

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 20, 2022 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
DUE TO PANDEMIC, PUBLIC PARTICIPATION IS ONLY AVAILABLE VIRTUALLY**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

approve agenda as presented

or

approve agenda with additions, deletions, changes

3. ADOPTION OF MINUTES

p1-b

a) December 16, 2021 Regular Council Meeting

Recommendation:

approve minutes as presented

or

approve minutes with additions, deletions, changes

4. APPOINTMENTS/PUBLIC HEARINGS – n/a

5. FINANCIAL REPORTS

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

separate

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 – n/a

7. ACTION ITEMS

- p7-18 a) Covid-19 Discussion – Standing Agenda Item - New measures came into effect on Dec 24.

Indoor social gatherings - Indoor private social gatherings are limited to a maximum of 10 people 18 and older (no limits on people 17 and under if accompanied by their parent, however if attending themselves, they will count towards the maximum limit of 10 people).

Outdoor social gatherings - limited to a maximum of 20 people, with 2 metre physical distancing between households at all times.

Workplace gatherings - Albertans should refrain from workplace social gatherings.

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.

PCR testing eligibility will now be focused on those who have clinical risk factors for severe outcomes and those who live and work in high-risk settings.

Mandatory restriction – Updated Dec. 21

Masking and 2 metres physical distancing are mandatory in all indoor public spaces, workplaces, and places of worship.

For fully vaccinated people who have just completed the 5-day isolation and no longer have symptoms, masks must be worn at all times outside of home for an additional 5 days.

Employees must mask in all indoor work settings, except alone in work stations.

- 1) Covid-19 Updates from Alberta Health

Recommendation:

accept discussion for information

or

direct administration to gather additional information

or

some other direction as given by Council at meeting time

- p19-25 b) 2021 Audit Plan – please refer to the December 20, 2021 letter from Philip Dirks, of Metrix Group, Auditor for the Town of Onoway. Please review the letter in its entirety, and specifically Item I on page 6 of the letter – Requests of Council – requesting that Council inform the Auditor of knowledge of any actual, suspected, or alleged fraud affecting the Town and also that if Council has concerns, from an audit perspective, that Mr. Dirks would like to discuss those concerns. Also noted in this letter are the audit fees estimated at \$15,500 which does not include out of pocket expenses and assumes that their responsibilities will be limited to the expression of an opinion on the Town's financial statements (page 5 of the letter).

Recommendation:

that the December 20, 2021 letter outlining the 2021 Audit Plan from Philip Dirks, Metrix Group, Auditor for the Town of Onoway, be acknowledged as received and that Council is aware that they are to contact the Auditor directly if they have concerns regarding any actual, suspected or alleged fraud affecting the Town

or

some other direction as given by Council at meeting time

- p 26-34
- c) Town of Onoway Library Board – Board members - the terms of 2 of the Town of Onoway Library (OPL) Board members are expiring in January 2022. The members of the OPL Board passed the below motion at their November 30, 2021 meeting and are recommending that the Town reappoint those members as follows:

Marge Hanssen, Board Member at Large – additional 3 year term (to January 2025)
George Vaughan, Board Member at Large – additional 3 year term (to January 2025)

In addition, the Board is recommending that they would like to recruit up to two additional members at large who have a background in early childhood interests.

The pertinent information from the Library Act is attached, as well as the list of current Board members for your review.

Recommendation:

that the Town of Onoway reappoint Marge Hanssen and George Vaughan as board members at large to the Onoway Public Library for an additional term of 3 years (to January 2025); and that the Town of Onoway supports the recruitment of two additional board members at large to sit on the Onoway Public Library Board.

or

some other direction as given by Council at meeting time

- p 35-37
- d) Brownlee LLP Emerging Trends in Municipal Law – please refer to the December 16, 2021 email advising of their seminar being held on Thursday, February 10, 2022 in Calgary and Thursday, February 17, 2022 in Edmonton, or virtually. As we have a Council meeting scheduled for February 17, we could either attend the Calgary Session virtually on Thursday, February 10, 2022 from 8:30 a.m. to 3:30 p.m. or move our February 17 Council meeting. The cost to attend virtually is \$85.00 and \$185.00 for in person attendance.

Recommendation:

approve attendance of Council and Administration to participate either in person or by virtual attendance (and move Council meeting if required)

or

accept the information and upcoming sessions for information

or

some other direction as given by Council at meeting time

- p 38-54
- e) University of Calgary Canadian Northern Corridor Research Program – please refer to the December 10, 2021 email from Mayor Janet Jabush, providing municipalities with a request from Cascade Projects, an indigenous owned and controlled consulting firm in Calgary. Cascade Projects is facilitating roundtables with western Canada municipalities and provincial governments about the future of infrastructure planning and development in Canada. Dates of these are January 25 and February 8, 2022. Cascade is requesting assistance to increase public awareness of these events.

Recommendation:

accept the information and upcoming sessions for information

or

direct Administration to post on social media the upcoming roundtables

or

some other direction as given by Council at meeting time

- p 55-59
- f) Letter of Support for Intermunicipal Regional Lake Action Plan – please refer to the December 16, 2021 request from Dr Michelle Gordy, North Saskatchewan Watershed Alliance (NSWA) asking the Town to provide a letter of support for their grant Application to support development of a Regional Lake Action Plan. The suggested draft letter that NSWA provided was prepared for Mayor Kwasny and sent to them on January 3, 2022.

Recommendation:

that the Town of Onoway's January 3rd, 2022 letter of support provided to the North Saskatchewan Watershed Alliance for their Intermunicipal Regional Lake Action Plan be ratified.

or

some other direction as given by Council at meeting time

- p 60-66
- g) Year of the Garden 2022 invitation – please refer to the attached email from Yvonne Slemko dated December 24, 2021 suggesting that the Town of Onoway participate in the Centennial Celebration of Canada's horticulture sector in 2022. Events are being planned for celebrations, special events and promotions. Municipalities are being asked to proclaim 2022 as the Year of the Garden for citizens to acknowledge all the benefits that Gardens and Gardening provide – and recognize National Garden Day (the Saturday before Fathers Day). Councillor Winterford has communicated with Mrs. Slemko and his January 1, 2022 email is attached.

Recommendation:

That the Town of Onoway hereby proclaim 2022 as the Year of the Garden in celebration of the contribution of gardens and gardening to the development of our country, our Town, and the lives of our citizens in terms of health, quality of life and environmental challenges and that the Saturday before Father's Day, June 18 in 2022, be recognized as Garden Day in the Town of Onoway as a legacy of Canada's Year of the Garden 2022, and that the Town of Onoway is committed to be a Garden Friendly Town supporting the development of its garden culture it is proud to have

or

accept the information about Year of the Garden 2022 for information

or

some other direction as given by Council at meeting time

- p 67-79
- h) Ride for Mom 2022 - please refer to the attached January 10, 2022 email from Kevin O'Connor, Route Coordinator, Ride for Mom, requesting Onoway participate as a stop on the Ride for Mom in 2022, taking place on Saturday, May 7, 2022, International Woman Riders Day. Previously in 2020, with Council's support, Administration had worked with the Chamber of Commerce to garner backing for this event. If Council is supportive of Onoway being a stop, it would require road closure(s) for part of the day. Funds raised during this event will go towards Jessie's House in Morinville, the first woman's shelter in our region. Back in 2020 there was a great deal of excitement around Onoway being a stop, and I believe that excitement and support would return for a 2022 event.

Recommendation:

that the Town of Onoway support the Ride for Mom 2022 event scheduled for Saturday May 7th, 2022, that Onoway be one of the recognized stops during this ride, and that the Town work with the Chamber of Commerce and community stakeholders to promote this event and host this stop.

or

that the information received about the Ride for Mom 2022 event be accepted for information

or

some other direction as given by Council at meeting time

- p 80-129
- i) Alberta Community Partnership grant program – further to discussions at our January 13th, 2022 special budget meeting, attached is information on the ACP program whereby there is funding available to municipalities to assist with mediation and cooperative processes. The MCP component has funding maximums as follows:

-mediation stream: \$15,000

-cooperative processes stream:

-protocol development: \$50,000

-protocol implementation: \$15,000

-intermunicipal collaboration framework negotiation: \$50,000

Deadline for applications is February 4th, 2022, and matching funds can include municipal staff time, costs to rent space for project related meetings. The mediation stream cost share is a 1/3 provincial 2/3 municipal basis, and the cooperative processes stream is a 50/50 matching. Administration does have some concerns with the tight timeline to prepare an application given this, and our January 27, meeting obligations.

Further discussion to take place at meeting time.

Recommendation

that the Town of Onoway submit an application under the Alberta Community Partnership, mediation and cooperative processes component, for funding to assist with the development and implementation of a cooperative processes initiative strategy.

or

that the information provided and discussion on the Alberta Community Partnership grant program, specific to mediation and cooperative processes component, be accepted for information.

or

some other direction as given by Council at meeting time

- p 130-140
- j) Rural Education Symposium – please refer to the attached January 13th, 2022 email from Kevin Bird recently appointed Superintendent of Schools for Northern Gateway on the upcoming Rural Education Symposium. The 2022 symposium is scheduled for March 6-8, 2022 at the Fantasyland Hotel in Edmonton. In the past the Town has sent elected and admin to this symposium, as has Lac Ste. Anne County. Attendance at this symposium is to show our support of our local School Division and support for rural education in Alberta in general. Registration fee is \$350.00.

Recommendation:

that _____ be authorized to attend the Rural Education Symposium scheduled for March 6th to 8th, 2022 at the Fantasyland Hotel in Edmonton, with a registration cost of \$350.00/registrant.

or

that the information received on the 2022 Rural Education Symposium be accepted for information.

or

some other direction as given by Council at meeting time

- k) County/Town drainage issue – further to discussions at the January 14th, 2022 engagement meeting, the County is seeking support from the Town with respect to costs incurred to resolve a drainage issue in the north east area of the Town. The County is requesting a financial contribution from the Town of an estimated \$14,000.00. Further discussion to take place at meeting time.

Recommendation:

that the Town of Onoway agree to contribute to the costs incurred for work undertaken to resolve the drainage issue in the north east area of the Town, in the amount of _____.

or

some other direction as given by Council at meeting time

l)

m)

n)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) CAO Report
- e) Public Works Report
 - Residents clearing snow on town roads

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

- p141
- a) Alberta Regional Railway – January 6, 2022 letter of support from Mayor Kwasny
 - b) Town of Onoway Development Permit 22DP01-24 – operation of a personal services establishment – Yoga Studio (4917 – 50 Street)
- p142-146

- p 147-154
- c) Lac Ste. Anne County – January 4, 2022 information regarding the Winter Family Fun kits, partly funded with a \$500.00 FCSS grant from the Town of Onoway
- p 155-158
- d) Meals on Wheels – December 21, 2021 letter from Hazel Bourke, Coordinator of Onoway Community Care, Meals on Wheels, with FCSS grant final reporting attached
- p 159
- e) January 11, 2022 email from Honourable Nate Horner, Minister of Agriculture, Forestry and Rural Economic Development congratulating Mayor Kwasny on election
- p 160
- f) January 11, 2022 letter from Liz James, EQUS, thanking Onoway for donating to their 2021 silent auction supporting rural families and seniors
- g)

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:

- | | |
|---|-----------|
| - January 27, 2022 – Strategic Planning Meeting | 9:30 a.m. |
| - February 3, 2022 – Regular Council Meeting | 9:30 a.m. |
| - February 17, 2022 – Regular Council Meeting | 9:30 a.m. |
| - March 3, 2022 – Regular Council Meeting | 9:30 a.m. |
| - March 17, 2022 – Regular Council Meeting | 9:30 a.m. |

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 16, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

	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 Debbie Giroux, Recording Secretary</p>
	ABSENT	<p>Jason Madge, Assistant Chief Administrative Officer/Public Works Manager</p> <p>5 members of the public were in-person attendance and 10 members of the public joined the meeting via Zoom.</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:39 a.m. and advised that the meeting will be recorded.
2.	AGENDA Motion #506/21	<p>MOVED by Councillor Robert Winterford that Council adopt the agenda of the regular Council meeting of Thursday, December 16th, 2021, with the following additions:</p> <p>7c) Closed Session for a portion of the tax penalties item 7e) Mayor Making Motions</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #507/21	<p>MOVED by Councillor Robin Murray that the minutes of the December 2, 2021 Regular Council meeting be adopted with the following change:</p> <p>Motion #496/21- Should read: MOVED by Deputy Mayor Lisa Johnson that the Town of Onoway proceed with the preparation of a Covid-19 vaccination policy based on the policy from the Town of Stony Plain, and in consideration of motion #478/21, and that this draft policy (amended the word bylaw) be presented to Council at their December 16th, 2021 meeting with legal counsel in attendance.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	From 9:45 a.m. until 10:00 a.m. CAO Wendy Wildman presented a verbal and written report regarding her contract and what she brings to the Town of Onoway.



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	Motion #508/21	<p>MOVED by Councillor Robert Winterford that the written and verbal report presented by CAO Wendy Wildman regarding background information about the CAO position in Onoway be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>Council moved to Financial Reports.</p>
5.	FINANCIAL REPORTS	Council discussed Financial Reports until 10:30 a.m. when they returned to appointments.
4.	APPOINTMENTS/PUBLIC HEARINGS	Michelle Gallagher, Legal Counsel, Patriot Law attended the meeting at 10:30 a.m. to discuss the draft Council and Staff Covid-19 policy.
10.	CLOSED SESSION Motion #509/21	<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 10:55 a.m. to discuss the following item:</p> <p style="padding-left: 40px;">1. "Legal" – solicitor/client privilege</p> <p style="text-align: right;">CARRIED</p> <p>Council recessed from 10:55 a.m. until 11:05 a.m.</p> <p>CLOSED SESSION:</p> <p>The following individuals were present for the Closed Session: Michelle Gallagher, Legal Counsel, Patriot Law Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Robert Winterford Chief Administrative Officer Wendy Wildman Recording Secretary Debbie Giroux</p>
	Motion #510/21	<p>MOVED by Deputy Mayor Lisa Johnson that Council move out of Closed Session at 12:05 p.m.</p> <p style="text-align: right;">CARRIED</p> <p>Michelle Gallagher left the meeting at 12:05 p.m.</p> <p>Council recessed from 12:05 p.m. to 12:15 p.m.</p> <p>The meeting reconvened at 12:15 p.m.</p>

2

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 16, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

	<p style="text-align: center;">7. ACTION ITEMS Motion #511/21</p>	<p>MOVED by Deputy Mayor Lisa Johnson that the Town engage services of a second legal counsel, being Brownlee LLP, to discuss the draft Covid-19 staff vaccination policy with Council, and that Council defer their decision on such policy until this discussion with Brownlee LLP has taken place.</p> <p>As per Section 185 of the Municipal Government Act, Councillor Brigitte Coninx requested a recorded vote on Motion #511/21:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>In Favour</u> Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Robin Murray</p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Opposed</u> Councillor Brigitte Coninx Council Robert Winterford</p> </td> </tr> </table> <p style="text-align: right;">CARRIED</p> <p>Council moved to Financial Reports on the agenda.</p>	<p><u>In Favour</u> Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Robin Murray</p>	<p><u>Opposed</u> Councillor Brigitte Coninx Council Robert Winterford</p>
<p><u>In Favour</u> Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Robin Murray</p>	<p><u>Opposed</u> Councillor Brigitte Coninx Council Robert Winterford</p>			
<p style="text-align: center;">5.</p>	<p style="text-align: center;">FINANCIAL REPORTS Motion #512/21</p>	<p>MOVED by Councillor Brigitte Coninx that Council accept the following financial reports for information:</p> <ul style="list-style-type: none"> -year to date operating and capital budgets (with % variance) -balance sheet -accounts payable list <p style="text-align: right;">CARRIED</p>		
<p style="text-align: center;">6.</p>	<p style="text-align: center;">POLICIES & BYLAWS Motion #513/21</p>	<p>MOVED by Councillor Brigitte Coninx that Bylaw 793-21 – 2022 Borrowing Bylaw for the Town of Onoway – be deferred to a future meeting in order for Administration to make changes as directed by Council.</p> <p style="text-align: right;">CARRIED</p>		
<p style="text-align: center;">4.</p>	<p style="text-align: center;">APPOINTMENTS/PUBLIC HEARINGS</p>	<p>At 12:45 p.m. Lisa Schulte addressed Council on the vaccination policy on behalf of herself and Lisa and Ken Standeven and left the meeting at 1:00 p.m.</p> <p>Council recessed from 1:00 p.m. to 1:20 p.m.</p>		
<p style="text-align: center;">6.</p>	<p style="text-align: center;">POLICIES AND BYLAWS Motion #514/21</p>	<p>MOVED by Councillor Robin Murray that the discussion regarding Policy C-TRA-ROA-1, the Street Cleaning and Sanding Policy be accepted for information.</p> <p style="text-align: right;">CARRIED</p>		

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7.	<p>ACTION ITEMS Motion #515/21</p> <p>Motion #516/21</p> <p>Motion #517/21</p> <p>Motion #518/21</p>	<p>MOVED by Councillor Bridgitte Coninx that the Town of Onoway provide a letter of support to Alberta Regional Rail for their Wild Rose Passenger Rail system linking Calgary, Red Deer and Edmonton.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Kwasny declared a pecuniary interest due to his previous and possible future employment with North of Ten, left the meeting at 1:35 p.m., and relinquished the Chair to Deputy Mayor Lisa Johnson.</p> <p>Councillor Robert Winterford left the meeting from 1:40 to 1:43 p.m. during Councils' discussion of tax penalty waivers.</p> <p>MOVED by Councillor Bridgitte Coninx that the request from North of Ten for tax penalty waivers on roll numbers 380000 and 401000 be denied.</p> <p style="text-align: right;">CARRIED</p> <p>Mayor Kwasny returned to the meeting and assumed the Chair at 1:45 p.m.</p> <p>MOVED by Councillor Bridgitte Coninx that the request from RLW Technologies for tax penalty waiver on roll number 385000 be denied.</p> <p style="text-align: right;">CARRIED</p> <p>Council moved to item 7e) Mayor Making Motions and deferred discussion on the draft budget until the end of the Council meeting.</p> <p>MOVED by Councillor Bridgitte Coninx that the discussion regarding the Mayor Making Motions be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS Motion #519/21</p> <p>Motion #520/21</p>	<p>MOVED by Councillor Robin Murray that Council ratify the attendance of Councillor Coninx at the MITACS virtual meeting held on December 15, 2021.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Robert Winterford that Councillor Bridgitte Coninx be authorized to attend the Alberta Association of Agricultural Societies Convention from February 3-5, 2022.</p> <p style="text-align: right;">CARRIED</p>

4

TOWN OF ONOWAY
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	<p>Motion #521/21</p>	<p>MOVED by Deputy Mayor Lisa Johnson that the last version of the community hall lease agreement, between the Onoway Facility Enhancement Association (OFEA) and the Town of Onoway, be approved with a start date of January 1, 2022 and execution authorized.</p> <p style="text-align: right;">CARRIED</p> <p>Councillor Robert Winterford left the meeting at 3:15 p.m.</p>
	<p>Motion #522/21</p>	<p>MOVED by Councillor Robin Murray that the Council, Chief Administrative Officer and Public Works verbal and written reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>INFORMATION ITEMS Motion #523/21</p>	<p>MOVED by Mayor Lenard Kwasny that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) Yellowhead Regional Library – Information for Municipal Councils brochure b) Onoway Junior Senior High School Citizenship Award Recipients – December 2 email from Lisa Dundas, Northern Gateway Public Schools c) Alberta Treasury Board and Finance – Loans to Local Authorities – Loan Pricing Agreement d) CN – September 24th, 2021 letter and attached CN in Your Community 2021 report (received on December 10th, 2021) e) Development Permit 21DP14-24, for operation of a retail sales business Kootenay Saddlery & Trade Co at 4914 – 50 Street <p style="text-align: right;">CARRIED</p>
7.	<p>ACTION ITEMS Motion #524/21</p>	<p>MOVED by Councillor Bridgitte Coninx that a 2022 interim operating budget be approved at ½ of the 2021 operating budget and that this 2022 interim operating budget cease to have any force and effect once the 2022 operating budget is approved.</p> <p style="text-align: right;">CARRIED</p>
	<p>Motion #525/21</p>	<p>MOVED by Councillor Bridgitte Coninx that review and discussion on the 2022 draft operating and capital budgets be deferred to January 2022, with Council setting a specific meeting date/time for same in the new year.</p> <p style="text-align: right;">CARRIED</p>

5

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
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COMMENCING AT 9:30 A.M.

11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 3:37 p.m.		
12.	UPCOMING EVENTS	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.
		February 3, 2022	Regular Council Meeting	9:30 a.m.
		February 17, 2022	Regular Council Meeting	9:30 a.m.

 Mayor Lenard Kwasny

 Debbie Giroux
 Recording Secretary

UNAPPROVED

6

debbie@onoway.ca

From: Alberta Health Services <community.engagement@ahs.ca>
Sent: January 10, 2022 2:08 PM
To: debbie@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 weekly newsletter designed to keep you informed about 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.

