
30, 2022**



- Education in Canada
- The changing dynamics of the Canadian labour force and how people get to work
- Instruction in the official minority language

▼ **By topic**

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Note: This list is compiled for planning purposes only. Release dates may change.
The list may also be updated periodically online.

**February 9,
2022**



- Population and dwelling counts



**April 27,
2022**

- Age
- Sex at birth and gender
- Type of dwelling

**July 13,
2022**



- Families, households, and marital status

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- Canadian military experience
- Income



August 17, 2022

- Language

September 21, 2022



- Indigenous peoples
- Housing



October 26, 2022

- Immigration, place of birth, and citizenship

(340)

- Ethnocultural and religious diversity
- Mobility and migration

**November
30, 2022**



- Education
- Labour
- Language of work
- Commuting
- Instruction in the official minority language

Additional releases

Following the completion of the seven major releases, there will be further releases (dates to be determined). These releases will highlight additional themes and key findings in the data, and will offer more data tables, updates to data products, and analysis for selected data.

Continuing to add value to our products

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As we move through the dissemination of data from the 2021 Census of Population, we will continually add new features to our products that will benefit data users and their experience in working with the data.

The 2016 Census product line saw web data services added to our most popular product, the Census Profile. In addition to that, we also added rates and charts features to the Profile, adding to the user experience. For products in the 2021 Census of Population line-up, we will be including more value-added features and tools for our users to benefit from when accessing our data products.

Get in touch

If you would like to get in touch about our release plans, please email us at [2021 Census consultation](#).

Date modified:

2021-11-15

(244)



OFFICE OF THE ARCHBISHOP



November 4, 2021

Mayor Len Kwasny
Office of the Mayor
Town of Onoway
P.O. Box 540
Onoway, AB T0E 1V0

Dear Mayor Kwasny,

I am writing to offer you my sincere congratulations on your election as Mayor of the Town of Onoway.

Please be assured of the support and prayers of the Catholic parish of St. Rose of Lima as you begin your new term of office.

We look forward to collaborating with you and the members of your Council as we work together to serve the needs of our neighbours, especially the poor and vulnerable in our community.

Yours sincerely,

✠Richard W. Smith
Archbishop of Edmonton

cc: Rev. Andrew Rybak, SchP – Pastor, St. Rose of Lima Parish



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada



November 9, 2021

His Worship Lenard Kwasny
Mayor
Town of Onoway
PO Box 540
Onoway AB T0E 1V0

Dear Mayor Kwasny:

On behalf of the Government of Alberta, I would like to offer you sincere congratulations on your recent election as Mayor of the Town of Onoway. You are now fortunate to lead a truly great Alberta community!

The Town of Onoway and our entire province have been through several challenging years. Our economy still has not fully recovered from the 2015 economic downturn, the impact of which was magnified by last year's global COVID-19 recession and energy price collapse. Despite these challenges, Albertans have continued to demonstrate true resilience, and our province's greatest strength—a deep and abiding entrepreneurial culture.

Thanks in part to the determination of Albertans, we are experiencing a remarkable economic recovery across our province. With historic new investments across our economy, Alberta is now leading Canada in economic and job growth, and we are projected to continue the momentum in 2022. It is critical that we work together to continue this exciting progress so that those who have experienced so much adversity in recent years can fully participate in the current and coming recovery.

I very much look forward to working with you, your administration, and the Town of Onoway Council toward this end. Whatever political differences may exist, we all serve the same citizens who broadly share the same aspirations: the opportunity to achieve their potential through a strong economy, in a safe community with a high quality of life. You have my commitment to seek solutions together in a respectful and collaborative way. I am excited to meet with you in the weeks ahead to identify common goals and areas in which we can get real results for your residents, and for all Albertans.

With best of luck for a successful mandate as mayor, I remain

Yours sincerely,


Hon. Jason Kenney PC MLA
Premier of Alberta

cc: Honourable Ric McIver, Minister of Municipal Affairs

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ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR106789

November 10, 2021

His Worship Lenard Kwasny
Mayor
Town of Onoway
PO Box 540
Onoway, AB T0E 1V0



Dear Mayor Kwasny and Council,

Congratulations on your election to office and choosing to serve as an elected official for the Town of Onoway.

Our government looks forward to working with you to make life better for Albertans. As our economy recovers, there are many opportunities for us to collaborate on shared priorities like jobs and public safety, and making sure Albertans have access to strong public services they can count on, like transportation, infrastructure, parks and libraries.

It is an honour and privilege to serve Albertans in elected office. As elected officials, we strive to act with integrity, to work openly and transparently, and to actively demonstrate our democratic accountability to Albertans. This is fundamental to our success as stewards in managing the affairs of our offices and in achieving demonstrable results for our communities.

Once again, I extend my congratulations and thanks for your willingness to participate in our democratic process and for your commitment to Albertans. I wish you all the best in this new term of office, and look forward to meeting and working with you to provide good government, improve our communities, and faithfully serve the needs of Albertans.