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Today's Update:

- **COVID-19 Status**
 - [ICU Capacity Update](#)
 - [New and Active Cases](#)
 - [Cases by Age Group](#)
 - [Hospitalizations](#)
 - [Variant Screening](#)
 - [Further Changes to Case Investigation and Outbreak Management](#)
- **COVID-19 Immunizations**
 - [Get Immunized](#)
 - [Vaccine Rollout to Children 5 to 11 Continues](#)
 - [Vaccine Availability](#)
- **Things You Need to Know**
 - [Verna's Video Message](#)
 - [Self-Care Resources help Albertans Manage COVID-19 Symptoms at Home](#)
 - [AHS Policy for Staff Attending Work](#)
 - [Update: Designated Support & Visitor Access Screening Questionnaires](#)



- [Influenza Immunization Update](#)
- [Fairview Health Complex sets specific outpatient service hours](#)
- [Online adult weight-management sessions](#)
- [Online sessions help seniors stay healthy and socially connected](#)
- [Making mealtimes happy times](#)
- [Online prenatal classes offered](#)
- [Mobile mammography to visit Rocky Mountain House](#)
- **Join the Conversation**
 - [Help name Calgary's new centre for child and adolescent mental health](#)
 - [Lakeland Communities HAC to learn about the Rural Mental Health Project](#)
 - [Join David Thompson HAC Conversation on Palliative Health Services](#)
 - [Volunteers wanted!](#)
- **Be Well - Be Kind**
 - [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. We will ensure that we maintain ICU capacity above daily demand to a planned maximum of 380 beds as long as staff and physician availability allows.

As of Friday, January 7 we have 242 general adult ICU beds open in Alberta, including 69 additional spaces above our baseline of 173 general adult ICU beds. There are 177 patients in ICU.

Provincially, ICU capacity (including additional surge beds) is at 73 per cent. Without the additional surge spaces, provincial ICU capacity would be at 102 per cent.

- In Calgary Zone, we currently have 91 ICU beds, including 25 additional spaces. Calgary Zone ICU is operating at 75 per cent of current capacity (including 26 COVID patients in ICU).
- In Edmonton Zone, we currently have 97 ICU beds, including 25 additional spaces. Edmonton Zone is operating at 76 per cent of current capacity (including 30 COVID patients in ICU).
- In Central Zone, we currently have 18 ICU beds, including six additional spaces. Central Zone ICU is operating at 61 per cent of current capacity (including six COVID patients in ICU).
- In South Zone, we currently have 24 ICU beds, including seven additional ICU spaces. South Zone ICU is currently operating at 63 per cent capacity (including three COVID patients in ICU).
- In North Zone, we have 12 ICU spaces (split between Grande Prairie and Fort McMurray), including six additional ICU spaces. North Zone ICU is currently operating at 75 per cent capacity (including three COVID patients in ICU).

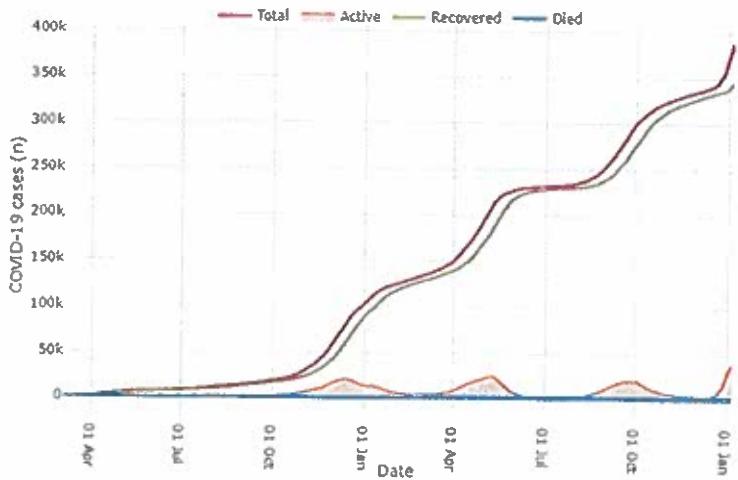
These numbers are updated daily; learn more at [AHS Facilities: ICU Updates & Temporary Space Reductions](#).

New and Active Cases

For the eight-day period ending on Jan. 5*, there was an average of 3,909 new cases of COVID-19 per day, compared to 1,810 cases per day the previous reporting period (Dec. 22 to Dec. 28), a 116.0 per cent increase. All zones reported an increase in the number of new cases per day, ranging from a 105.5 per cent increase in Edmonton Zone to a 210.0 per cent increase in South Zone, compared to the previous reporting period. Calgary Zone reported the highest total number of new cases with 15,236 (an eight-day average of 1,905 new cases per day).

*The reporting period was adjusted to accommodate the holidays.

46



As of Jan. 5 there were 39,897 active cases in Alberta, a 129.3 per cent increase compared to Dec. 28. All zones reported an increase in active cases compared to the last report, as you can see in the table below.

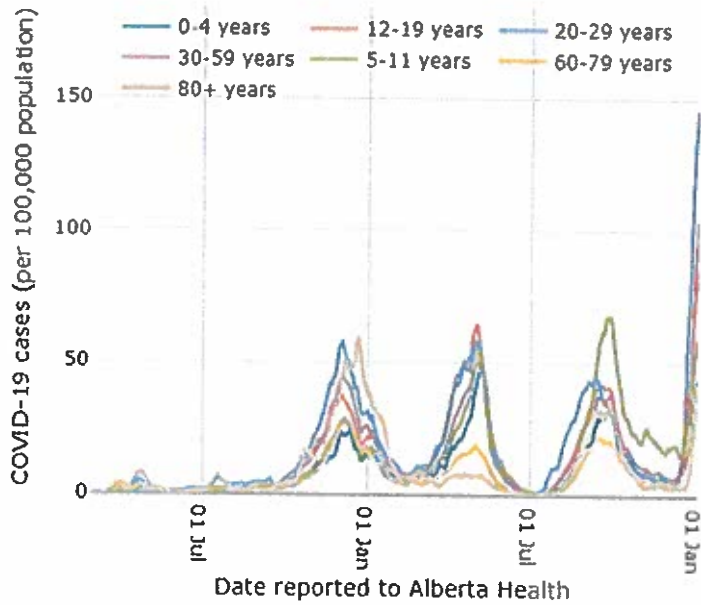
Please note: given that many people with a self-administered positive rapid test do not need PCR testing, we know the data greatly underestimates the number of people infected with COVID-19 across the province.

	Active Cases (as of Jan. 5)	Active Cases (as of Dec. 28)*	Per cent Change
Calgary	19,261	9,293	+107.3%
Edmonton	14,972	6,216	+141.0%
North	1,523	597	+155.0%
Central	1,993	687	+239.5%
South	1,545	471	+228.0%
Unknown	603	132	+357.0%

Cases by Age Group

As of Jan. 2, Albertans aged 20 to 29 had the highest seven-day rolling average of new daily COVID-19 cases, with 145.71 cases per 100,000 people, the highest rate reported during the pandemic. Albertans aged 30 to 59 had the second-highest rate with 104.43 cases per 100,000 people, followed by children aged 12 to 19 with 85.43 cases per 100,000 people. Trends in cases in Alberta by age group are shown in the graph below.

9



As of Jan. 5, 3,336 individuals have passed away from COVID-19 including 26 additional deaths since the last report. We extend our condolences to the families of these individuals, and to all who have lost loved ones from any cause during this time.

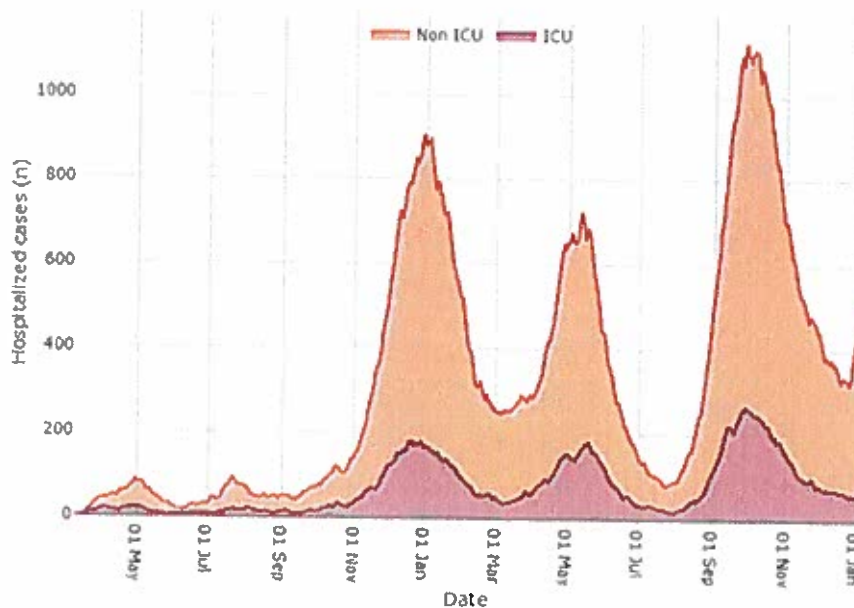
Hospitalizations

434 individuals were in non-ICU hospital beds for COVID-19 on Jan. 5, compared to 314 individuals in non-ICU hospital beds on Dec. 28, a 38.2 per cent increase.

The breakdown of hospitalizations by zone as of Jan. 5 is as follows:

- 212 hospitalizations with 25 of those in ICUs in Calgary Zone,
- 136 hospitalizations with 25 of those in ICUs in Edmonton Zone,
- 77 hospitalizations with 7 of those in ICUs in Central Zone,
- 51 hospitalizations with 4 of those in ICUs in North Zone, and
- 22 hospitalizations with 3 of those in ICUs in South Zone.

10



Variant Screening

Targeted screening for variants of concern resumed on December 23, 2021. For variants of concern, from Dec. 28 to Jan. 3, the average percent of positive samples that were strain-typed was 20 per cent. Of those strain-typed, the rolling average was 93.4 per cent Omicron variant, 3.9 per cent Delta variant, and 2.7 per cent wild type or presumptive 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 Jan. 5, 388,995 cases of COVID-19 have been detected in Alberta and 15,960 individuals have ever been hospitalized, which amounts to 4.1 individuals for every 100 cases. In all, 345,762 Albertans have recovered from COVID-19, meaning they are no longer considered contagious.
- From Dec. 29 to Jan. 5, 89,211 COVID-19 tests were completed, an eight-day average of 11,151 tests per day. During this period, the daily positivity ranged from 28.03 per cent to 39.05 per cent. This is the highest percent positive reported during the pandemic. As of Jan. 5, 6,463,880 tests have been conducted and 2,657,823 individuals have ever been tested.
- 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 Dec. 27 to Jan. 2 the province-wide R value was 1.35 and the previously reported value was 0.96.
- Public reporting of schools continues and you can find more information [here](#).

Further Changes to Case Investigation and Outbreak Management

In response to the continued rapid spread of the Omicron variant, AHS has made additional changes to case investigation and outbreak management.

At this level of COVID-19 spread in our communities, and with multiple possible sources of infection for each case, we have shifted our approach in order to continue to mitigate COVID-19 spread in high-risk settings, while also supporting other areas of the healthcare system in need.

We do not make these decisions lightly. As we have many times before, we must remain nimble to the changing needs of the pandemic response.

Effective Dec. 31 AHS has paused investigation and outbreak management activities for children, schools and daycares. With students returning to classrooms on Jan. 10, students and school staff will still be notified of their test results by SMS text or autodialer, and may receive a call to ensure they are aware of



isolation requirements.

The team will continue to support investigation for:

- Patients in hospital with COVID-19
- Healthcare workers
- Residents and staff of congregate care settings (including LTC, DSL, lodges, hospices)
- Residents and staff of congregate living settings (corrections, shelters)

The team will continue to call people who have not consented to receive their test results by SMS text or autodialer, complete routine case notification calls as capacity allows, and support reporting for adverse events following immunization. People who have had a PCR test will continue to receive a SMS text message or autodialer notification with their test result.

In addition, outbreak management is now focused on the following high priority settings only:

- Acute care
- Congregate care (long term care, designated supportive living, lodges, hospices)
- Congregate living (corrections, shelters)

Outbreak management for all non-high priority settings has been paused. This includes schools and daycares.

The outbreak team will no longer routinely declare new outbreaks in settings outside the high priority ones. Community outbreaks with a surge in cases leading to severe outcomes will be addressed as needed.

We expect to see COVID-19 cases connected to workplaces increase and our teams will continue to support workplaces with recommendations to prevent further spread of the virus.

COVID-19 Immunizations

Get Immunized - take the first mRNA vaccine available for your third dose

Please take the first mRNA vaccine available to you for a third dose rather than waiting for your preferred brand to be available. Both the Moderna and Pfizer vaccines offer a high level of protection against severe outcomes from COVID-19.

Moderna is in good supply and we anticipate additional Pfizer supply in the coming weeks. The Moderna vaccine is recommended for people ages 30 and up.

The Pfizer vaccine is recommended for people 12 to 29 years of age for booster purposes, as a cautionary measure. While there is a slightly increased risk of myocarditis in younger people from Moderna, especially in males, individuals are much more likely to experience myocarditis from COVID-19 infection than the vaccine.

Albertans aged 18 and older who received their second COVID-19 vaccine at least five months ago should book a third dose as soon as possible.

Book appointments for third doses online with participating pharmacies, or AHS by using the [Alberta vaccine booking system](#), by calling or walking into your local pharmacy, or calling AHS at 811. In addition, there are some family physicians offering vaccines in their clinics.

Vaccine rollout to ages 5 to 11 continues

As of Jan. 4, approximately 37.3 per cent of children aged five to 11 have received one dose of the COVID-19 vaccine. Appointments can be booked [online](#) or by calling Health Link at 811 and are only available at AHS sites. In the rural zones, walk-ins are available at some sites. Check [ahs.ca/vaccine](#) for more information. Children who live on a First Nations reserve can access doses through the nursing stations or public health clinics on-reserve.



In Canada, third doses are not currently recommended for children five to 11. They are also not currently recommended for those 12 to 17 years of age, unless they have an [eligible immunocompromising condition](#). Evidence continues to be reviewed nationally and provincially.

This week, the [U.S. Food and Drug Administration \(FDA\)](#) authorized the use of a third dose of the Pfizer vaccine for children between 12 and 15 years of age. They also shortened the time between the completion of a primary vaccine series and a booster dose to at least five months, and authorized a third dose for children aged five to 11 years who are immunocompromised.

Get immunized after COVID-19 infection

There is no mandatory waiting period between having COVID-19 disease and being immunized; however, if you've had COVID-19, you must wait until you have completed your required [isolation period](#) and are feeling better before getting the vaccine, or your next dose.

Some medicines can affect the way your immune system responds to vaccines. People who take medicines that affect their immune system, or had medicine to treat their COVID-19 infection should check with their doctor about when to get immunized.

For an overview of current evidence, general recommendations and clinical considerations see [Information on Immunization after COVID-19 Infection](#) from Alberta's Chief Medical Officer of Health.

Vaccine Availability

mRNA Vaccines - These vaccines continue to be recommended as the most safe and effective vaccine choice for those able to receive them. People without a contraindication to an mRNA vaccine, who have been immunized with a single dose of Janssen as their only vaccine, are recommended to have a booster dose of mRNA vaccine after five months.

AstraZeneca - If you received AstraZeneca for your first dose, you can choose either the AstraZeneca vaccine or an mRNA vaccine (Pfizer/Moderna) for your second dose. Both options will provide additional protection and count as completing your vaccine series in Canada. International jurisdictions may have different standards for a complete immunization series. Call Health Link at 811 to book your second dose of AstraZeneca. If you received two doses of AstraZeneca for your primary vaccine series, it is recommended that you receive an mRNA vaccine as your booster dose at least five months after your second dose. If you received the AstraZeneca vaccine as a first dose, followed by a two-dose mRNA vaccine series, a booster dose is not recommended or required at this time.

Janssen (Johnson and Johnson) – The Janssen vaccine is available for people with a contraindication to currently available COVID-19 vaccines. This includes people who have had a dose of COVID-19 vaccine previously and had a serious adverse reaction. A minimum of 28 days from any previously received COVID-19 vaccine is required and only one dose of the Janssen vaccine is needed to be fully immunized. The Janssen vaccine is available for Albertans 18 years of age and older and is administered at AHS clinics in select locations across the province.

Things You Need to Know

Verna's Video Message - The Omicron Variant

As you know, Omicron, the latest COVID-19 variant of concern, is spreading across the province. Alberta's positivity rate has been as high as 39 per cent this week. This is the highest positivity rate we have ever had in this province, including all previous waves.

While we are still learning about Omicron, we do know that it is highly transmissible. We expect we will continue to see a considerable increase in cases over the coming weeks.

There are still many unknowns about this variant of concern. Joining me (Verna) on [the vlog to discuss what we have learned about Omicron and what it means for staff, patients and the healthcare system](#) are:

13

- Dr. Mark Joffe, Vice President and Medical Director, Cancer Care Alberta, Clinical Support Services and Provincial Clinical Excellence
- Dr. Laura McDougall, Senior Medical Officer of Health



Self-Care Resources help Albertans Manage COVID-19 Symptoms at Home

Following the rapid spread of the Omicron variant throughout the province and the growth in COVID-19 cases, many Albertans calling Health Link 811 are unsure how to manage symptoms, or if they need to seek care with a positive COVID-19 test result.

While COVID-19 can cause serious illness, most people can recover without special treatment.

AHS has launched a [new web resource](#) to help Albertans manage mild COVID-19 symptoms at home. It includes:

- What to do when you have symptoms of COVID-19
- How to provide effective self-care at home to yourself or a family member
- When to test for COVID-19, and
- How to manage prolonged COVID-19 symptoms.

We need to ensure people who need immediate care in Urgent Care Centres, Emergency Departments and hospitals are able to receive it, and that those who can manage mild COVID-19 symptoms can care for themselves and their loved ones at home.

Albertans can visit the site at ahs.ca/covidselfcare.

AHS Policy for Staff Attending Work

AHS has updated the [Attending work with COVID-19 symptoms, positive test, or close contact directive](#) to align with public health measures announced on Dec. 31, which came into effect on Jan. 3. These changes are necessary to balance the protection of our people and patients from the highly transmissible Omicron variant, as well as to ensure we have the staffing necessary to maintain critical services.

Key changes to the directive include:

- Shorter work restriction period for fully immunized healthcare workers who test positive for COVID-19. This means fully immunized workers can return to work after day 5 as long as symptoms are improving and you've been without fever for 24 hours.
- New guidance for healthcare workers who are close contacts:

14

- Introduction of 10 days of rapid testing for close contacts who are fully immunized (note, this differs from the temporary frequent testing option under the [Immunization or Testing of Workers for COVID-19 Policy](#)).
- Fully immunized workers with a booster dose can remain at work if they are a close contact, without any testing requirement, as long as it has been at least 14 days since the booster dose.
- Workers who are not fully immunized will be restricted from work for 14 days if they become a close contact.

Staff must continue to use the [Online Fit for Work Screening Tool](#).

Update: Designated Support and Visitor Access Screening Questionnaires

As we continue to learn more about the Omicron variant of COVID-19 AHS is proactively taking precautions to limit transmission of the virus. As such, AHS will continue to require that designated support persons and visitors who test positive for COVID-19, whether asymptomatic or symptomatic, not enter an acute care, ambulatory, urgent or emergency services site for a **minimum of 10 days** from the positive test date or from the onset of COVID-19 symptoms, unless qualifying for a CMOH exemption as the designated support person for minor children or dependent adults in need of medical care. This is regardless of immunization status. For those who are symptomatic, symptoms must have resolved and they must be fever free for at least 24 hours before entry.

As healthcare settings are more vulnerable environments, maintaining the 10-day requirement will help us to protect those in our care.

Please review the screening questionnaires to ensure you are using the latest version:

- [Standard](#) (Daily Designated Support Person & Visitor Screening Questionnaire For Acute Care, Ambulatory, Emergency & Urgent Care)
- [Visitors to continuing care](#)

More information on designated support and visitor access is available at ahs.ca/visitation.

Influenza Immunization Update

As of Jan. 1, 1,104,224 doses of influenza vaccine have been administered, which is approximately 25 per cent of the population. 17 influenza cases were identified over the holidays, bringing the total to 34 confirmed cases of influenza so far this season.

Influenza is serious and immunization works to lower your risk of influenza infection. It is safe to get the influenza and COVID-19 vaccines at the same time. We have substantial data regarding the safety of COVID-19 vaccines and currently, there are no known safety concerns with administering both vaccines at the same time. For more information on influenza, visit ahs.ca/influenza. Interactive aggregate data is available online at [Alberta influenza statistics](#).

Fairview Health Complex sets specific outpatient service hours

The Fairview Health Complex has set specific hours for outpatient services. Outpatient services - for patients seeking medical care for non-urgent issues, or minor ailments - will be available at the Fairview Health Complex between 9 a.m. and 1 p.m., seven days a week. Patients must register at the emergency department and will be assessed and triaged by nursing staff prior to being seen by a physician. The emergency department remains open 24/7 for urgent medical needs.

Online adult weight-management sessions

Central Zone residents wanting to learn principles of effective weight management are invited to register for workshops include Adult Weight Management Level 1, 2, 3 and Introduction to Bariatric Surgery. In Level 1, participants will learn to manage calories and nutrition. Level 2 provides strategies to manage thoughts and feelings that affect behaviour change, and in Level 3, participants will learn to maintain positive habit changes. The last workshop offers general information about bariatric surgeries including possible complications, and the steps clients can take to be successful.

15

Participants have to attend each level consecutively. Zoom workshops will be offered from Jan. 11. Interested residents can call the Alberta Healthy Living Program at 1-877-314-6997 to register.

Online sessions help seniors stay healthy and socially connected

Central Zone seniors are invited to learn practical ways to remain healthy and socially connected. Workshops will be offered on Jan. 10, 24, Feb. 11 and 28 from 9 a.m. to 11:30 a.m. Participants can join virtually with a computer, a tablet or a phone. Interested participants can call 1-877-314-6997 to register.

Making mealtimes happy times

Parents and guardians of young children in Central Zone are invited to free Goodbye Mealtime Struggles workshops on Jan. 19 and Feb. 17 via Zoom. The program is led by a registered dietitian and a pediatric occupational therapist. The workshops help parents and guardians learn how to overcome mealtime conflicts with children from one to five years of age. Participants can call their [community health centre](#) to register, and they'll receive a Zoom link one day before the workshop.

Online prenatal classes offered

Central Zone residents who are pregnant or trying to become pregnant to free online prenatal classes on Jan. 18 and Feb. 15, noon to 1:15 p.m. During the class led by registered dietitians, participants will learn about meal and snack ideas, nutrients they need in pregnancy, safe foods to eat during pregnancy and more. Dietitians will be available to answer questions, provide resources and handouts. Participants can register on the [Central Zone Eventbrite Page](#). They will receive an email with a Zoom link two days before the workshop.

Mobile mammography to visit Rocky Mountain House

Women in Rocky Mountain House ages 50-74 - the group most at risk of developing breast cancer - will have local access to mammography services when the AHS' Screen Test program visits their community. The mobile mammography trailer will be stationed at Rocky Mountain House Health Centre, 5016 52 Ave. on Jan. 21, 22, 24-29, 31 and Feb. 1. Residents can book an appointment or learn more about the program by calling toll-free 1-800-667-0604. Due to COVID-19, Screen Test is taking a number of precautions to ensure the safety of clients and staff. Details will be shared when residents book an appointment.

Join the Conversation

Help name Calgary's new centre for child and adolescent mental health

Alberta Health Services has partnered with the Alberta Children's Hospital Foundation and our generous community to build a new centre for child and adolescent mental health in northwest Calgary. When it opens next fall it will be unlike any other centre in Canada, providing three crucial new services: a dedicated walk-in clinic, an intensive treatment program and Calgary's first mental health day hospital – all supporting youth and families in the Calgary area. The centre will be at the Child and Adolescent Addiction, Mental Health and Psychiatry Program site.

We are inviting our entire community to help name the new building. [Add your voice to the conversation by taking a short survey](#). It will take less than 10 minutes to share your thoughts. Thank you for participating!

Lakeland Communities HAC to learn about the Rural Mental Health Project

Join the Lakeland Health Advisory Council January 12 from 5-8 pm to learn about the Rural Mental Health Project as presented by the Canadian Mental Health Association (CMHA). For the meeting link, contact community.engagement@ahs.ca with 'Lakeland' in the subject line.

Join David Thompson HAC Conversation on Palliative Health Services

Join this virtual conversation on palliative care services in the Central Zone and learn about advance care planning, including goals of care and personal directives. The event is on January 13, 6-7 pm. Registration is required, via [Eventbrite](#).

Volunteers wanted!

Recruitment continues to the Lesser Slave Lake and True North Health Advisory 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

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.

University Hospital Foundation receives major donation toward kidney care

The University Hospital Foundation recently recognized Qualico for their generous donation of \$750,000, which will support the expansion of [West Edmonton Kidney Care](#) and the quality of life for Albertans who are living with end-stage kidney disease.

With donor support, the foundation is moving closer toward its goal of expanding West Edmonton Kidney Care's home dialysis program and giving kidney patients more comfortable, accessible care.

Art for Heart raises funds for Stollery Children's Hospital

Some of Edmonton's best artists competed against each other for a good cause. Four tattoo artists went head-to-head against four of the city's top comic illustrators in the [Art for Heart](#) competition to raise money for the Stollery Children's Hospital.

The groups of artists were given a theme and input from the audience to craft unique pieces that were auctioned off. David Tuff, the event organizer, said the idea behind the event came from when he drew and auctioned off an art piece while his daughter was in the Stollery for her first heart surgery.



"Because of the time we spent at the Stollery, (my daughter), she's six now and she's running around," Tuff said. "She was born with a rare heart defect so the Stollery has been a second home to us. They've always been amazing and just so awesome. So I wanted to give back in the best way I could."

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. You can see messages we have received – and add your own - on our [Sharing the Love](#) webpage.

Wrapping Up - 2022 Arrives with a Bang

Here we are, just over a week into 2022, and it certainly has started with a bang! We hope you found time over the holiday break to rest and recharge as it seems the Omicron variant will not be giving us an easy start to this New Year.

You can help support the health system by ensuring you have your third/booster dose of the COVID-19 vaccine and your influenza immunization, and please, stay home with any symptoms consistent with an infectious illness.

We thank all those AHS staff, healthcare providers and physicians who continue to demonstrate their commitment to the health of Albertans during this difficult season. We truly feel privileged to move into 2022 as part of this amazing team.

With enduring gratitude and appreciation,



Dr. Verna Yiu
AHS President & CEO

Dr. Laura McDougall
Senior Medical Officer of Health

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18

December 20, 2021

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Sent via e-mail: cao@onoway.ca

Attention: Town Council Members

Dear Town Council Members:

Re: 2021 AUDIT PLAN

A. INTRODUCTION

The objectives of this letter are as follows:

- a) To communicate clearly with Council our responsibilities in relation to the financial statement audit, and provide an overview of the planned scope and timing of the audit;
- b) To obtain from Council information relevant to the audit;
- c) To provide Council with timely observations arising from the audit that are significant and relevant to Council's responsibility to oversee the financial reporting process; and
- d) To promote effective two-way communication between the auditor and Council.

Clear two-way communication between the auditor and those charged with governance (Council) is an integral part of every audit. After reviewing the audit plan, please advise us whether there are additional areas of concern to Council which we should consider.

This letter should not be distributed without the prior consent of Metrix Group LLP and Metrix Group LLP accepts no responsibility to a third party who uses this communication.

B. SERVICES TO BE PROVIDED

We have been engaged by Council to perform the following services:

a) Audit services

- Audit of the Town of Onoway financial statements.
- Audit of the Town of Onoway *Financial Information Return*.

b) Non-audit services

- We have not been engaged to provide any non-audit services.

C. AUDITOR INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian Auditing Standards recommends that we communicate to Council, at least annually, all relationships between our firm and the Town that, in our professional judgment, may reasonably be thought to bear on our independence.

We are currently not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence. We will provide our annual letter confirming our independence up to the date of our report at the conclusion of the audit.

D. AUDITOR RESPONSIBILITIES

It is important for Council to understand the responsibilities that rest with the Town and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Town's financial statements will be performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable about whether the financial statements as a whole present fairly, in all material respects, the financial position, results of operations and cash flows of the Town in accordance with Canadian public-sector accounting standards. Accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

Canadian Auditing Standards do not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to Council.

E. MANAGEMENT RESPONSIBILITIES

Management is responsible for the preparation of the financial statements in accordance with Canadian public-sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

F. PLANNED SCOPE AND TIMING OF THE AUDIT

In gathering our audit evidence, we will utilize an approach to the audit of the Town that allows us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work will be focused on, but not limited to, areas that we believe have a higher risk of being materially misstated.

To assess risk correctly, we will require a clear understanding of the Town's business and the environment it operates in. We will gain this understanding primarily through discussions with management and staff.

Audit Strategy

Based on our knowledge of the Town, we anticipate utilizing a combination of tests of relevant internal controls and substantive procedures (analysis of data and obtaining direct evidence as to the validity of the items such as third-party confirmation). This type of approach is more appropriate when an entity processes a high volume of transactions and has strong internal controls. By obtaining some of our assurance through tests of controls, we can reduce the substantive procedures that are required.

Significant Risks

Significant risks are identified and assessed risks of material misstatement that, in the auditors' judgment, require special audit consideration. We have identified the following significant risks.

Revenue Recognition

Revenue recognition is presumed to be a significant risk in every financial statement audit. Our audit approach will include examining revenue recognition policies as well as reviewing various grant agreements to ensure revenue is being recognized appropriately.

Management Override of Controls

Canadian Auditing Standards stipulates that management override of controls is considered a significant risk in every financial statement audit. To reduce this risk to an acceptable level, our audit approach will include substantive procedures including testing of manual journal entries, reviews of irregular transactions, and assessing key estimates for potential bias.

Materiality

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

Canadian Auditing Standards require the use of both quantitative and qualitative factors in determining materiality. In planning our audit, we have concluded that a materiality level of 2% of operating revenue is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

We may update our materiality if actual amounts differ significantly from the estimates or circumstances suggest particular balances, results or disclosures may impact users' decisions.

Audit Team

Our team includes skilled professionals who have experience working on local government audits. We will provide the following team:

Engagement Partner
Senior Accountant

Philip Dirks, CPA, CA
Jordan Kwan, CPA student

Timing of the Audit

We performed audit planning and interim audit work in November and December 2021.

The year-end audit fieldwork is tentatively scheduled to take place the week of February 7, 2022.

We anticipate presenting the audited financial statements to Town Council at the March 17, 2022 Council meeting.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

22

G. AUDIT FEES

We understand that the Town demands value and we strive to provide the highest quality services while working with the Town to control costs.

We estimate our audit fees for the 2021 fiscal year will be in the amount of \$15,500. This estimate, which does not include GST or out-of-pocket expenses, assumes that our responsibilities will be limited to the expression of an opinion on the Town's financial statements. We will not be required to perform accounting work, prepare working papers, or provide any other non-audit responsibilities.

H. NEW AND REVISED PUBLIC SECTOR ACCOUNTING BOARD STANDARDS

The following is a summary of recently issued *Public Sector Accounting Board* pronouncements. We encourage the Town's accounting staff to review these to determine the potential impact to the Town.

Effective Fiscal Years Beginning on or After April 1, 2022

PS 3280 – Asset Retirement Obligations (new)

- Establishes standard that addresses the accounting and reporting of legal obligations associated with the retirement of tangible capital assets.
- Includes obligations associated with solid waste landfill sites covered under *PS 3270 – Solid Waste Landfill Closure & Post-Closure Liability*.
- Earlier adoption is permitted.

Effective Fiscal Years Beginning on or After April 1, 2023

PS 3400 – Revenue (new)

- Establishes a standard that addresses the accounting and reporting of revenue not previously addressed in the CPA Canada Public Sector Accounting Handbook.
- Provides a framework for recognizing revenue by distinguishing between revenue that arises from transactions that include performance obligations from transactions that do not have performance obligations.
- Earlier adoption is permitted.

I. REQUESTS OF COUNCIL

During the course of your duties as the Council, you may become aware of additional areas of concern, from an audit perspective, that you would like us to address. We welcome discussion on any areas of audit concern that Council may have.

Additionally, we request that you inform us (prior to the commencement of our year-end work) whether Council has knowledge of any actual, suspected, or alleged fraud affecting the Town.

J. COMMUNICATION OF THE RESULTS

At the completion of our audit, we will communicate to Council matters arising from the financial statement audit. Our communication will include the following:

- Matters required to be communicated to the Council under Canadian Auditing Standards including possible fraudulent activities, possible illegal acts, significant weaknesses in internal control and certain related party transactions;
- Our views about significant qualitative aspects of the Town's accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Other matters, if any, arising from the audit that, in our professional judgment, are significant to the oversight of the financial reporting process; and
- Any other matters previously agreed to with Council.

We trust this communication will provide you with an update on the current developments within the accounting profession as well as clarify our responsibilities and audit approach.

Please do not hesitate to contact us about any of the above items or other matters of concern to Town Council.

Yours truly,

METRIX GROUP LLP



Philip J. Dirks, CPA, CA
Partner

cc: Wendy Wildman, Chief Administrative Officer

debbie@onoway.ca

From: Wendy Wildman <cao@onoway.ca>
Sent: December 20, 2021 11:11 AM
To: Debbie Giroux; Shelley Vaughan
Cc: Jason Madge
Subject: Fwd: Onoway 2021 Audit Plan
Attachments: image001.png; Untitled attachment 00172.htm; image002.png; Untitled attachment 00175.htm; image003.png; Untitled attachment 00178.htm; image004.png; Untitled attachment 00181.htm; image005.png; Untitled attachment 00184.htm; image006.png; Untitled attachment 00187.htm; image007.png; Untitled attachment 00190.htm; image008.png; Untitled attachment 00193.htm; image009.png; Untitled attachment 00196.htm; Onoway 2021 Audit Plan.pdf; Untitled attachment 00199.htm

Deb for next agenda

Shel numbers for our budget

Sent from my iPad

Begin forwarded message:

From: Phil Dirks <PDirks@metrixgroup.ca>
Date: December 20, 2021 at 1:03:21 PM EST
To: Wendy Wildman <cao@onoway.ca>
Subject: Onoway 2021 Audit Plan

Good morning Wendy,

I hope you are doing well.

The 2021 audit plan is attached – if you have no concerns, please forward to the Council members for their review.

Thanks

Phil Dirks, CPA, CA | Partner

25

**ONOWAY PUBLIC LIBRARY BOARD
2021/22 BOARD MEMBER LIST**

NAME	EXPIRY
Lorne Olsvik, Chair Board Member at Large	Jan 2023 2 year term (second 2 year term began Jan. 2021)
Marge Hanssen, Vice-Chair Board Member at Large	Jan 2022 3 year term
Shirley Boissonnault Board Member at Large	January 2024 3 year term
Heather Breitzkreuz Board Member at Large	January 2024 3 year term
Lisa Johnson Town Elected Board Member	Jan 2023 1 year term
Glen Usselman Board Member at Large	Jan 2023 2 year term (second 2 year term began Jan. 2021)
George Vaughan Board Member at Large	Jan 2022 3 year term
Robert Winterford Town Elected Board Member	Jan 2023 1 year term

26

MOVED by Heather Breitkreuz that the Board recommend to the Town of Onoway that the terms of Marge Hanssen and George Vaughan be renewed, each for additional 3 year terms and that the Board would like to recruit up to two additional members at large who have a background in early childhood interests.

CARRIED

Nov 30, 2021 Library Board meeting

A handwritten mark consisting of a circle with the letters 'L' and 'H' inside, possibly representing initials or a signature.

Municipal Councils and Library Boards: Roles and Responsibilities

Public Library Service in Alberta: An Overview

In Alberta, public library service is **municipally based**. A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community via a local library. Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

Municipalities may join a regional library system. A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

Municipal Councils and Library Boards: Roles and Responsibilities

Public library boards in Alberta are not subject to the MGA, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, not the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit www.albertalibraries.ca.

The Public Library Network links public libraries at a provincial level and enables sharing. In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

The Roles and Responsibilities of a Municipal Library Board

The municipal library board is the legal entity that manages and controls the library. Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

The library board is a governing board, not an advisory board – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.

Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision of whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.

Municipal Councils and Library Boards: Roles and Responsibilities

2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member is a trustee, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

Council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a "Council Rep" or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

Alternates are not allowed on a municipal library board.

All appointments to the municipal library board shall be for a term of up to three years.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member's place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).

Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board and the community.

3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 1.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the *Municipal Government Act (MGA)*.

5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.

Municipal Councils and Library Boards: Roles and Responsibilities

7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

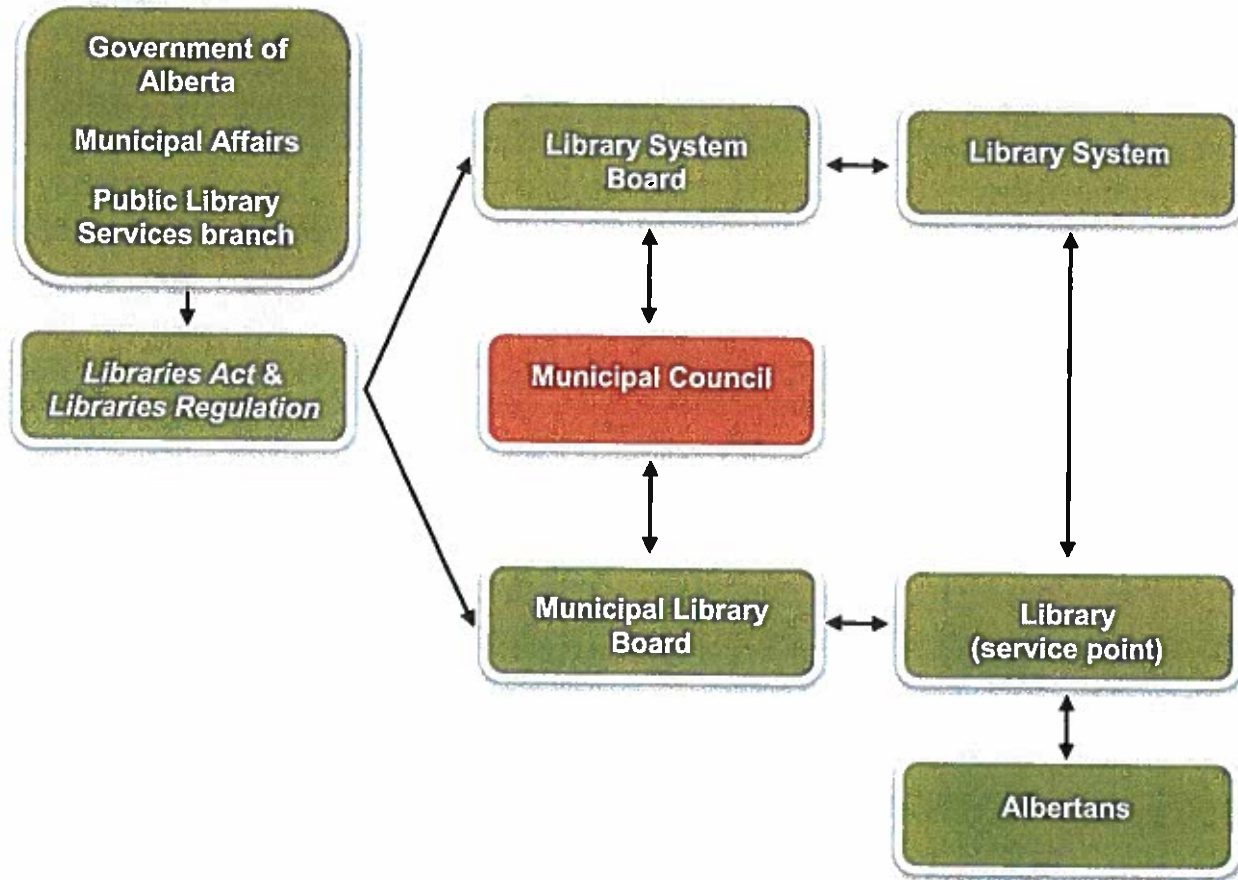
9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

Municipal Councils and Library Boards: Roles and Responsibilities

Structure of Public Library Service in Alberta



Support and Resources

If you have any questions please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

debbie@onoway.ca

From: cao@onoway.ca
Sent: January 7, 2022 10:57 AM
To: lkwasny@onoway.ca; ljohnson@onoway.ca; 'Bridgitte Coninx'; rmurray@onoway.ca; 'Robert Winterford'; 'Jason Madge'; 'Debbie Giroux'
Subject: FW: RSVP for our Emerging Trends in Municipal Law this February

Council this will be on your Jan. 20 agenda for consideration, but given the tight timeline thought we should send via email first.

February 17 is the date for their Edmonton session but it is also our regular Council meeting date. So either we look at moving our meeting or maybe we try participating virtually for their Calgary session on the 10th?

Reynold Mirth Richards Farmer (RMRF) will also be hosting a law seminar in the near future (its usually March).

We normally try to attend these as there is always useful information.

Let me know your thoughts, please and 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

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: Thompson, Prescilla <pthompson@brownleelaw.com>
Sent: January 7, 2022 10:25 AM
To: 'cao@onoway.ca' <cao@onoway.ca>
Subject: RSVP for our Emerging Trends in Municipal Law this February

35



EMERGING TRENDS IN MUNICIPAL LAW

The trends you need to know
for your community to grow

Calgary | February 10, 2022 | Virtual Option
Edmonton | February 17, 2022 | on Both Dates

Topics include:

- Employment Law in the Time of COVID
- Privacy and Freedom to Information Issues
- How to Manage Legal Matters
- Municipal Tax Powers, Conflicting Fiduciary Obligations
- Case and Legislative Updates
- Q&A bear pit session where our lawyers will answer your questions.