Sincerely,

Ric McIver
Minister

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November 19, 2021

RE: ANNOUNCEMENT OF PRICE INCREASE

Dear Valued Customer,

It is with no pleasure that I must inform you that due to inflationary pressures experienced from market increases relating to software license increases (Microsoft has raised software license costs 7 times since 2016), colocation costs, Covid 19 and human resource costs we must unfortunately raise the price of our services.

We did everything we could to avoid raising our prices, but it is no longer possible to deny the facts. We are proud that we have been able to hold our prices since March of 2016 but our profitability directly depends on a pricing policy that better reflects the new realities.

- Hosting/Data Center Services will be raised between 5% and 8% percent depending which service you subscribe to; *Note: If you have an existing contract for Hosting/Data Center Services pricing terms will be honored.*
- Base labour rate (Tech 3) services will move from \$135.00/hr to \$142.00/hr an increase of 5%;
- Senior labour rate (Tech 4) services will move from \$185.00/hr to \$192.00/hr an increase of 3.8%;
- Recurring software related services will be raised between 5% and 8% depending. Increases will be based on the software vendors increases since 2016.

The new pricing will go into effect December 1, 2021.

We wish to thank you for your business and hope that you will understand the necessity for this price increase. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Stacy Miskew
President
780-485-2289 X500
stacy@techmasters.ca



Celebrating 23 years of business!

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cao@onoway.ca

From: Stacy Miskew <Stacy.Miskew@techmasters.ca>
Sent: November 19, 2021 2:30 PM
Subject: Pricing Adjustments
Attachments: 2021 Price Adjustment.pdf

November 19, 2021

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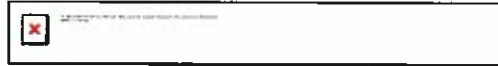
Stacy Miskew
CEO/Principal
Tech Masters Inc.
Ph: 780-485-2289 ext. 500

 **TECH MASTERS INC.**

Celebrating 23 years of business!

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From: Alberta Counsel <news@albertacounsel.com>
Sent: November 19, 2021 2:56 PM
To: cao@onoway.ca
Subject: At a Glance - November 19, 2021



Alberta Signs onto Federal Childcare Program

After months of negotiations, the provincial government has signed onto the federal government's child care plan announced in the 2021 federal budget. The bilateral agreement will see Ottawa commit \$3.8 billion that will be invested in lowering child care fees, increase the number of spaces, and professional development for licensed programs.

By early 2022, the deal will see fees reduced by an average of 50% for families with children zero to kindergarten. By 2025-26, licensed child care fees will be reduced to an average of \$10 per day for the same age group. The deal includes the addition of 42,500 licensed spaces in the next five years along with wage top-ups for child care educators.

AIOC CEO Steps Down

It was quietly announced recently that CEO of the Alberta Indigenous Opportunities Corporation has stepped down from her position with the organization. The press release did not disclose a reason for her departure. Chief Operating Officer Matthew Machielse will assume the position of interim-CEO.

"I have dedicated my life to supporting Indigenous prosperity and the creation of an equitable economy. I am proud to have committed myself to standing up AIOC and positioning it strongly to continue to support Indigenous partnerships and economic growth as a first-of-its-kind model for all of Canada," said Alicia Dubois. "I am also extremely proud of the team we have built. They will take AIOC's vision and continue to advance prosperity and wellness in Indigenous communities and empower generations to come."

AUMA Announces Rebranding at Convention

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The organization that once went by the name of the Alberta Urban Municipalities Association will now be going by a new name. AUMA will now be known as Alberta Municipalities as part of a total brand refresh. Alberta Municipalities has said that their operational structure will not be changing, only the name and image will.

Interim President Angela Duncan said that there was confusion created with having both AUMA and the Alberta Municipal Services Corporation under the same umbrella. "We felt that instead of having two brands, a single brand would more represent the advocacy and support we provide" She would also indicate that it has been more than thirty years since the organization did a brand refresh.

Major Carbon Capture Investment

Through Alberta's Technology Innovation and Emissions Reduction (TIER) fund, Alberta will be investing up to \$131 million into Alberta's Industrial Energy Efficiency and Carbon Capture Utilization and Storage Program. The announcement comes after the province made a \$750 million announcement in 2020 to support industries reducing carbon emissions.

This year's investment focuses on seven projects that will receive \$100 million in funding. The remaining funds will be allocated to other carbon capture projects. Premier Jason Kenney said at a press conference that "the seven successful projects we have selected so far are game-changers for cutting emissions in Alberta." He would also indicate that, "these investments will help create jobs, spur economic growth and continue the hard work that we are doing to protect our environment as a responsible and sustainable energy leader."

Alberta Counsel, 800, 9707-110 Street NW, Edmonton, AB T8H1V9, Canada, 780-652-1311

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