In-person Registration \$185 + GST
Virtual Registration \$85 + GST
Event is by invitation only.

[CLICK HERE](#)
to Register for February 10, 2022

[CLICK HERE](#)
to Register for February 17, 2022

BrownleeLaw.com

Dear Wendy,

You are invited to join us this February for our annual **Emerging Trends in Municipal Law** seminar featuring topics curated for our elected and administrative municipal clients.

Emerging Trends in Municipal Law will be held in-person in Calgary and Edmonton – and we will also offer a live-stream option if you are unable to attend in person.

The following topics will be featured at both sessions: employment law in the time of COVID, privacy and freedom to information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case and legislative updates, and a Q&A bear pit session where our lawyers will answer your questions.

In-person Registration \$185 + GST
Virtual Registration \$85 + GST

If we must switch to an entirely virtual event due to COVID, we will issue refunds or transfer in-person registrations to virtual tickets and refund the difference.

Details:

Emerging Trends in Municipal Law - Calgary
Date: Thursday, February 10, 2022
Time: 8:30 am – 3:30 pm reception to follow

36

Location: Best Western Premier Calgary Plaza Hotel & Conference Centre

Address: 1316 - 33 St. NE, Calgary

→ Register here: YYC

Discounted room rates are available at the Best Western Premier Calgary Plaza Hotel from \$125 for double occupancy, only available until **January 10, 2022**.

Call 1.403.248.8888 and quote Brownlee LLP-MAIN or click here to book.

Emerging Trends in Municipal Law - Edmonton

Date: Thursday, February 17, 2022

Time: 8:30 am – 3:30 pm reception to follow

Location: Edmonton Expo Centre

Address: 7515 - 118 Ave. NW, Edmonton

→ Register Here: YEG

Discounted room rates are available at the Sutton Place Hotel from \$129 a night. Only available until **January 28, 2022**. Call 1.800.SANDMAN and quote BROWNLEE2022 or click here to book.

If you have any questions please contact, Prescilla Thompson by email:

pthompson@brownleelaw.com

Event is by invitation only.

We hope you can join us!

Brownlee LLP



PRESCILLA THOMPSON | MARKETING ASSISTANT | BROWNLEE LLP

PRONOUNS: SHE/HER/HERS

MARKETING

m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | pthompson@brownleelaw.com

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | www.brownleelaw.com

To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.

Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).

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37

debbie@onoway.ca

From: cao@onoway.ca
Sent: December 13, 2021 8:54 AM
To: debbie@onoway.ca
Cc: 'Jason Madge'
Subject: FW: Media Request for the University of Calgary's Canadian Northern Corridor Research Program
Attachments: CNC Recent Research.pdf; Untitled attachment 00036.htm

Deb addition to 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: Len Kwasny <lkwasny@onoway.ca>
Sent: December 11, 2021 8:29 AM
To: Wendy Wildman <cao@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Robert Winterford <rwinterford@onoway.ca>; Robin Murray <rmurray@onoway.ca>; Bridgitte Coninx <bconinx@onoway.ca>
Subject: Fwd: Media Request for the University of Calgary's Canadian Northern Corridor Research Program

Is this something we should consider getting involved in. Looking for input.

Thanks,

Len

Sent from my iPad

Begin forwarded message:

From: Janet Jabush <Janet.Jabush@maverthorpe.ca>
Date: December 10, 2021 at 2:59:49 PM MST
To: Abby Keyes <akeyes@westlock.ca>, Albert Ostashek <aostashek@hinton.ca>, Amanda Golob <amandagolob4749@gmail.com>, Amila Gammama <agammana@draytonvalley.ca>, Anita Fisher <afisher@devon.ca>, Anna Underwood <councillorunderwood@wembley.ca>, Anthony Oswald <aoswald@barrhead.ca>, "April Doll, CAO" <cao@manning.ca>, "Arno Glover, CAO" <cao@bowden.ca>, Ben Berlinguette <bberlinguette@valleyview.ca>, Ben Gronberg <bgronberg@devon.ca>, Bill Ballas <bballas@draytonvalley.ca>, Bill Given <bgiven@town.jasper.ab.ca>, "Bill Lewis, CAO" <bill@townofswanhills.com>, Bill McAree <billmcaree@whitecourt.ca>, Bob Clermont



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Subject: Media Request for the University of Calgary's Canadian Northern Corridor Research Program

I just received this through the REDA email and I thought I'd fan it out.

Janet

==== Forwarded message =====

From: Jade McLean <jmclean@cascadeprojects.ca>

To: "manager@growthalberta.com" <manager@growthalberta.com>

Cc: "Richard Piche" <rpiche@cascadeprojects.ca>, "Allison

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Date: Fri, 10 Dec 2021 12:01:15 -0700

Subject: Media Request for the University of Calgary's Canadian Northern Corridor Research Program

==== Forwarded message =====

Good afternoon,

My name is Jade McLean and I am contacting you on behalf of Cascade Projects, an Indigenous owned and controlled engagement and consulting firm located in Calgary, Alberta. We are currently working with the University of Calgary's School of Public Policy to facilitate a series of roundtables throughout 2022 as part of the Canadian Northern Corridor (CNC) Research Program. Please see attached the research brief overview.

On January 25th, 2022 and February 8th, 2022, we will be facilitating roundtable discussions with representatives from municipal and provincial governments across Western Canada to solicit perspectives on, and concerns about, the future of infrastructure planning and development in Canada.

We are currently in the recruitment phase for these roundtables. As such, **I am wondering if it would be possible for your organization to help us spread awareness about this event?** For example, this could include sharing social media posts (Twitter, LinkedIn, Facebook), an announcement in your newsletter, an e-mail to your members, and/or posting an announcement or press release on your website. We would provide all promotional materials and content for you to share.

The purpose of this roundtable will be to share ongoing research and knowledge on corridor development with participants, and to collect feedback from subject matter experts to inform the research program, as well as future policy recommendations. You can learn more about the research program here:

<https://www.canadiancorridor.ca/the-research-program/about/>.

Please let me know if this would be of interest. I would be happy to connect with your team to discuss the event in more detail and how we could potentially collaborate. Feel free to contact me at any time (see below for my contact information).

Thank you for your time.

Best regards,

Jade McLean

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42



THE SCHOOL
OF PUBLIC POLICY

CANADIAN NORTHERN CORRIDOR: RECENT RESEARCH OVERVIEW

OCTOBER 2021

43



ACCESS

For free access to Canadian Northern Corridor webinars and publications, please visit www.canadiancorridor.ca

ACKNOWLEDGMENTS

The Canadian Northern Corridor Research Team gratefully acknowledges funding from the Government of Alberta, Prairies Economic Development Canada (formerly Western Economic Diversification) and the Social Sciences and Humanities Research Council. This funding enables us to undertake research until Fall 2022 and complete two-thirds of our planned research program.

The Canadian Northern Corridor Research Program operates within the University of Calgary in Calgary, Alberta. We acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearsaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region 3.

TABLE OF CONTENTS

- 1 **Acknowledgment and Access**
- 2 **Letter from the Program Director**
- 4 **Research Theme Overview**
- 5 **Foundational Studies**
 - The Canadian Northern Corridor: Planning for National Prosperity (2020)
 - Opening Canada's North: A Study of Trade Costs in the Territories (2018)
- 8 **Economic Outcomes**
 - Implications of an Infrastructure Corridor for Alberta's Economy (2021)
- 10 **Environmental Impacts**
 - Climate Change and Implications for the Proposed Canadian Northern Corridor (2021)
- 11 **Funding and Financing**
 - Financing and Funding Approaches for Establishment, Governance and Regulatory Oversight of the Canadian Northern Corridor (2020)
- 12 **Legal and Regulatory**
 - Cross-Canada Infrastructure Corridor, The Rights of Indigenous Peoples and 'Meaningful Consultation' (2020)
- 14 **Organization and Governance**
 - Governance Options for a Canadian Northern Corridor (2020)
- 16 **Strategic and Trade Dimensions**
 - Constraints in the Canadian Transport Infrastructure Grid (2021)
 - Northern and Arctic Security and Sovereignty: Challenges and Opportunities for a Northern Corridor (2021)
- 17 **Canadian Northern Corridor Research Program: Comprehensive Research List**
- 19 **Contact Us**

LETTER FROM THE PROGRAM DIRECTOR

In 2015, the School of Public Policy at the University of Calgary commenced an ambitious national initiative: the Canadian Northern Corridor (CNC) Research Program. We are investigating the feasibility, desirability and acceptability of a corridor concept to advance integrated, long term infrastructure planning and development in Canada. The Corridor Concept includes a conceptual network of multi-modal rights-of-way across middle and Northern Canada, with an accompanying policy, regulatory and governance structure. The Corridor Concept would provide a space for the co-ordinated development of infrastructure such as road, rail, transmission, pipeline and telecommunications. Although a route is not yet determined, if implemented the Corridor Concept would connect northern communities along an east-west axis to ports on all three coasts. It would also integrate with existing and forthcoming energy and transportation infrastructure, including southern transportation corridors.



To launch the School's CNC Research Program, we published an initial concept paper in 2016, and School of Public Policy researchers presented testimony to the Standing Senate Committee on Banking, Trade and Commerce. In 2017, the Senate of Canada endorsed exploration of the Corridor Concept and recommended \$5 million in funding for the School of Public Policy to create a corridor research program.

With partial research funding secured, the School's CNC Research Program is engaging in academically-led and peer-reviewed research on the Corridor Concept. Our work is guided by researchers at the School of Public Policy and draws on the expertise of academics and industry professionals from across Canada. Presented in an approachable style and deliberately industry- and infrastructure-agnostic, the CNC Research Program provides the knowledge base required for informed dialogue, planning and decision-making within government, industry and community circles.

INTENT AND SCOPE

Effective infrastructure planning advances social, economic and environmental goals. Many countries use long-term approaches to national infrastructure planning. The current development process in Canada focuses on planning and developing infrastructure one project at a time and is not guided by a national long-term strategy.

The Canadian Northern Corridor Research Program provides research and analysis to inform a long-term coordinated approach to infrastructure planning. Our research is based on the concept of a multi-modal infrastructure corridor and crosses eight themes:

- Economic Outcomes
- Environmental Impacts
- Funding and Financing
- Geography and Engineering
- Legal and Regulatory
- Organization and Governance
- Social Benefits and Costs
- Strategic and Trade Dimension

44



PROGRESS TO DATE

We began the CNC Research Program with a set of foundational studies to scope the benefits and challenges of implementing the Corridor Concept, and have since completed research under six of eight themes. Our latest foundational paper, *The Canadian Northern Corridor: Planning for National Prosperity*, provides a follow-up to The School of Public Policy's initial publication presenting the Corridor Concept in 2016. The paper's authors summarize the broad scope of the Canadian Northern Corridor Concept and Research Program and identify how a corridor development could benefit people and businesses across Canada, including those in regions with high degrees of existing transportation infrastructure connectivity.

This document, the *Canadian Northern Corridor: Recent Research Overview*, provides a concise snapshot of our research activity and findings in 2020 and 2021, building upon studies completed in previous years. We hope you find it a valuable resource in your planning and decision-making efforts.

NEXT STEPS

In 2021 and 2022, we will augment our academic research efforts with engagement sessions with stakeholders and Indigenous rights-holders, including 17 virtual roundtables and 19 on-the-ground engagement visits with communities across the country. The CNC Research Program will culminate in a final report that synthesizes all academic and engagement research and will include actionable policy recommendations for potential implementation of the Corridor Concept, including recommendations to advance infrastructure planning and development processes in Canada.

We encourage you to visit our website, www.cncr.ca, where you can access the full text of our research reports, join our mailing list, register for live webinars and follow our community and stakeholder engagement efforts.

Sincerely,

Dr. Jennifer Winter
Associate Professor of Economics
Scientific Director, Energy and Environmental Policy Research Division
Program Director, Canadian Northern Corridor Research Program
School of Public Policy, University of Calgary

An important takeaway from the Trump tariffs and Keystone XL cancellation is that Canada needs to think more strategically about the future of our own economy, our non-US international trade relationships and our internal trade relationships between Canadian provinces.

— Dr. G. Kent Fellows
Associate Program Director
Canadian Northern Corridor Research Program
Source: The Globe and Mail, February 3, 2021

CANADIAN NORTHERN CORRIDOR RESEARCH THEME OVERVIEW

THEME	RESEARCH AREAS
FOUNDATIONAL STUDIES	<ul style="list-style-type: none"> Canadian Northern Corridor Concept description and overview Development of underlying context and foundations for future Canadian Northern Corridor research Identification of research direction and themes
ECONOMIC OUTCOMES	<ul style="list-style-type: none"> Potential overall impact on the Canadian economy Potential regional economic impacts Potential Indigenous economic impacts Potential industrial impacts by sector
ENVIRONMENTAL IMPACTS	<ul style="list-style-type: none"> Potential net overall environmental impact Policy options for mitigating impacts Policy options for environmental assessment
FUNDING AND FINANCING DIMENSIONS	<ul style="list-style-type: none"> Private- and public-sector business cases Equity and debt financing options Potential private-sector government and Indigenous participation
GEOGRAPHY AND ENGINEERING	<ul style="list-style-type: none"> Mapping and visualization of corridor dimensions (resource deposits, population centres, existing infrastructure, climate, topography, etc.) Engineering challenges and routing options The potential for transportation system rationalization Potential construction timelines and costs
LEGAL AND REGULATORY DIMENSIONS	<ul style="list-style-type: none"> Federal, Indigenous, provincial and territorial legislative and regulatory approaches Land ownership and right-of-way issues The case for project-specific expenditure programs
ORGANIZATION AND GOVERNANCE	<ul style="list-style-type: none"> Oversight and accountability Community consultation and engagement mechanisms Indigenous partnerships The case for inclusive project-specific institutional arrangements
SOCIAL BENEFITS AND COSTS	<ul style="list-style-type: none"> Potential impact on life in the North — jobs, cost of living, social amenities Potential impact on Indigenous groups and communities Potential impact on life in the south from transportation system rationalization
STRATEGIC AND TRADE DIMENSIONS	<ul style="list-style-type: none"> Arctic sovereignty and national purpose benefits The case for transportation systems in northern development International trade and investment implications

45



THE CANADIAN NORTHERN CORRIDOR: PLANNING FOR NATIONAL PROSPERITY

G. Kent Fellows, Katharina Koch, Afaz Munzur, Robert Mansell and Pierre-Gerlier Forest

The School of Public Policy Publications • Volume 13 • Issue 28 • December 2020

This paper summarizes the broad scope of the Canadian Northern Corridor (CNC) concept and its benefits for Canada, and The School of Public Policy's CNC Research Program. It provides an essential update to the program's 2016 concept paper, *Planning for Infrastructure to Realize Canada's Potential: The Corridor Concept*, by Andrei Sulzenko and G. Kent Fellows.

KEY FINDINGS

- Canada's current infrastructure approach is ineffective and piecemeal; projects are planned and implemented in isolation from one another and regulatory and governance frameworks are specifically designed for individual projects and their purposes. This reliance on one-off projects comes with little or no consideration of a long-term national strategy or integration with other infrastructure initiatives. It can also lead to uncertain outcomes for proponents and extended timelines for applications and approvals, deterring private investors and potentially reducing public infrastructure investment.
- Absent comprehensive and integrated planning, the future of Canada's North and Near North will most likely follow the pattern of the last 50 years: a lack of project certainty and continued proposals for one-off investments in roads to service the needs of individual projects or goals without concern for the positive spillovers that could accrue to communities or other users.
- As a concept, the Canadian Northern Corridor (CNC) is multi-modal and involves a set of pre-approved and administered rights-of-way combined with an institutional framework for its development and operation, improving the economics and decreasing the environmental footprint of infrastructure investments that cross regional boundaries. It allows for integration across multiple infrastructure initiatives, facilitating a long-term national strategy for inter-regional infrastructure.
- By facilitating international market growth and diversification, reducing barriers to interregional trade and improving access to resources, the potential benefits to Canadians are large and wide-ranging. These include job and income creation, decreases in the cost of living, better accessibility to goods and services and an overall improvement to Canadians' well-being associated with higher real incomes.
- The establishment of a single comprehensive and integrated body for corridor regulation and operation under a CNC Concept could enhance the capacity of local communities to plan and participate in long-term infrastructure projects.

- The CNC Concept aims to deliver new economic benefits and participation opportunities for Indigenous communities.
- Even regions with high degrees of existing transportation infrastructure connectivity will benefit from reduced congestion and linkages to new regions.
- The purpose of the CNC research program is to provide the information and analysis necessary to establish the feasibility and desirability of, and most advantageous choices for, the implementation of the corridor concept. The program takes the form of original peer-reviewed academic studies; formal engagement with potentially affected communities, businesses and governments; and an accompanying research dissemination strategy.
- The School of Public Policy's CNC Research Program provides the information base, analysis and evaluation required to assess the feasibility and desirability of establishing permissible corridors in Canada. Integrating formal academic research and a strategy of engagement with potentially impacted communities, the program is working to address key issues such as geographic and engineering feasibility, legal and governance issues, and financial and economic viability.



46



OPENING CANADA'S NORTH: A STUDY OF TRADE COSTS IN THE TERRITORIES

G. Kent Fellows and Trevor Tombe

The School of Public Policy Publications • Volume 11 • Issue 17 • November 2018

This paper presents several measures of the internal and international trade costs faced by Canadian provinces and territories and the economic benefits from lowering these trade costs. The annual GDP of Nunavut, Yukon and Northwest Territories could increase by nearly \$4.7 billion – a massive increase of roughly 50 per cent – if transportation infrastructure in the territories improves to the same level as in the provinces.

KEY FINDINGS

- The northern Canadian territories of Yukon, Nunavut and the Northwest Territories (NWT) rely disproportionately on extra-territorial trade compared to the more southerly Canadian provinces: imports account for between 35 and 40 per cent of spending by the territories, compared to 28 per cent by the provinces, while exports account for 80 per cent of production in the territories compared to two-thirds in the provinces. The territories thus stand to gain more from reductions to internal trade barriers relative to their provincial neighbours.
- Trade costs, broadly understood, are anything that inhibits trade that would otherwise have occurred between two regions. For the territories, these trade costs include regulatory difference, time delays and infrastructure quality, amounting to a tax of 100 to 190 per cent on goods traded to and from the region.
- While shipping distances are a critical determinant of trade costs, we also find that distances matter much more for the territories. Trade costs for trading pairs involving at least one territory are 45 per cent higher compared to trade between pairs of provinces, even where distances are similar, suggesting lower quality infrastructure as an important barrier to gains from trade.
- Most shipments to and from the territories are by truck, with an average shipping distance over 2,100 kilometres (compared to 1,400 km for shipments to provinces). Shipments to territories also generally have a lower value compared to those to provinces while the cost of shipping is higher.
- In recent years, the season for ice roads, currently used in much of the North to transport goods to and from remotely located industrial/mining production and communities, has become shorter and less predictable, implying greater reliance on air transport with a higher associated per tonne-km cost compared to trucking.
- The potential gains from trade liberalization and improved infrastructure quality are significant. The annual combined GDP of Nunavut, Yukon and Northwest Territories could be increased by

between \$4.5 billion – \$6 billion – a productivity gain of roughly 50 per cent or \$40,000 per territorial resident. Additionally, potential gains would represent a reduction in the overall cost of living in the territories of roughly one-third.

- Potential gains would also have benefits for the rest of Canada, with a net spill-over effect worth roughly \$2 billion per year.
- Though further study in this area is needed, the results presented here support the priorities identified by the Senate of Canada in its recent reports advocating for the reduction of internal trade barriers.



47



IMPLICATIONS OF AN INFRASTRUCTURE CORRIDOR FOR ALBERTA'S ECONOMY

Trevor Tombo, Alaz Munzur and G. Kent Fellows

The School of Public Policy Publications • Volume 14 • Issue 7 • February 2021

This paper quantifies the potential impact of increased transportation infrastructure on trade costs by combining data on interprovincial trade flows and mode-specific shipping data. Infrastructure development is particularly valuable for increasing Alberta's GDP: improved rail capacity could increase provincial GDP by up to \$9 billion per year.

KEY FINDINGS

- The benefits of increased pipeline access for Alberta's economy are well known. The benefits of infrastructure corridors, however, go far beyond pipelines. By reducing interprovincial and international trade costs, multimodal infrastructure corridors of road, rail, utilities and communications can potentially create large economic benefits.
- Given that expanded transportation infrastructure capacity can lower trade costs, governments hoping to expand internal trade should explore means of increasing such capacity, especially the possibility of increased rail shipment capacity.
- Priority should be given to infrastructure capacity and policy changes that promote increased trade to underserved markets within the United States and to other international markets.
- Combining rich data on interprovincial trade flows with mode-specific shipment data on volumes, values and shipment costs, we find that rail shipments are a lower-cost means of exporting goods for long-distance trade. We estimate that increased rail penetration lowers trade costs by roughly 0.3 per cent for each percentage point of rail's share of shipments.
- We find that lowering trade costs substantially increases Alberta's real GDP through its effect on international and interprovincial trade flows. Infrastructure capacity is particularly valuable, as we find that increasing the share of exports shipped by rail by 10 percentage points may increase Alberta's GDP by nearly 1.5 per cent in the short-run and over 2.5 per cent in the long-run — equivalent to over \$9 billion per year in economic activity.
- Governments should expand support for research activities into the feasibility and potential benefits of dedicated multimodal infrastructure corridors in Canada and increase the collection and reporting of relevant data on internal trade to facilitate research into the costs producers and consumers face, and the potential gains from internal trade liberalization.



CLIMATE CHANGE AND IMPLICATIONS FOR THE PROPOSED CANADIAN NORTHERN CORRIDOR

Tristan Pearce, James D. Ford and David Hawcett

The School of Public Policy Publications • Volume 13 • Issue 26 • November 2020

This paper reviews scientific evidence on the documented and anticipated impacts of climate change on Northern Canada and examines the implications for future corridor development. Current impacts are expected to continue and intensify in the future, putting existing and new infrastructure in Northern Canada at greater risk of damage.

KEY FINDINGS

- Climate change is already impacting Northern Canada and infrastructure in the region. This includes infrastructure that is similar to what would exist in the proposed Canadian Northern Corridor, or other infrastructure that is a part of industries that drive the demand for expanded transportation through a corridor.
- Based on future climate change projections, current impacts are expected to continue and intensify in the future. This means that existing and new infrastructure in Northern Canada will be at greater risk of damage.
- Climate change impacts are likely to affect the construction of transportation infrastructure in the Corridor. Future climate change projections must be integrated into regulations, codes and standards, design and route planning.
- Maintenance of infrastructure in the Corridor would need to be more robust to mitigate expected climate change impacts. This will likely increase the costs of maintenance, and maintenance procedures will need to be responsive to dynamic conditions over time.
- Climate change could adversely impact and even halt the continuous operation of the Corridor. Climate change could accelerate the deterioration of, and in some instances severely damage, corridor infrastructure. How changing climate conditions could affect "chokepoints" within the Corridor system will be an important consideration.
- The Corridor will need to be responsive to the political economy of climate change. This includes the global movement to reduce greenhouse gas emissions and implications for the global economy that the movement of resources through the Corridor depends on.
- Local communities and Indigenous Peoples must be meaningfully consulted early and often. Early and ongoing communication is necessary to identify if a corridor is desirable and relevant and how it might be impacted by climate change.

48



FINANCING AND FUNDING APPROACHES FOR ESTABLISHMENT, GOVERNANCE AND REGULATORY OVERSIGHT OF THE CANADIAN NORTHERN CORRIDOR

Anthony E. Boardman, Mark A. Moore and Aidan R. Vining

The School of Public Policy Publications • Volume 13 • Issue 25 • October 2020

This paper examines the public and private funding and financing options for corridor development. The federal government, or a consortium of governments, is central in gathering rights-of-way and providing corridor access to infrastructure providers. Within this model, there are numerous options for funding, including user fees, government financing and auctioning access.

KEY FINDINGS

- The federal government or a consortium of governments should constitute an "assembler" that assembles the land rights and grants use rights to infrastructure providers.
- This assembler would be financed by government(s) through debt, taxes, or by reducing other spending. If multiple governments participate in assembling the corridor, each government's share of financing should be agreed upon ex ante.
- The assembler could be funded by auctioning corridor access to infrastructure providers, if the latter can earn sufficient profits, or by value captured through property, sales, corporate or personal income taxes or resource royalties.
- Assembler funding could come from charges to end-users. These charges could be per period access fees or based on usage. We recommend the former, especially in the absence of congestion.
- Financing of private infrastructure is possible if there are sufficient anticipated profits. Potential sources of financing include private corporations, public pension funds, private equity and public-private partnerships (PPPs).
- Funding of infrastructure may be from charges imposed on end-users or from government.
- All infrastructure projects will be natural monopolies and will be regulated to reduce inefficiency. Regulation will be best performed by existing sectoral regulators, which can be funded as they are now.
- PPPs can be funded through availability payments or shadow tolls from government or through usage charges (usually tolls). We do not recommend the use of PPPs due to their higher cost of finance and their reluctance to assume revenue risk. Nevertheless, we recognize that they may be more politically palatable than government provision and funding, and sometimes they are the only feasible option.
- The international evidence provides no novel sources of financing or funding.



CROSS-CANADA INFRASTRUCTURE CORRIDOR, THE RIGHTS OF INDIGENOUS PEOPLES AND 'MEANINGFUL CONSULTATION'

David V. Wright

The School of Public Policy Publications • Volume 13 • Issue 24 • October 2020

This paper presents the diverse contexts of Indigenous rights and interests present in Canada today, clarifies the concept of "meaningful consultation" in contemporary Canadian jurisprudence and relates this body of law to the Corridor concept. Although it may be possible to consult in advance with Indigenous peoples on the most likely uses of the Corridor, significant project-specific consultation will still be required. Details regarding the Corridor's legal form may clarify the extent of these specific consultations.

KEY FINDINGS

- The Canadian legal landscape pertaining to the rights of Indigenous peoples has evolved significantly in the decades since the northern corridor concept was first conceived.
- The Corridor Concept's linear nature would directly and indirectly affect many diverse Indigenous communities that are situated in non-treaty, modern treaty and historical treaty contexts, each with different established or asserted rights, and with each context attracting different consultation obligations on the Crown's part (i.e., the federal or provincial government, or both).
- The duty to consult and accommodate arises in situations where the Crown has actual or constructive knowledge of the existence or potential existence of Indigenous rights or title and contemplates conduct that might adversely affect those rights or title, such as the approval of major infrastructure projects.
- Pursuit of the Corridor Concept, to the extent that it involves Crown action that may adversely affect established or asserted Aboriginal rights or title, would trigger the Crown's duty to consult, as would the review and approval of specific infrastructure projects that may eventually fall within the Corridor.
- Significant clarity now exists in the case law with respect to the duty to consult, including with respect to what constitutes meaningful consultation. As the Federal Court of Appeal recently stated in *Coldwater First Nation v. Canada (Attorney General)*, the "case law is replete with indicia" of what constitutes meaningful consultation.
- In practical terms, meaningful consultation includes, for example, the Crown consulting in good faith, the existence of two-way dialogue, the opportunity to participate in the process and to make submissions, open-mindedness by the Crown about accommodation of Indigenous rights, demonstrable integration of Indigenous communities' concerns, substantive responses

49



GOVERNANCE OPTIONS FOR A CANADIAN NORTHERN CORRIDOR

Andrei Sulzenko and Katharina Koch

The School of Public Policy Publications • Volume 13 • Issue 27 • November 2020

This paper outlines and critically examines a corridor governance process at four stages: developing the initial policy framework; deciding on a corridor route; reviewing and implementing project proposals; and managing ongoing operations and oversight. The Corridor Concept allows for top-down and bottom-up governance options; however, successful implementation will depend on federal government involvement and a segmented development strategy.

KEY FINDINGS

- Governance issues should be considered at an early stage of CNC development in order to facilitate the establishment of a consensus on substantive questions that include corridor routing, Indigenous participation, implementation and oversight.
- CNC planning and implementation will involve a large stakeholder network spanning most provinces and territories and consisting of federal, provincial, territorial and municipal governments, as well as Indigenous communities, private corporations and the Canadian public.
- The experiences learned from previous Canadian and International infrastructure projects can provide valuable insights into effective policy frameworks, timelines and costs, routings and implementation procedures, as well as engagement of relevant stakeholders.
- Five operating principles inform the governance strategies laid out in the paper: the initial policy framework cannot be developed without the support of the federal government, implementation should be based on a cooperative relationship between governments, Indigenous communities and private corporations; stakeholder involvement must be a central focus during all stages of corridor development; CNC implementation is a long-term process that may take place in various segments and timeframes; and the CNC governance framework must be flexible enough to withstand political, economic and social transformations beyond legislative mandates.
- CNC governance can be divided into four stages of development and implementation: beginning with the development of the policy framework; deciding on a corridor route; reviewing and implementing project proposals; and managing operations and oversight. The stages are not necessarily consecutive; some may overlap.
- There are different approaches to CNC governance that vary from centralized, top-down to disaggregated, bottom-up sets of structure and processes. Most of the options throughout the

to information requests (including transition in some contexts), participation funding and a view to accommodation of conflicting interests.

- Crown consultation obligations are highly context-dependent, driven in significant part by the nature of the proposed activity (e.g., a pipeline, a hydro dam, a road, regulatory or licensing regime changes, etc.) and potential impacts that such activities would have on each community's specific set of asserted or existing rights. In contrast, the Corridor Concept, even if eventually proposed as a legal rights-of-way that follows a specific route, is a relatively abstract undertaking. It would be very challenging to anticipate all specific potential impacts and then consult on all of them.
- A significant challenge for governments pursuing the Corridor Concept is the disconnect that arises when overlaying an inherently abstract corridor concept with very diverse Indigenous rights and interests and a highly context-dependent duty to consult framework.
- While it is conceivable that the Corridor consultation process employs some kind of envelope approach and attempts to consult on the most likely uses of the Corridor (e.g., road, rail, pipeline, electrical transmission and communication networks), significant additional consultation will almost certainly be required as each specific infrastructure project is pursued.
- Once details regarding the Corridor Concept's legal form are clarified, further research may generate additional clarity regarding consultation and accommodation duties and potential forums and processes for fulfilling those duties.



50



CONSTRAINTS IN THE CANADIAN TRANSPORT INFRASTRUCTURE GRID

Jean-Paul Rodrigue

The School of Public Policy Publications • Volume 14 • Issue 6 • February 2021

This paper identifies the infrastructure, regulatory and operational constraints affecting transportation infrastructure development in Canada. Canadian transport infrastructure grids are not a fully integrated system because of Canada's inherent geographical and economic characteristics; corridor identification and development is a potential strategy to co-ordinate infrastructure investment and alleviate these constraints

four stages include a choice between new federal/provincial crown corporations, not-for-profit corporations or the deployment of existing institutions and regulatory processes.

- Developing a policy framework will most likely involve the federal government as it is the ultimate articulator of national goals and can serve as a broker among stakeholders with a view to achieving acceptable outcomes.
- In order to make corridor routing negotiations manageable, they could be divided into segments, concentrating on relevant key stakeholders within a dedicated geographic area. This would also divide CNC implementation into segments.
- At the project proposal stage there is a choice to be made on governance structures and processes: deploy existing institutions and regulatory processes; or establish a special corridor agency that reviews all projects within the designated right-of-way. Approval of proposals and their subsequent oversight would similarly be vested in the special agency or existing bodies.
- Further research related to CNC governance should focus on the creation of detailed scenarios for CNC development in terms of geographic and modal priorities; an up-to-date inventory and assessment of actual and proposed transportation infrastructure projects along the national CNC route; an in-depth assessment of the views of Indigenous communities; and a detailing of the relative merits of a crown corporation or a not-for-profit as the key governance structure.



KEY FINDINGS

- The corridor as a bottleneck co-ordination mechanism. The core foundation of corridor development is to maximize the density of flows along an axis by identifying and mitigating bottlenecks. Canadian transport infrastructure grids are not a fully integrated system because of Canada's inherent geographical and economic characteristics. Corridor identification and development becomes a strategy to co-ordinate infrastructure investment.
- Limited latent demand of northern corridors. Developing and operating a transport corridor in northern areas is more costly and has much more limited commercial opportunities than a similar corridor in lower latitudes. Population and economic density are unavoidable constraints in corridor development. Outside punctual resource development, there is limited latent demand that a northern corridor could unleash.
- Development of latitudinal corridors in the medium term and longitudinal corridors in the long term. Developing a northern corridor is challenging to integrate with the existing transportation infrastructure pattern, while latent demand benefits appear marginal. There are no apparent commercial incentives to build a northern corridor, but segments can be considered on a case-by-case basis. Developing latitudinal corridors that would eventually be reinforced by longitudinal corridors appears to be a more effective strategy.
- Enduring opposition and governance issues to corridor development. Different levels of opposition and delays to infrastructure projects undermine the co-ordination potential of corridor development and the commercial viability of crucial infrastructure. Outside specific northern connectors to resources such as mining, energy and logging, the private sector has limited incentives to provide infrastructure or services to low-density areas. Sole private ownership and operation of infrastructure are unlikely unless supported by massive subsidies.

51



NORTHERN AND ARCTIC SECURITY AND SOVEREIGNTY: CHALLENGES AND OPPORTUNITIES FOR A NORTHERN CORRIDOR

P. Whitney Lackenbauer and Katharina Koch

The School of Public Policy Publications • Volume 14 • Issue 20 • August 2021

This paper draws upon the Arctic and Northern Policy Framework (CIRNAC 2019) and Canada's current security and defence priorities to identify security concerns related to the Canadian Northern Corridor (CNC) Concept. With its potential to improve accessibility within and to Canada's northern remote regions, the CNC would become part of Canada's Arctic sovereignty and defence strategies and drive the need for improvements to existing surveillance technologies and search-and-rescue capacities.

KEY FINDINGS

- Key issues related to Canada's security and defence agenda, which involve critical and essential infrastructure development, must be considered in the development and implementation of a Canadian Northern Corridor (CNC).
- Canada's Arctic security and defence agenda is related to several key policy domains that are relevant from a Canadian Northern Corridor (CNC) perspective. These include infrastructure development, climate change, Indigenous sovereignty and natural resource development.
- The CNC will gain international attention and be internationally recognized as a strategy for Canada to assert its sovereignty over its Arctic territory, including the internationally disputed Northwest Passage.
- The CNC advocates for the inclusion and participation of Indigenous communities. Thus, Indigenous Peoples will also carry a significant role in the monitoring and surveillance of accessibility within and to the North, improved through enhanced infrastructure development.
- Canada's investments in Arctic defence infrastructure are modest compared to those of its Russian and American neighbours. The CNC, potentially adding strategically important infrastructure in the Canadian North, will directly tie into the discourse of Arctic security and power relations.
- In addition to natural disasters, the Canadian North is at significant risk of human-made disasters that pose serious prospective challenges for northerners and for federal and territorial governments. The CNC will likely foster the development of surveillance and monitoring assets.
- The CNC rights-of-way could trigger security concerns regarding the impact of foreign investment as a security threat, especially if natural resource development is coupled with the development of strategic transportation hubs, such as ports along the coast of the Arctic Ocean.

- CNC transportation infrastructure would also become a part of Canada's defence strategy as it forms a potential key asset in the defence and safeguarding of Canada's northern and Arctic regions.
- Future research should identify the role of dual-use infrastructure (infrastructure that satisfies both military and civilian purposes) in the CNC context and also examine to what extent security and defence stakeholders should be involved in the CNC's planning and implementation.



52

CANADIAN NORTHERN CORRIDOR RESEARCH PROGRAM SCHOOL OF PUBLIC POLICY SPECIAL PUBLICATION SERIES — OCTOBER 2021

RECENT POLICY PAPERS AND WEBINARS*

1. [Canadian Northern Corridor: Planning for Prosperity](#)
 - December 2020: *G. Kent Fellows, Katharina Koch, Alaz Munzur, Robert Mansell and Pierre-Gerlier Forest*
 - Webinar: November 12, 2020
2. [Implications of an Infrastructure Corridor for Alberta's Economy](#)
 - February 2021: *Trevor Tombe, Alaz Munzur and G. Kent Fellows*
 - Webinar: March 17, 2021
3. [Constraints in the Canadian Transport Infrastructure Grid](#)
 - February 2021: *Jean-Paul Rodrigue*
 - Webinar: March 10, 2021
4. [Governance Options for a Canadian Northern Corridor](#)
 - February 2021: *Andrei Sulzenko and Katharina Koch*
 - Webinar: December 10, 2020
5. [Climate Change and Implications for the Proposed Canadian Northern Corridor](#)
 - November 2020: *Tristan Pearce, James D. Ford and David Fawcett*
 - Webinar: November 19, 2020
6. [Cross-Canada Infrastructure Corridor, The Rights of Indigenous Peoples and 'Meaningful Consultation'](#)
 - October 2020: *David V. Wright*
 - Webinar: December 1, 2020
7. [Financing and Funding Approaches for Establishment, Governance and Regulatory Oversight of the Canadian Northern Corridor](#)
 - October 2020: *Anthony Boardman, Mark A. Moore and Aidan Vining*
 - Webinar: November 26, 2020
8. [Northern and Arctic Security and Sovereignty: Challenges and Opportunities for a Northern Corridor](#)
 - August 2021: *P. Whitney Lackenbauer and Katharina Koch*
 - Webinar: October 26, 2021

* Key Messages and Summaries for SPP policy papers are available in English and French on the CNC website [Canadian Northern Corridor: Planning for Prosperity](#) has been fully translated into French.

POLICY TRENDS AND COMMUNIQUE

1. [Infrastructure Policy Trends: A Canary in Panda's Clothing?](#)
 - July 2020: *G. Kent Fellows and Alaz Munzur*
2. [Infrastructure Policy Trends: The Digital Divide and the Lack of Broadband Access During COVID-19](#)
 - July 2020: *Katharina Koch*
3. [Mackenzie Valley Gas Pipeline In Retrospect \[Forthcoming\]](#)

POLICY PAPERS IN PROGRESS

1. Canadian Arctic Marine Transportation Issues, Opportunities and Challenges
2. Existing and Planned Infrastructure Projects: Impacts and Potential Compatibility with the Canadian Northern Corridor
3. An Overview and Assessment of Constitutional Issues
4. Canada's Long-Term Trade Patterns and Potential Gains from Transportation Options
5. An Overview and Assessment of Major Engineering Challenges in Canada's North and Near North
6. Defining the "North" in the Canadian Northern Corridor
7. Indigenous Financing and Participation Models
8. Species and Areas Under Protection and Infrastructure Development in Canada's North and Near North
9. Implications of a Northern Corridor on Soft Infrastructure in the North and Near North

For free access to the latest Canadian Northern Research content, including webinars, please visit www.canadiancorridor.ca

53

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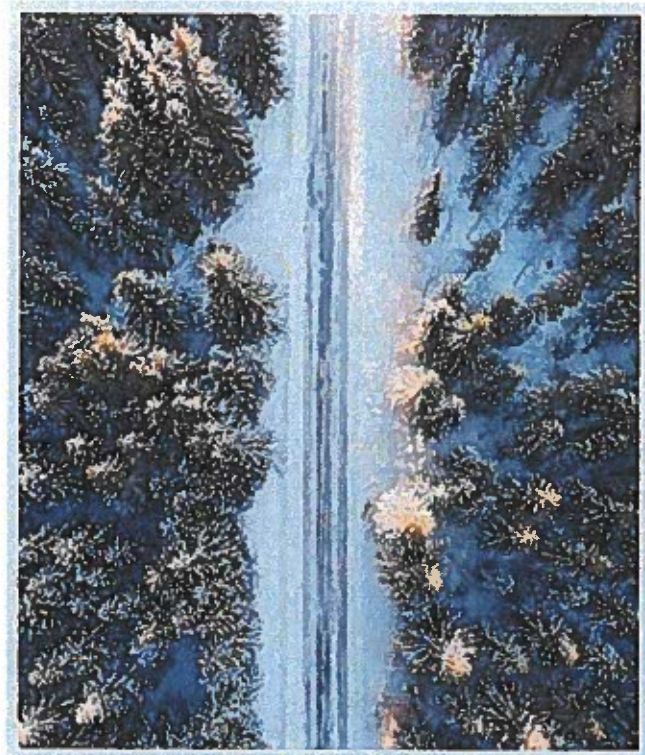
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54



Town of Onoway

Box 540, Onoway, AB T0E 1V0

January 3, 2022

Northern Saskatchewan Watershed Alliance
202-9440 49 St NW
Edmonton, AB T6B 2M9

Attention: Michelle Gordy, Ph.D.

To Whom It May Concern:

Re: Letter of Support for Intermunicipal Regional Lake Action Plan

In reference to the above noted, the Town of Onoway supports the application for an Alberta Community Partnership Grant by the Summer Village of Seba Beach to fund an Intermunicipal Regional Lake Action Plan.

This project aligns with the Watershed Management Plans for the Sturgeon River Watershed Alliance and the improvement of lake watershed understanding and health in our communities.

The Town encourages the approval of this very worthwhile application.

Yours truly,

Lenard Kwasny
Mayor
Town of Onoway

LK/dg

cc: Council

debbie@onoway.ca

From: Len Kwasny <lkwasny@onoway.ca>
Sent: December 19, 2021 7:19 AM
To: Wendy Wildman
Cc: Debbie Giroux
Subject: Re: Support for a regional Lake Action Plan

Thanks,
Len

Sent from my iPad

On Dec 18, 2021, at 7:01 PM, Wendy Wildman <cao@onoway.ca> wrote:

No worries and yes I didn't see this till now. We certainly can send a letter of support and then ratify at our next meeting

Deb let's put a letter together and then put it on our next agenda for ratification.

Sent from my iPad

On Dec 18, 2021, at 10:55 AM, Len Kwasny <lkwasny@onoway.ca> wrote:

Wendy i sent this to council and yourself, but yours bounced back, I think i used the wrong email address for you. Hopefully you get this

Sent from my iPad

Begin forwarded message:

From: Len Kwasny <lkwasny@onoway.ca>
Date: December 18, 2021 at 8:37:33 AM MST
To: wendy@onoway.ca
Cc: Lisa Johnson <ljohnson@onoway.ca>, Bridgitte Coninx <bconinx@onoway.ca>, Robin Murray <rmurray@onoway.ca>, Robert Winterford <rwinterford@onoway.ca>
Subject: Fwd: Support for a regional Lake Action Plan

My thoughts are that we support this grant application as it is in the interest of the lakes in our surrounding community. We can have a motion made to this effect at a later date, however we could send a letter of support in the mean time. Your thoughts

Thanks,
Len

Sent from my iPad



Begin forwarded message:

From: Michelle Gordy <michelle.gordy@nswa.ab.ca>
Date: December 16, 2021 at 5:05:25 PM MST
To: ngelych@lsac.ca,
kristina.kowalski@parklandcounty.com,
dderouin@sturgeoncounty.ca, mkillick@stalbert.ca,
rmacdonald@sprucegrove.org, Eric Meyer
<e.meyer@stonyplain.com>, aharris@gibbons.ca,
rebecca.balanko@morinville.ca, lkwasny@onoway.ca,
duncan.angela.ad@gmail.com,
berniepoulin@icloud.com, svwestcove@outlook.com,
administration@wildwillowenterprises.com,
svseba@telusplanet.net,
emily@milestonemunicipalservices.ca,
gord@gwilson.ca, df_rain@hotmail.com,
Bridget.bull@yahoo.com,
cheryl.savoie@alexanderfn.com, tfriedel@metis.org,
janine.higgins@gov.ab.ca, sebastyles@telus.net,
kelsbnort@gmail.com, info@alms.ca
Cc: Leah Kongsrude <Leah.Kongsrude@nswa.ab.ca>,
Mary Ellen Shain <MaryEllen.Shain@nswa.ab.ca>,
svseba@telusplanet.net, Krista Quesnel
<Krista.Quesnel@parklandcounty.com>
Subject: Support for a regional Lake Action Plan

Hello,

As part of our discussions with the Sturgeon River Watershed Alliance and Wabamun Lake Watershed Steering Committee, the NSWA has been working to develop a grant application to support the development of a Regional Lake Action Plan that supports collaborative work on lake education and restoration projects for Lac Ste Anne, Ilse Lake and Wabamun Lake (plus other smaller lakes within the Sturgeon and Modeste subwatersheds) with the following goals:

- Host Local Events/Workshops to increase the knowledge and awareness of lake issues
- Develop Lake Education and Awareness Materials for specific lakes that complement the Alberta Respect Our Lake program
- Riparian Planting Demonstration Projects at several lakeshore locations to increase knowledge and skills for landowners to do their own planting

57

- Enhance Water Quality Monitoring Programs with Volunteers through ALMS LakeWatch Program
- Provide additional funding for Landowner or Stewardship Group Projects through existing programs such as Green Acreages and ALUS programs
- Potentially conduct a technical study on the historic weir structure at outlet to Lac Ste Anne to provide recommendations for repair or removal

We will be applying for an Alberta Community Partnership Grant through Alberta Municipal Affairs for a total of \$200,000 and the project will take place over two years if we are successful. The application is due January 5th and the Summer Village of Seba Beach has stepped in to be the grant sponsor and NSWA will provide support on the application, financial administration and reporting for the grant.

We are sending you this e-mail to let you know where we are in the application process and to request that if your organization is in support of the grant that you consider providing a motion or letter of support for the grant. A letter or motion of support are not required by the January 5th deadline and can be provided at a later date. If you are interested in being involved and have the time to send a letter of support before the January 5th deadline, we would also appreciate that. Please note that you do not have to provide a letter of support to be considered a partner in this endeavour.

Example motion statement: "The [insert organization name] supports the application for an Alberta Community Partnership Grant by the Summer Village of Seba Beach to fund an Intermunicipal Regional Lake Action Plan. This project aligns with the Watershed Management Plans for the (Sturgeon River Watershed Alliance or Wabamun Lake Watershed Management Plan Implementation Steering Committee) and the improvement of lake watershed understanding and health in our communities."

If you have any questions please feel free to contact NSWA for further information.

Cheers and Happy holidays!



Michelle A. Gordy, Ph.D.
Watershed Planning Coordinator | NSW
(office) 587.525.6829 (cell) 587-990-5520
NSWA.AB.CA
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59

Year of the Garden 2022 PROCLAMATION

- WHEREAS** the *Year of the Garden 2022* celebrates the Centennial of Canada's horticulture sector;
- WHEREAS** gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together;
- WHEREAS** the *Year of the Garden 2022* will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and the experience garden of our municipality;
- WHEREAS** gardens and gardening have helped us face the challenges of the COVID pandemic;
- WHEREAS** Communities in Bloom in collaboration with the Canadian Garden Council, invites all municipalities to celebrate the Year of the Garden;

NOW THEREFORE BE IT RESOLVED

- THAT** (add name of municipality) **HEREBY PROCLAIMS 2022 as the *Year of the Garden*** in celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges; and
- THAT** **the Saturday before Father's Day, June 18 in 2022, be recognize as Garden Day in** (add name of municipality) **as a legacy of Canada's Year of the Garden 2022; and**
- THAT** (insert name of Municipality) **is committed to be a **Garden Friendly City**** supporting the development of its garden culture and is proud to have:

(name at least two city initiatives that support the garden culture of your city and the spirit of the Year of the Garden); and

- THAT** all municipalities across Canada **BE INVITED** to proclaim 2022 to be the *Year of the Garden* in their respective municipalities, and that a copy of this resolution be provided to the FCM, and for that purpose.

DATED AT CITY HALL, (the ~~xx~~ day of (add month), 2021 or 2022

(insert Mayor's name), Mayor

60

(514) 694-8871 (tel: 514-694-8871)

bloom@cib-cef.com (mailto: bloom@cib-cef.com)



Communities
in Bloom

Collectivités
en fleurs

CANADA

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(<https://www.communitiesinbloom.ca>)

Growing Great Places

Together

61

Proclaim 2022 as the Year of the Garden[™]

Join the following communities and Proclaim **2022** as the **Year of the Garden!**

[Boissevain, MB \(https://www.boissevain.ca/\)](https://www.boissevain.ca/)
[Brant, ON \(https://www.brant.ca/en/index.aspx\)](https://www.brant.ca/en/index.aspx)
[Brantford, O \(https://www.brantford.ca/en/index.aspx\)](https://www.brantford.ca/en/index.aspx) [Cumberland, NS \(https://www.cumberlandcounty.ns.ca/\)](https://www.cumberlandcounty.ns.ca/)
[Elliot Lake, O \(https://www.elliottlake.ca/en/index.aspx\)](https://www.elliottlake.ca/en/index.aspx)

[Halifax, NS \(https://www.halifax.ca/\)](https://www.halifax.ca/)
[Lincoln, O \(https://lincoln.ca/\)](https://lincoln.ca/)
[Mississauga, ON \(https://www.mississauga.ca/\)](https://www.mississauga.ca/)
[Ottawa, ON \(https://ottawa.ca/en\)](https://ottawa.ca/en)
[Red Deer, AB \(City\) \(https://www.reddeer.ca/\)](https://www.reddeer.ca/)

[Red Deer, AB \(County\) \(https://www.rdcountry.ca/\)](https://www.rdcountry.ca/)
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[Welland, ON \(https://www.welland.ca/\)](https://www.welland.ca/)
[Winnipeg, MB \(https://www.winnipeg.ca/interhom/\)](https://www.winnipeg.ca/interhom/)

Download the Invitation to Proclaim [HERE](https://gardenscanada.ca/wp-content/uploads/2021/07/Year-of-the-Garden-2022-Invitation-to-Municipalities.pdf) (https://gardenscanada.ca/wp-content/uploads/2021/07/Year-of-the-Garden-2022-Invitation-to-Municipalities.pdf)

Download the Proclamation Template [HERE](https://gardenscanada.ca/wp-content/uploads/2021/07/Template-Municipal-Proclamation-of-2022-as-Year-of-the-Garden.docx) (https://gardenscanada.ca/wp-content/uploads/2021/07/Template-Municipal-Proclamation-of-2022-as-Year-of-the-Garden.docx)

Download the Year of the Garden 2022 Municipal Presentation [HERE](https://www.communitiesinbloom.ca/wp-content/uploads/2021/12/Year-of-the-Garden-2022-Municipal-Presentation.pdf) (https://www.communitiesinbloom.ca/wp-content/uploads/2021/12/Year-of-the-Garden-2022-Municipal-Presentation.pdf)



Our Invitation to All Canadian Municipalities



CANADIAN GARDEN
COUNCIL

CONSEIL CANADIEN
DU JARDIN

Communities in Bloom and the **Canadian Garden Council** invite municipalities to **proclaim 2022 as the Year of the Garden** for their citizens **to acknowledge all the benefits that Gardens and Gardening provide.**

By joining Canada's celebration of the **Year of the Garden 2022** municipalities will demonstrate leadership and inspire and engage citizens using evidence-based information and actions to contribute to the sustainability of Canadian municipalities.

63

Year of the Garden Année du jardin



Invitation to Municipalities

What is The Year of the Garden 2022?

The **Year of the Garden 2022** is the **Centennial Celebration of Canada's horticulture sector** marked with the 100th Anniversary of the Canadian Nursery Landscape Association. From January 1 to December 31, 2022, we will commemorate and celebrate Canada's rich garden heritage, celebrate today's vibrant garden culture, and create legacies for a sustainable future.

Planning is underway for a year of exciting activities, celebrations, special events and promotions that will take place in communities, schools, businesses, public gardens, and backyard gardens in all parts of Canada.

Join the Celebration and Proclaim 2022 as the Year of the Garden in Your Municipality

Join **Canada's Garden-Family** – thousands of plant growers, product manufacturers, retailers, landscape service providers, public gardens and garden experience providers, garden clubs and societies, and affiliated businesses – which will be sharing their knowledge and offering events to help Canadians **Live the Garden Life**.

The **Year of the Garden 2022** is a unique opportunity for your municipality to highlight and have a positive impact on priorities, such as:

- Post COVID Recovery
- Quality of Life
- Healthy Citizens
- Environmental Climate Action
- Economic Growth
- Enhance Cultural Vibrancy
- Reconciliation and Inclusivity
- Garden Tourism Destination positioning

64

The **Year of the Garden 2022** campaign will reach and inspire the public to learn about the connections gardens and gardening have with many important community quality of life benefits including:

Environmental Benefits

- Integration of more plants into city life: tree canopy, community gardens, public parks, green roofs, green infrastructure
- More plants and more gardens produce more oxygen, sequester more carbon, mitigate heat island effect in urban areas
- Engaging Canadians in the Federal government's commitment to plant 2 billion trees, and commitment to fight Climate Change
- Contribute to attaining sustainable development goals

Economic Benefits

- Gardens and gardening generate economic activity for the garden family sector of your municipality
- Impact of public garden visitation, a demonstrated major tourism draw
- Generate economic development, attracting residents, businesses, and visitors in communities across the country
- Enhancing quality of life favours economic stability for your municipality and its residents

Health and Wellness Benefits

- The relation between improved health and gardening is well documented
- Active living for all ages
- Contribute to healthier citizens and reduced health costs
- Engage your with Canada's healthy eating strategy

Cultural Benefits

- Better understanding of the role gardens and gardening play in the development of communities and our country
- contribute to the reconciliation with our First Nations who live in harmony with nature and plants
- Contribute to Canada's inclusivity agenda since "in the garden there are no differences", just plants, and people of all ages and cultures who love them and care for them
- support the integration of a garden culture in schools and community gardens

65

Our Invitation to All Municipalities:

Communities in Bloom and the Canadian Garden Council invite municipalities to **proclaim 2022 the Year of the Garden** for their citizens to **acknowledge all the benefits that Gardens and Gardening provide.**

By joining Canada's celebration of the **Year of the Garden 2022** you will demonstrate leadership and inspire and engage your citizens using evidence-based information and actions to contribute to the sustainability of your municipality.

Our Proposal:

- **Proclamation of 2022 as the Year of the Garden** in your municipality (see attached Proclamation Template)
- **Commitment to be a Garden Friendly City**
- **Recognize National Garden Day** in your municipality, Saturday before Fathers Day

Should you have any question, please do not hesitate to contact us. Should you move forward with a proclamation, please send us copy of your proclamation.

Contact: info@gardencouncil.ca

<https://www.communitiesinbloom.ca/>

<https://gardenscanada.ca/year-of-the-garden/>



bb

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

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From: Kevin <Kevin.O'Connor@onoway.ca>
Sent: January 10, 2022 12:47 PM
To: cao@onoway.ca
Subject: Ride For Mom 2022

Wendy,

Hope all is well in Onoway. I am contacting you in regards to the Ride For Mom 2022. As covid has put a stop to the ride for the last two years we are once again hopeful to have our event on May 7 2022. The plan is to use the route we planned for 2020, which was Nisku-Acheson-Morinville-Onoway-Nisku. This year the ride falls on International Woman Riders Day and it will be the first large organized Charity ride in two years, we expect a good turnout.

Our hope is that Onoway would still be interested in being a stop on the ride as was planned in 2020.

Please let me know if this would be a viable plan.

Kevin O'Connor
Ride For Mom
Route Coordinator



Virus-free. www.avast.com

67

debbie@onoway.ca

From: Tyler Grant <tylgrant@onowayhouse.com>
Sent: March 12, 2020 10:42 AM
To: Debbie Giroux
Subject: Re: Motorcycle Ride for Mom - Town of Onoway

Hi Debbie,

Thank you for getting back to me. We appreciate you giving us permission to come to Onoway for the Ride for Mom. Should any need arise, I will contact you directly.

Also, we at the Ride for Mom would like to invite you come see what our stop in Onoway is all about on May 9th. Depending on the weather, we could have up to 300 riders rolling into town, and it's all about raising money to stop domestic violence in our communities.

We would love to see you out there.

Thank again,

Tyler Grant

On Thu, Mar 12, 2020 at 9:19 AM Debbie Giroux <debbie@onoway.ca> wrote:

Good Morning Tyler: Attached is a letter from our Chief Administrative Officer giving permission from the Town of Onoway for the Ride to stop here on May 9, 2020 (as we don't issue actual permits).

Please do not hesitate to contact our office should you require anything further. All the best.

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





Town of Onoway

Box 540, Onoway, AB T0E 1V0

March 6, 2020

TO WHOM IT MAY CONCERN:

c/r _____

Re: Motorcycle Ride for Mom – May 9, 2020

In reference to the above noted, please be advised that the Town of Onoway welcomes the participants from the Motorcycle Ride for Mom, taking place on Saturday, May 9, 2020.

The Town of Onoway has partnered with our Chamber of Commerce and community volunteer organizations to hold a Mother's Day Event to assist with fundraising for this very worthwhile Ride.

The Town will be blocking off streets in order to make room for the riders and looks forward to hosting everyone.

Yours truly,

Wendy Wildman
Chief Administrative Officer
Town of Onoway
/dg

c.c. Council

69

debbie@onoway.ca

From: Teena Hughson (teena@jmmf.ca) <teena.hughson@jmmf.ca>
Sent: March 24, 2020 11:15 AM
To: Wendy Wildman; 'Kevin'; 'Tate Jeffery'
Cc: 'Chantelle Lalonde'; 'Ashley Steinkey'; 'Debbie Giroux'; 'Shelley Vaughan'; 'Penny Frizzell'
Subject: RE: Ride For Mom 2020

Thanks everyone. We appreciate your continued support.

From: Wendy Wildman <cao@onoway.ca>
Sent: March 24, 2020 10:01 AM
To: 'Kevin' <oconnork@telusplanet.net>; 'Tate Jeffery' <tate@telusplanet.net>; Teena Hughson (teena@jmmf.ca)
Cc: 'Chantelle Lalonde' <challal@onoway.ca>; 'Ashley Steinkey' <ashley@onoway.ca>; 'Debbie Giroux' <debbie@onoway.ca>; 'Shelley Vaughan' <shelley@onoway.ca>; 'Penny Frizzell' <penny@onoway.ca>
Subject: RE: Ride For Mom 2020

Thanks for the update Kevin. We will stay in touch.

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: Kevin <oconnork@telusplanet.net>
Sent: March 24, 2020 7:15 AM
To: 'Wendy Wildman' <cao@onoway.ca>; 'Tate Jeffery' <tate@telusplanet.net>; 'Teena Hughson' (teena@jmmf.ca)
Subject: Ride For Mom 2020

Good Morning All,

I just wanted to let everyone know that we are staying hopeful, that COVID-19 will sort itself out before the ride. We are monitoring the situation and right now are leaving things as a go for May 9th.

The Board will make a decision around the middle of April on postponing the Ride to a later date.



THE FOURTH ANNUAL



Supporting Women in Need

Fee: \$30

Registration:

8AM-10AM

Kickstands Up

At 10:30AM

Breakfast Buffet

50/50 Draw

Door Prizes



Proceeds from the Ride for Mom are going to support the EDVSE member shelters

Edmonton Domestic Violence Shelters Engage



May 9

2020

www.rideformom.ca

Starts and finishes at Blackjacks Roadhouse

71

Jessie's House history

We're proud to be *rooted in and supported* by community.

In January 2012, family, friends and community came together to establish a fund, in memory of Jessica Martel, a young mom murdered by her spouse on April 29, 2009. Co-founded by Lynne Rosychuk, Jessica's mother, the Jessica Martel Memorial Foundation (JMMF) set out to raise money to address a nation-wide shortage of emergency shelter beds. Soon after they set to work, community members living in dire circumstances reached out for immediate support. To meet the growing needs, the JMMF developed Outreach and Education programs to increase safety and supports for individuals and families. By September 2018, we broke ground on Jessie's House, the Sturgeon Region's first emergency shelter, with a gift of land from the Town of Morinville.

Jessie's House, a 36-bed emergency shelter, is expected to begin sheltering individuals of any age or gender in the spring of 2020. Proudly funded almost exclusively through fundraising, corporate donations and individual gifts, it is the first new emergency shelter build to be undertaken in Alberta in 22 years

Until all homes are safe, we'll have *Jessie's House*.

Since 2012, we've been fundraising to address the provincial shortage of shelter beds by building an emergency shelter for our region. In September 2018, because of a donation of land from the Town of Morinville, we broke ground on Jessie's House. It will serve individuals, of any age or gender, and families from the Sturgeon Region, including the City of St. Albert, Edmonton Garrison, and Alexander First Nation. Construction on the \$3 million dollar project is expected to be complete early in 2020. At this time, we've raised half the funds to complete the project. With continued support of our community, Jessie's House can be expected to begin sheltering residents in the spring of 2020.

72



Jessica Martel was killed by her common-law husband in 2009 in their Morinville home.

SHARE 1 |

- ① Report Error
- ☑ Editorial standards and policies

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73

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EDMONTON

Morinville to build 'Jessie's Home', first shelter in town

Diego Romero
CTV News Edmonton
Contact

Published Sunday, October 29, 2017 5:32PM MDT
Last Updated Sunday, October 29, 2017 6:55PM MDT

SHARE 1 |

Eight years ago, Jessica Martel had nowhere to go to escape her abusive relationship.

On April 29, 2009, her common-law husband murdered her in front of their three children in their Morinville home. James Urbaniak is serving a life sentence with no change of parole for another three

74

years.

Jessica's mother, Lynne Rosychuk created the Jessica Martel Memorial Foundation (JMMF) to assist those impacted by domestic violence, five years ago.

Their goal from day one has been to open a safe house in Morinville to host women and children escaping violence.

"Us being able to do this in memory of my daughter makes some sense out of the horrible things that happened to her," Rosychuk, who is also the president of the foundation, told CTV News.

According to the Alberta Council of Women's Shelters, shelters across the province welcomed 5,397 women in 2016, but turned away 8,384.

"There are potentially not enough shelters available, so especially in the metropolitan areas like Calgary and Edmonton," said Kris Porlier, the Jessica Martel Memorial Foundation Fund Development and Public Relations director. "We know that that's where the majority of people end up being turned away."

Porlier said since the start of 2017, there has been 273 reported cases of domestic violence in Sturgeon County.

"So we do know that it is something that is occurring and we're just really trying to help out," he said.

On Saturday night, the foundation received a cheque worth \$142,873.91 in memory of Barbara Horricks. The shelter's outdoor garden will be named in memory of Horricks.

The JMMF is in the process of applying for a permit to build a safe house on land donated by the Town of Morinville.


The application will be presented to Morinville early 2018, and if approved, construction will begin the summer.

Rosychuk thinks Martel would have been touched and honoured by the community's efforts to build a safe haven for other women who live in difficult situations, like her daughter once did.

"I feel Jessica here right beside me with a huge smile on her face and just so proud of what this community has been able to accomplish," Rosychuk said.

With files from Angela Jung

RELATED IMAGES



My daughter, Jessica Ryan Martel, was murdered by her common-law husband James Urbaniak on April 29, 2009.

When my daughter first started dating James about 11 years ago, I had an uneasy feeling about him. I had heard about his abusive behaviour from friends and family and questioned Jessica about it. She assured me he had changed and was treating her well. I began noticing small things that bothered me; he was very rude to her, put her down a lot, was drinking and smoking pot frequently and he couldn't seem to keep a job. I questioned her again. She assured me things were okay. They moved in together and things got worse. He lost another job and stopped worrying about it. Jessica had a job so he figured she could support him for awhile. His drinking got worse.

They argued constantly. She told him she was going to leave and he hit her for the first time. The police were called. He also assaulted my uncle because he had gone to see if Jessica was ok before anyone could arrive. Jess and James lived in my uncle's basement suite at the time. James was put in jail for the night to sober up, then released. He begged and pleaded with Jess not to leave him. So she stayed. She was young, naive and thought she could help him change. Her love was never enough. She had compassion for him because he was a victim of family violence. But family violence that is not reported, hidden or denied by the abusers has devastating effects on the abused. They often become the abuser or the abused. Patterns repeated.

I could see Jessica was repeating my own mistakes. I too had lived with an abuser which I escaped in my first marriage. I knew the signs. I kept an eye on her constantly. I visited daily, often helping out financially because she struggled. He convinced her to move away, told her he had a job and that things would be better. So they moved to Hinton with his mother. He just wanted her away from me.

Things went from bad to worse and Jessica left him for the first time. She came to live with my husband and I. He kept calling and calling and I begged her not to go back. She found out she was pregnant. They got back together for the baby and things did change for a while. He found a job and they moved into their own place. But, the verbally abuse continued. He was very controlling and would stop her from seeing friends or participating in courses or activities. I questioned her again. I was really starting to worry about her. I could see he was manipulative.

He was keeping her broke, stealing her tip money to buy what he needed, often leaving her without money for diapers and milk. She would call me embarrassed and sad because she needed money again. He was extremely jealous, accusing her of cheating with fellow co-workers. He called her every bad name imaginable. He broke her spirit. She loved her children and was an amazing mother.

She basically raised her children alone because he was too selfish to give up his own needs than help her out. He never attended his children's events. He barely ever came to family functions and often made it difficult for her to enjoy them. He took the joy she had for her children from her. She was often overwhelmed by the behaviour of the children. From years of witnessing family violence, a pattern was forming. She was very concerned about them and was considering seeking help but he wouldn't allow it. She was an amazing singer and writer but he would criticize her so much she lost joy in it.

We begged her to leave but she was frightened not only for herself but for us as well. She did not want to report him because he would use her children as threats to keep her quiet. She felt scared of

76

what he would do to her if he found out. We contacted safe houses only to be told that there was a 6-8 week wait to get into one. We made many phone calls often hitting one road block after another. She couldn't have him charged because she couldn't prove the physical abuse. He got good at being able to hurt her where people wouldn't notice and she got good at not saying anything.

The last straw for Jessica came during a fight about James' mom and her upcoming birthday and also their daughter's birthday. He did not want to go plus he did not want her to go. The argument continued for weeks and finally erupted. James left home with one of the kids and was threatening her. She was told not to call the police or else. She was hysterical and called me. I rushed to her house and was trying to calm her down and decide what to do. I could see James driving up and down the street and looking at my car. After about 20 minutes he calls Jessica and I can hear him in the background screaming "tell you mother to get the f#\$% out of our house or I'm not coming home."

He said many more things that made Jessica feel threatened and she begged me to go. I did not want to but she was persistent. She wanted her child back. We didn't feel we could call the police because what would they charge him with? It would only make him furious.

We began to make a plan and I left and he returned home. I drove up and down the street for a very long time. She called me and told me to go home, she was ok. She begged me to keep quiet for now. I was already thinking of ways to get her out. I took Jessica to our family doctor and I secretly told as many people in my circle as I could about my fears. I was trying to figure out where I could hide her and the kids to keep her safe. He knew where all my family members lived so we did not feel safe taking her there. He had threatened my dad before. I was becoming very uneasy and wanted her out.

On April 29, 2009 Jessica decided it was time to leave.

We discussed our plan for hours on the phone. We were very scared that he would find out but we had to do it. My husband and I were going to pick her and the kids up at 8:00 pm and pretend they were coming for a visit. We were going to carry on with our day and not raise his suspicions. But he came home and found out she was leaving. I had tried to call Jessica again in the afternoon but she did not answer. I had a feeling in my stomach that wouldn't go away.

I went to work but I was having trouble concentrating. Around 7 pm I heard Jessica's voice yell out to me. It seemed so real that I left work to go to her house. Halfway there I returned back to work and said this is ridiculous, just stick to the plan. My uneasiness just grew so I called my husband. I knew as soon as he answered the phone that something horrible had happened. I asked him what was going on and he said "Lynne, please just get over here to Jessica's." We only lived 5 minutes away but I think I was there in two.

The scene that awaited me was from something movies are made of. Part of me was thinking this is not real. Part of me was already screaming. Police officers were everywhere. I noticed a couple of ambulances too. Then I saw Lawrence talking to a police officer.

He came towards me and wrapped his arms around me. He is telling me he is so sorry but Jessica is dead. James killed her.

I started yelling that it was not true as I tried to get inside to see her. They wouldn't let me in. Lawrence was gently trying to pull me away. My husband was telling me how he had gotten a call

17

from James' mom and she told him to get to Jessica's right away, that Jess and James were fighting and he should intervene. Lawrence rushed over only to walk in and find our daughter severely beaten and strangled to death just feet from the front door. I can't even imagine what a horrible experience that was for him. He will see that picture for the rest of his life. I

started to panic because I could not see the children. Lawrence had found them huddled in their rooms with blood on their clothes and in shock. He had carried them out to the car to wait for me. I will never forget the look on their faces as they sat crying in my husband's car. It will be a look that haunts me forever. They were extremely horrified and frightened. They kept saying "daddy killed mommy, is daddy gonna get us too?" They had witnessed their mom being savagely beaten, stabbed and strangled to death. No child should ever have to witness that. James was still in the house with the police. What a coward, he had tried to harm himself. At that point my memory is very foggy.

The next time I would see my daughter was at the funeral home. There was so much damage to her face it was hard to cover with makeup. Her lips were distorted and looked like she had suffered immensely. I did not know how I was going to make it through this let alone help three very traumatized children.

Our lives changed drastically for my husband and me. We were left to pick up the pieces. Our dreams had to change. We have adopted our grandchildren and we hope that being in a positive environment will help them heal. My youngest daughter has been truly impacted as well. She no longer has a sister, a confidant. She no longer has the same relationship with me, no more special mother-daughter moments because I have no time. I am consumed with healing Jessica's children. Family and friends are affected. The whole community suffers. The statistics for domestic abuse are already alarmingly high in our community. Sadly statistics only count the cases that are reported, not the ones suffering in fear and silence. Abusers torment not only women, but children, who are too young to defend themselves, or are made to see things they should not see.

In the past two years we have felt like we live in an abusive relationship ourselves, often being abused by our grandchildren. We have not slept well, often awakened by screams. It took us 18 months to get them to sleep in their own bed. Sometimes I would wake up to hands around my neck, my grandson having a horrible nightmare, screaming "stop daddy, stop". They are gripped with anxiety and fear. They do not trust. They have difficulties doing the things that most children love. It will take many years to help the children heal and overcome their fears. We are all receiving help in many ways. It will take years to unlearn the behaviours that were modelled for them.

For my husband and I, we need to take the time to heal ourselves too. Sharing our story is a way for us to do that. Also, with the help of family and friends, we started a memorial foundation in Jessica's name.

together, we will help families leave their abusive home with some funding, knowledge and a safe place to go. We will educate ourselves, family, friends and our communities on how to come forward and offer safe options to families living in fear. And, we will build Jessie's House.

Jessica did not deserve to die. She had a right to live her life in peace and happiness. To enjoy her children and watch them grow. It is a shame that she feared for her life and those of her children and family. I know there are people out there who are ready to judge Jessica. "Why didn't she leave him?" "Why didn't she call the police?" "Why have more kids?" etc. Heck, I asked her some of those

78

those questions myself. But it is not so easy to judge. We are not the ones living in constant fear and turmoil. Wondering how do I get myself and my children out safely. Until we are in their situation do we begin to understand.

I beg you now to step forward and help victims speak up. Let's show them that they are not alone, and that safety is within their reach. If you know of or have suspicions of abuse being committed, reach out before it is too late! Do not be reluctant or afraid. It will make a difference. And, please support Jessie's House today.

- Lynne Rosychuk

79

Notifications

COVID-19 Updates: Protecting Albertans from the Omicron variant.

- Public health restrictions to reduce transmission remain in effect.
- Book your vaccine: Albertans 5+ can get vaccinated now. Get booster when eligible.

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[Home](#) → [Housing and community](#) → [Municipalities and communities](#) → [Grants and funding for municipalities](#) → [Municipal Affairs grant programs](#)

Alberta Community Partnership

This program helps municipalities by providing support for regional collaboration and capacity building initiatives.

On this page:

- [Overview](#)
- [Eligibility](#)
- [How to apply](#)
- [After you apply](#)
- [Amendments](#)
- [Reporting](#)
- [Approved projects](#)
- [Contact](#)

Overview

The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities.

Key program outcomes include:

- new or enhanced regional municipal services
- improved municipal capacity to respond to priorities
- effective intermunicipal relations

Program highlights

80

In total, the 2021/22 ACP budget is \$25.4 million.

The government increased the program's budget to provide \$10 million to meet its obligations under the *Alberta Senate Election Amendment Act* and *Referendum Act*. This funding will cover a portion of the costs incurred by municipalities to conduct Senate elections and referendum on behalf of the province.

Project eligibility under the competitive Intermunicipal Collaboration (IC) component is focused on projects pursuing regional approaches to service delivery. Project priority is for regional municipal service delivery frameworks that align with broader regional or municipal priorities and initiatives, including those that move municipalities forward through the economic downturn and pandemic. This includes new or enhanced regional emergency management frameworks, and regional plans for emergency preparedness or disaster mitigation.

Intermunicipal Collaboration evaluation criteria has been updated to reflect a stronger focus on regional benefits, with additional information provided to assist applicants to complete their applications.

Under the Municipal Internship (MI) component, all three streams (administrator, finance officer and land-use planner) have been simplified. Internships are now 18-months long, with grant funding changed to \$60,000 per intern to reflect the change in term.

Email notification of Statement of Funding and Expenditure (SFE/grant reporting) certification has been discontinued; grant recipients are able to track SFE status on Alberta Community Partnership Online (ACPO), which can be accessed through MACconnect – see below for details.

Eligibility

Eligible entities

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts and special areas)
- Metis Settlements
- Townsite of Redwood Meadows Administration Society
- Calgary Metropolitan Region Board and Edmonton Metropolitan Region Board
- Municipally controlled planning service agencies (eligible only under the Municipal Internship component to host a Land Use Planner intern)

Eligible projects and components

Intermunicipal Collaboration

The government provides funding to partnerships of 2 or more municipalities to develop regional plans, service delivery frameworks and regional service delivery efficiencies.

The deadline for 2021/22 IC applications is January 5, 2022.

Municipal Restructuring

81

The government provides funding to municipalities involved with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The deadline for 2021/22 MR applications is February 4, 2022.

Mediation and Cooperative Processes

The government provides funding to municipalities to develop collaborative protocols and processes, to proactively manage conflict, and to establish an agreed-upon process for collaboration.

The government provides funding to support municipalities for mediation, facilitation or other dispute resolution alternatives to resolve intermunicipal conflict, and to assist with intermunicipal negotiations.

The deadline for 2021/22 MCP applications is February 4, 2022.

Municipal Internship

The government provides funding to municipalities and planning service agencies to recruit, train and retain competent municipal employees who may pursue careers in municipal administration, finance or land-use planning.

Refer to the program guidelines for information regarding all program components.

The deadline for 2021/22 MI applications is October 15, 2021.

How to apply

Step 1. Read the guidelines

- [2021/22 ACP Program Guidelines](#)

Step 2. Complete and submit the application

Applicants are required to fill out and submit their applications through Alberta Community Partnership Online (ACPO), which is accessed through [MACconnect](#), the web portal that provides external stakeholders secure access to Municipal Affairs' key business applications.

ACPO gives municipalities the ability to:

- create, edit and submit ACP applications online
- view and track the status of ACP applications
- view agreement, payment and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP)
- create, edit and submit ACP or RCP amendment requests
- create, edit, submit, and track the status of ACP or RCP Statements of Funding and Expenditures

42

Accessing ACPO

Municipalities already signed up for MAConnect can request staff access to ACPO through the municipality's MAConnect Stakeholder Administrator.

The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to acpoaccess@gov.ab.ca.

Municipalities without access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO.

The Stakeholder Agreement can be requested by emailing acpoaccess@gov.ab.ca or contacting [780-644-2413](tel:780-644-2413) (toll free [310-0000](tel:310-0000)).

Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

For more information, read the [ACPO User Guide](#) (PDF, 1.3 MB).

After you apply

Funding decisions will be made by March 31 of the program year. Applicants will be advised in writing of the status of their submission and a list of successful projects will be posted annually.

Amendments

An amendment is required if the project scope or time period to use grant funds changes after project approval. However, municipalities are strongly encouraged to complete projects by the completion date identified in their conditional grant agreement.

Applicants are required to fill out and submit their amendment requirements through ACPO, accessed through [MAConnect](#).

Reporting

For all components, final reporting is due within 60 days after the project completion date, unless otherwise stated.

All applicants and grant recipients are required to submit their Statements of Funding and Expenditures (SFE) through ACPO, which is accessed through [MAConnect](#). Additional reporting may be required under some components.

Approved projects

- [Alberta Community Partnership](#)

83

- Regional Collaboration Program

Contact

Connect with the ACP program:

Phone: 780-422-7125

Toll free: 310-0000 before the phone number (in Alberta)

Email: acp.grants@gov.ab.ca

Address:

Grants and Education Property Tax Branch

Alberta Municipal Affairs

15th Floor, Commerce Place

10155 102 Street

Edmonton, Alberta T5J 4L4

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84

Alberta Community Partnership Program Guidelines

Municipal Affairs, Government of Alberta
June 2021
Alberta Community Partnership Program Guidelines

86

Table of Contents

1. Guidelines	7
2. Program Highlights	7
3. Key Dates and Contacts	8
4. Submission Method	9
Alberta Community Partnership Online (ACPO)	9
5. Program Objective	10
6. Funding Components	10
7. Eligibility Requirements	11
7.1) Eligible Applicants	11
7.2) Contributions to Other Entities	11
7.3) Eligible Projects	12
7.4) Ineligible Expenses	12
8. Application Process	12
8.1) Project Application	12
8.2) Review and Approval Process	12
9. Funding Agreement and Amendment Process	13
9.1) Conditional Grant Agreement (CGA)	13
9.2) Amending an Agreement	13
10. Time Period to Use Grant Funds	13
11. Use of Other Grant Funds	14
12. Requirement for Award of Contract	14
13. Payment Process and Financial Reporting Requirements	14
13.1) Payments	14
13.2) Statement of Funding and Expenditures (SFE)	15
13.3) Credit Items	15
13.4) Calculation of Income Earned	15

87

14. Site Visits	16
15. Communications and Project Recognition Requirements	16
Schedule 1A – Intermunicipal Collaboration	17
1. Objective	17
2. Eligible Entities	17
3. Eligible Projects	17
a) Itemized Expenditure Breakdown	21
b) Ineligible Project Costs	21
4. Application Process	22
5. Grant Amounts.....	22
6. Component Conditions	22
7. Payment of Funds.....	23
8. Time Period to Use Grant Funds.....	23
9. Reporting Requirements.....	23
Schedule 1B – Evaluation of IC Applications	24
Schedule 2 – Municipal Restructuring	27
1. Objective.....	27
2. Eligible Entities	27
3. Eligible Projects	27
a) Restructuring Study Stream	27
b) Transitional Stream.....	28
c) Infrastructure/Debt Servicing Stream	28
4. Application Process	29
5. Grant Amounts.....	29
a) Restructuring Study Stream	29
b) Transitional Stream.....	30
c) Infrastructure/Debt Servicing Stream Post-Restructuring	30
6. Component Conditions	30
General Conditions for all MR component grants:	30
Conditions Specific to the Restructuring Study Stream (Infrastructure Study):	31

88

Conditions Specific to the Transitional Stream:	31
Conditions Specific to the Infrastructure/Debt Servicing Stream:	31
7. Payment of Funds.....	32
8. Time Period to Use Grant Funds	32
9. Reporting Conditions	32
Schedule 3 – Mediation and Cooperative Processes	33
1. Objective.....	33
2. Eligible Entities	33
3. Eligible Projects	33
a) Mediation Stream.....	33
d) Cooperative Processes Stream.....	34
4. Application Process	35
5. Grant Amounts.....	36
6. Component Conditions	36
Conditions Specific to the Mediation Stream.....	36
Conditions Specific to the Cooperative Processes Stream:.....	36
7. Payment of Funds.....	37
8. Time Period to Use Grant Funds.....	37
9. Reporting Conditions	37
Schedule 4 – Municipal Internship.....	38
1. Objective	38
2. Internship Workplan.....	39
3. Eligible Entities	40
4. Eligible Projects	41
a) Administrator.....	41
b) Finance Officer	41
c) Land-Use Planner.....	42
5. Application Process	42
6. Grant Amounts.....	43
7. Payment of Funds.....	43

59

8. Time Period to Use Grant Funds	43
9. Reporting Conditions	43
Schedule 5 - Strategic Initiatives	44
1. Objective	44
2. Eligible Entities	44
3. Eligible Projects	44
4. Application Process	44
5. Grant Amounts.....	44
6. Component Conditions	45
7. Payment of Funds.....	45
8. Time Period to Use Grant Funds.....	45
9. Reporting Conditions	45

90

1. Guidelines

These guidelines are intended to assist applicants in completing Alberta Community Partnership (ACP) applications and financial reporting requirements for the program year. Before applying, applicants should consider both the general program information supplied in the main part of the guidelines and the component-specific information in the schedule(s).

2. Program Highlights

- Intermunicipal Collaboration (IC) project eligibility is focused on projects that result in regional municipal service delivery foundations or frameworks that align with broader regional or municipal priorities and initiatives. This includes new or enhanced regional emergency management frameworks, and regional plans for emergency preparedness or disaster mitigation (see Schedules 1A and 1B).
- IC evaluation criteria reflect a stronger focus on project outcomes and regional benefits. Additional information has been added to assist in completing a high quality IC application.
 - Application questions updated to enable the partnership to expand on project details, benefits to the region, and how the project addresses the unique needs and circumstances of the partnership.
 - Schedule 1B includes information to consider when drafting responses.
- The Municipal Internship (MI) component has streamlined all three internship streams (Administrator, Finance Officer and Land-Use Planner) to a standard 18-month term, with grant funding changed to \$60,000 per intern to reflect the change in term.
- The status of Statement of Funding and Expenditure (SFE) submissions can be viewed at Alberta Community Partnership Online (ACPO) (see main guidelines section 4).
 - Email notification of SFE certification will no longer occur, however Grant Advisors will continue to follow-up on SFEs that require additional clarification or that report a variance.

(a)

3. Key Dates and Contacts

ACTIVITY	TIMELINE	QUESTIONS? CONTACT
Project Application Submission	Municipal Internship due October 15, 2021. Intermunicipal Collaboration due January 5, 2022. Mediation and Cooperative Processes, Municipal Restructuring, and Strategic Initiatives accepted up to February 4, 2022.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Statement of Funding and Expenditures (SFE)	Due within 60 days of project completion date identified in the conditional grant agreement.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca
Communication and Project Recognition	Ongoing.	Call a Grant Advisor at 780-422-7125 (toll-free 310-0000), or email acp.grants@gov.ab.ca

92

4. Submission Method

Alberta Community Partnership Online (ACPO)

ACPO is available through MAConnect. ACPO gives municipalities the ability to:

- create, edit, and submit ACP applications online;
- view and track the status of ACP applications;
- view agreement, payment, and reporting summary information for projects funded under ACP or the former Regional Collaboration Program (RCP);
- create, edit and submit ACP and RCP amendment requests; and
- create, edit, submit and track the status of ACP and RCP SFEs.

Municipalities that already use MAConnect can request staff access to ACPO through the municipality's MAConnect Stakeholder Administrator. The Stakeholder Administrator is the person delegated to manage access to applications in MAConnect on behalf of the municipality through the MAConnect Stakeholder Agreement.

All current Stakeholder Administrators are able to submit an electronic request through their MAConnect dashboard to grant a staff member access to ACPO. If the municipality needs to assign another Stakeholder Administrator, a request can be emailed to ACPOaccess@gov.ab.ca.

Municipalities that do not have access to MAConnect will need to enter into a Stakeholder Agreement before requesting access to ACPO. The Stakeholder Agreement can be requested by emailing to ACPOaccess@gov.ab.ca or contacting 780-644-2413 (toll-free in Alberta by first dialing 310-0000). Once the Stakeholder Agreement has been signed and returned to Municipal Affairs, the municipality will be able to request access to ACPO through their designated Stakeholder Administrator.

An ACPO help guide is available on the ACP program website at: www.alberta.ca/alberta-community-partnership.aspx.

93

5. Program Objective

The objective of the ACP program is to improve the viability and long-term sustainability of municipalities by providing support for regional collaboration and capacity building initiatives.

The ACP program is designed to support municipalities in attaining the following key program outcomes:

- New or enhanced regional municipal services;
- Improved municipal capacity to respond to municipal and regional priorities; and
- Effective intermunicipal relations through joint and collaborative activities.

6. Funding Components

Project funding is administered under five distinct funding components. Information regarding specific objectives, eligibility criteria, and other conditions for each component are found in Schedules 1-5.

Intermunicipal Collaboration (IC) (Schedule 1A)	<ul style="list-style-type: none"> • Develop regional plans, service delivery frameworks, and establish regional service delivery efficiencies
Municipal Restructuring (MR) (Schedule 2)	<ul style="list-style-type: none"> • Explore regional governance and minimize costs associated with municipal restructuring processes such as amalgamation, dissolution, or viability reviews
Mediation and Cooperative Processes (MCP) (Schedule 3)	<ul style="list-style-type: none"> • Resolve intermunicipal conflict through dispute resolution alternatives and/or develop processes and protocols to enhance municipal collaboration
Municipal Internship (MI) (Schedule 4)	<ul style="list-style-type: none"> • Provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector
Strategic Initiatives (SI) (Schedule 5)	<ul style="list-style-type: none"> • Support for initiatives that align with provincial priorities and address intermunicipal needs of strategic significance

94

7. Eligibility Requirements

7.1) Eligible Applicants

Applicant Type	Funding Components
Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, Special Areas)	All*
Improvement Districts	IC, MCP, or SI
Metis Settlements	IC, MCP, or SI
Townsite of Redwood Meadows Administration Society	IC, MCP, or SI
Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board	MI Land-Use Planner or SI
Municipally-controlled planning service agencies	MI Land-Use Planner

* Eligibility to apply under the MI streams is dependent on municipal population (see Schedule 4).

First Nations are eligible to participate under the IC component as non-managing, formal project partners on IC project applications. A band council resolution is required to confirm project participation.

The Minister may vary any program criteria, such as eligibility and application requirements, to respond to the Government of Alberta and Municipal Affairs' priorities.

7.2) Contributions to Other Entities

Ineligible entities under the ACP include individuals, for-profit corporations, not-for-profit organizations, regional service commissions (excluding planning commissions), intermunicipal entities, and municipal subsidiary corporations (for-profit and not-for-profit).

Successful applicants may contract these entities to conduct project activities. In these instances, the contracted entity is not considered a project partner, and the applicant remains responsible for the use of the funds, achieving project outcomes, and reporting on activities related to the approved project.

95

7.3) Eligible Projects

Eligible project information is provided in the component schedules.

7.4) Ineligible Expenses

The following expenses are ineligible for all components:

- Existing and ongoing operational costs;
- Floodway mapping costs;
- Costs already funded under other grant programs; and
- Goods and Services Tax (GST).

8. Application Process

8.1) Project Application

A separate application form is required for each project submission.

Project applications can be submitted any time prior to the deadline(s) specified in section 3.

Applications submitted through ACPO contain a certification statement to be completed by the authorized user, and do not require a signature.

8.2) Review and Approval Process

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission, and a list of successful projects will be posted annually to the program website.

Project applications submitted under the IC component will be evaluated based on merit (see Schedule 1B), with scores assigned based only on the information provided in the application. Applicants should ensure all relevant sections of the form are completed, as incomplete applications may result in a lower score relative to other submitted applications. Funding decisions will be made by March 31 of the program year.

96

MI applications are due by October 15, 2021. IC applications are due by January 5, 2022; MR, MCP, and SI applications should be submitted by February 4, 2022 to be considered in the current program year.

It is anticipated that applications will be processed and municipalities advised of project funding status in writing, within 10 to 12 weeks following submission, or by March 31 of the program year.

9. Funding Agreement and Amendment Process

9.1) Conditional Grant Agreement (CGA)

Following the Minister's approval of a project, successful applicants must enter into a CGA with Municipal Affairs. The CGA sets out the terms and conditions for the grant funding. This includes project start and end dates, project scope, grant payment conditions, and reporting requirements.

9.2) Amending an Agreement

If the project scope or time period to use grant funds change after project approval, an amendment is required. An Amendment Request Form is available through ACPO. The amendment request should be submitted prior to the CGA project completion date and must provide detailed rationale to support consideration of the amendment request. Questions regarding scope and time changes can be directed to a Grant Advisor.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the municipal commitment to the project that moves the project forward from planning to implementation.

10. Time Period to Use Grant Funds

The ACP program year is based on the provincial fiscal year, which commences April 1. Grant funds can be retroactively applied to approved projects beginning April 1 of the current program year unless otherwise stipulated in the executed CGA. See component schedules for specific details regarding time periods to use grant funds.

97

11. Use of Other Grant Funds

ACP grants may be used in combination with funds from other provincial-municipal or federal-municipal grant programs, unless doing so is prohibited by the other program. Using ACP grant funds for costs covered by other programs, as per section 7.4, is not an allowable use of ACP funds.

If a grant recipient chooses to use multiple grant funding sources for a project, it is their responsibility to understand each grant program's specific funding requirements. ACP funding does not signify broader support for any recommendation or outcome that might result from a project.

More information about specific requirements of provincial-municipal grant programs can be found on the respective program websites, accessible through the Municipal Grants Web Portal at <http://municipalaffairs.alberta.ca/municipal-grants-web-portal>.

12. Requirement for Award of Contract

All calls for proposals or tenders for projects funded under the ACP shall be carried out in accordance with the rules, regulations and laws governing such activities and in accordance with the best current procurement practices. They must also be advertised in accordance with the guidelines of the New West Partnership Trade Agreement (www.newwestpartnershiptrade.ca), and the Canadian Free Trade Agreement (www.cfta-alec.ca/agreement-on-internal-trade).

13. Payment Process and Financial Reporting Requirements

13.1) Payments

ACP payments will be made following legislative approval of the provincial budget, and Ministerial authorization of the component budgets. Payments for approved projects will be made based on the conditions of the CGA. Typically, the grant payment is made within one month following the execution of the CGA, unless stated otherwise.

98

13.2) Statement of Funding and Expenditures (SFE)

The grant recipient must submit an SFE for each project. Submission of the SFE is through ACPO and is due 60 days following the project completion date. The SFE summarizes the grant amount received, the actual project costs, grant funding applied, portion of funding provided by other grant programs and municipal sources, and income earned and applied to the project. Income earned on the ACP grant funding becomes part of the funding available to apply to project expenditures.

The SFE must be completed by the CAO or delegate, who certifies that the grant recipient is in compliance with the terms of the CGA, program guidelines, and administrative procedures. All supporting documentation such as reports, drawings, and invoices for project costs must be retained by the municipalities for a minimum of three years following completion of the project.

The SFE may be subject to review by the Provincial Auditor General.

Additional reporting is required for the MI component (see Schedule 4), and may be required under other components.

13.3) Credit Items

Income earned on deposited or invested ACP grant funds must be reported under Credit Items on the SFE.

The amount of income earned on the funds becomes part of the total grant funding available for the project.

13.4) Calculation of Income Earned

The municipality must maintain separate accounting records for the grant funds.

The municipality is encouraged to invest and earn income on all unexpended grant funds, subject to the provisions of Section 250 of the *Municipal Government Act*.

The amount of income earned on grant funds may be calculated by one of two methods:

- the actual income earned on the funds being held; or
- the estimated (notional) income earned on the funds. For example, multiply the average grant funding balance over one or more months that the grant funds were held in an account by the average interest rate over those months.



14. Site Visits

Municipal Affairs may select and visit a number of municipalities to discuss ACP program delivery, explore suggestions for program improvement, and view completed ACP-funded projects where appropriate.

15. Communications and Project Recognition Requirements

Municipalities may choose to recognize a project milestone through advertising, public information campaigns, or ceremonies and events. If a municipality initiates a communications event related to an ACP-funded project (such as news conference, advertisement in local or national newspaper, news release, celebratory event), they are asked to advise Municipal Affairs of the proposed event a minimum of 15 working days prior to the celebration/launch/event.

News releases should acknowledge the province's contribution and must include a quote from the Minister or other GoA representative as determined by the province. Any advertising of ACP-funded projects should include a reference to the ACP program and the province's contribution.

To discuss project recognition options or communications requirements, please call a Grant Advisor at 780-422-7125 (toll-free in Alberta by first dialing 310-0000), or email acp.grants@gov.ab.ca.

100

Schedule 1A – Intermunicipal Collaboration

1. Objective

The objective of the Intermunicipal Collaboration (IC) component is to promote municipal viability by providing support to partnerships of two or more municipalities to develop or enhance regional municipal service delivery plans and frameworks, including establishing regional service delivery efficiencies.

By having regional service delivery plans and frameworks in place, municipalities lay the foundation to move from concept to reality. The plans and frameworks will ensure that:

- roles and responsibilities have been defined;
- participating municipalities are on board with the next step; and
- the partnership knows what it will take in time and resources to get their project off the ground.

2. Eligible Entities

The following entities are eligible grant recipients (managing partners) under the IC component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

First Nations are eligible to participate as non-managing, formal project partners on IC project applications.

3. Eligible Projects

Projects that directly support new or enhanced regional approaches to municipal service delivery are eligible under the IC component. Municipal partnerships are in the best position to consider projects that will provide regional benefit to their residents, businesses and communities.

Partnerships should consider how proposed projects align with broader regional or municipal initiatives, provincial priorities, or legislative regulatory requirements.

101

Provincial priorities include economic and pandemic recovery. As such, regional partners may choose to explore economic development and growth, emergency preparedness and planning, emergency response, disaster mitigation, or other related projects. New and updated Intermunicipal Development Plans (IDPs), as well as updated Intermunicipal Collaboration Frameworks (ICFs), remain eligible under the IC component.

These IC projects must produce plans, agreements, studies, or frameworks that the partnership can use to determine, establish, or govern integrated or cooperative approaches to municipal service delivery. A municipal service is defined as any activity or work undertaken by, provided for, or on behalf of, a municipality for the purpose of providing good government, facilities or other items that are necessary or desirable to develop and maintain safe and viable communities. Planning is considered a municipal service for the purpose of this component.

A partnership may undertake a regional service planning project in order to determine such factors as the costs, benefits, governance model options, revenue or cost-sharing arrangements, infrastructure priorities or operational requirements for intermunicipal service delivery.

Applications will be reviewed to ensure that the project supports or creates arrangements for cooperative approaches to delivering services within the partnership, and that the project genuinely produces a regional result. If a project appears to benefit only the participants individually or if it is unclear how the project relates to supporting intermunicipal service delivery, the project may be deemed ineligible.

Certain regional projects may be a better fit under other ACP components or grant programs. Please see the table below for examples.

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Regional Municipal Service Delivery – Development Phases		
Phase	Eligible IC Projects ¹	Projects Eligible Under Other Funding Sources
<p>Explore Opportunity To determine if a regional approach to municipal service delivery makes sense</p>	<ul style="list-style-type: none"> • Regional emergency preparedness, response, and risk mitigation e.g., regional storm water management plan • Review and establish streamlined regional operational standards • Asset management • Evaluate and establish regional development and planning approvals • Regional service needs or gaps assessment • Regional service-specific feasibility study 	<ul style="list-style-type: none"> • Broad exploration of regional governance options (See MR component, Schedule 2) • Facilitator or dispute resolution specialist to prepare regional parties for regional service negotiations (See MCP component, Schedule 3)
<p>Establish Scope Decision tools and guidance documents to determine the best approach to regional service delivery</p>	<ul style="list-style-type: none"> • Service-specific delivery options • Regional service delivery expansion studies and needs assessments • Regional service cost-sharing models • Regional service-specific business plan or strategy, e.g., regional water engineering study or regional transit strategy • Develop a regional growth plan • Develop an approach or conduct a review of existing regional services to create operational efficiencies 	<ul style="list-style-type: none"> • Regional governance study and/or business case (See MR component, Schedule 2)

103

<p>Lay Groundwork Establish formal frameworks and agreements to prepare for implementation of cooperative and integrated services among partners</p>	<ul style="list-style-type: none"> • Establish or update regional emergency management frameworks • Establish or update regional business continuity plans • Legal framework for a regional service delivery authority • Intermunicipal service sharing agreements (for instance, regional solid waste and recycling governance model and management system) • Develop a regional municipal service delivery business plan • Conduct a cost and site location analysis • Establish or update regional municipal service bylaws and service sharing agreements • Develop a regional communication strategy and materials • Develop cost- and revenue-sharing models • New or amended IDPs, updated ICFs, including MDPs developed in support of the above 	
<p>Deliver Service Implementation and direct delivery of the regional service</p>	<p>Capital projects and operating pilots are <u>not</u> eligible</p>	<ul style="list-style-type: none"> • Facility construction; equipment purchases (Municipal Sustainability Initiative - Capital², Federal Gas Tax Fund²) • Set up and ongoing regional service delivery costs (Municipal Sustainability Initiative - Operating²)

¹ Projects previously approved under the Alberta Community Partnership can be found at: <https://open.alberta.ca/publications/alberta-community-partnership-approved-projects>

² Information about these programs is available at <https://www.alberta.ca/municipal-affairs-grant-programs.aspx>.

104

a) Itemized Expenditure Breakdown

Expenditures should be directly attributable to the project outcomes, and may include contract and project management costs.

An itemized breakdown of all expenditure items and estimated project costs must be provided under the Budget section of the application form. The list of estimated project costs should specifically identify the types of consultant activities (e.g. development of specific plans, facilitation of stakeholder consultations, conducting a service inventory, consultant travel expenses, project management), and vendor costs (e.g. advertising, public consultation venue rental, and offsite printing).

If the budget expense item is general or vague, or if it is unclear how an expenditure item relates to the proposed regional service planning or development activities, the expenditure may be deemed ineligible.

b) Ineligible Project Costs

Capital expenditures, such as project expenditures associated with the construction, purchase, or betterment of capital assets or equipment.

Costs associated with the direct implementation or existing and ongoing operational costs related to the delivery of regional or municipal services, including costs associated with:

- ongoing or regular salary expenses;
- overhead expenses;
- office set-up;
- hardware or software purchases, installation, or upgrades;
- training;
- operational service pilots;
- routine or regularly occurring data gathering;
- system updates or maintenance; and
- municipal reimbursements (e.g. travel, meals, per diem).

105

4. Application Process

Applications under the IC component are due January 5 of the current program year. No applications will be accepted after the due date.

Only one application per managing partner per program year will be considered. If an applicant submits more than one grant application as a managing partner, the first submitted application will be evaluated for funding.

Ensure that all relevant sections of the application form are completed prior to submission, as incomplete applications may result in a lower score relative to other submitted grant applications. The evaluation of your grant application will be based only on the information submitted on the application form. Supplementary documentation will not be reviewed and will not impact the application evaluation and ranking.

5. Grant Amounts

The maximum grant available per project is \$200,000.

6. Component Conditions

Applications under the IC component must involve a partnership of two or more eligible entities, as defined in the Eligible Entities section.

Eligible entities may participate in multiple project partnerships but may only be the managing partner on one IC project per program year.

The managing partner is the partnership member that submits the grant application on behalf of the partnership, enters into the grant agreement, receives and manages the grant funds on behalf of the partnership, and reports to the ministry on project expenditures and outcomes. All other formal partners are referred to as project participants. The managing partner and project participants must confirm their project involvement through council resolutions or motions. The resolutions or motions should confirm support for their involvement in the project and designate a managing partner.

The managing partner must certify that the resolutions or motions are in place on the grant application form and retain copies of the resolutions. Resolutions or motions do not need to be submitted with the application unless requested by Municipal Affairs.

106

7. Payment of Funds

ACP funds will be paid following legislative approval of the provincial budget and is contingent on a Conditional Grant Agreement (CGA) being duly executed.

IC grant funds will be provided in phased installments. Seventy-five per cent of funds will be provided following the execution of the CGA. A holdback of twenty-five per cent of the funding will be paid upon submission and certification of the SFE following project completion.

8. Time Period to Use Grant Funds

Grant recipients can retroactively apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. No costs incurred prior to April 1 of the program year may be attributed to the grant.

Typically, a default 2-year project completion date will be specified in the CGA to allow sufficient time for the partnership to complete the project. This is the date by which all eligible project costs must be incurred and the use of grant funds expire. If the partnership experiences unforeseen delays that will impact the timely completion of the project, a time extension request for the CGA may be considered.

Municipal partnerships are strongly encouraged to complete projects by the project completion date identified in the CGA, as established project scope and time parameters align with the municipal commitment to the project that moves the project forward from planning to implementation.

Funding that is not expended by the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Requirements

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

SFEs must be submitted within 60 days of the project completion date, or sooner if the project is completed prior to the Project Completion date.

107

Schedule 1B – Evaluation of IC Applications

IC grant applications will be scored using the following evaluation criteria to establish a primary ranking of projects based on merit and alignment with current program priorities.

While not exhaustive, additional information has been provided in the evaluation criteria that may assist when preparing your application. It should be clearly evident in the application how the project will benefit the unique circumstances and priorities of the regional partnership. It is expected that responses are customized to reflect your specific project, and this will be reflected in scoring.

Final decisions on funding recommendations will be made by a panel of program staff and may incorporate additional relevant factors such as geographic distribution of funds, past initiative funding, distribution of funds across service areas, and/or municipal adherence to Municipal Affairs' grant program reporting and compliance.

PROJECT OUTCOME	
1. Project results in improved level of integrated municipal service delivery for the region.	Maximum points: 25 <i>Corresponding application questions: 1, 2a & 2b</i>

- **High score:** project results in significantly improved level of regional municipal service delivery.
- **Low score:** project has limited impact on the level of regional municipal service delivery.
- When drafting your response, consider:
 - Regional service gaps that will be addressed.
 - Service delivery efficiencies (cost, resources) expected to be realized, and how they will enhance the scale or scope of service delivery.
 - Details that fully describe the new or enhanced regional municipal service delivery project.

2. Project results provide other benefits to the partnership.	Maximum points: 20 <i>Corresponding application questions: 2a & 2b</i>
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- **High score:** project has significant benefit for partnership and extends to other municipalities and organizations in the region.
- **Low score:** project has limited benefit for participating municipalities
- When drafting your response, consider:
 - Short- and long-term benefits to regional residents, businesses, and communities.

Continued on next page.

108

- How the benefits will be shared among the partners.
- Outcomes that contribute to economic and pandemic recovery or other efficiencies that will be realized within the region.

PROJECT PRIORITY	
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3. Project has been established as a priority for the region.	Maximum points: 15 <i>Corresponding application question: 3a</i>
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- **High score:** Project has been identified as a critical priority under a formal initiative (e.g. municipal strategic plan; watershed quality management; economic development; emergency services; red tape reduction).
- **Low score:** Priority has not been clearly identified and project does not appear to align with broader regional or municipal plans.
- When drafting your response, consider:
 - Project alignment with a regional or provincial priority.
 - Project alignment with legislative or regulatory requirements

4. Project funding will help the partnership to resolve capacity-related barriers in order to undertake the project.	Maximum points: 10 <i>Corresponding application question: 3b</i>
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- **High score:** the need for project funding is clear. Funding support will enable the partnership to undertake a regional initiative that requires additional expertise or resources beyond the existing capacity of the municipalities.
- **Low score:** grant approval will have a minimal impact on the partnership's current ability to undertake the project.
- When drafting your response, consider:
 - Project complexity and immediacy of need.
 - Regional impact if the project is unable to proceed.

Continued on next page.

109

PARTNERSHIP AND PROJECT READINESS

5. Regional partners are actively engaged in project delivery and demonstrate a good working relationship to support project success.

Maximum points: 15
Corresponding application questions: 4a & 4b

- **High score:** project is collaborative and all participating municipalities have the ability to influence project outcomes. Processes are in place to facilitate input into decision-making and resolve conflict.
- **Low score:** project delivery is driven by a third party and it is unclear how municipal partners will be involved.
- When drafting your response, consider:
 - Protocols in place to facilitate partnership engagement.
 - Tools to ensure partnership input on decision-making.
 - Dispute resolution processes to resolve potential conflict.

6. Project is well planned.

Maximum points: 5
Corresponding application question: 4c

- **High score:** project planning appears completed. There are no significant concerns regarding the partnership's ability to execute the project successfully and achieve the expected benefits.
- **Low score:** insufficient information was provided to determine extent of planning for project delivery.
- When drafting your response, consider:
 - Identification of project milestones or phases.
 - Potential risks at each phase, and strategies to mitigate potential issues that may hinder on-time project completion.

PARTNERSHIP BUDGET

7. Project budget estimates are supported.

Maximum points: 10
Corresponding application questions: 5a & 5b

- **High score:** the basis for the budget estimates and requested grant amount was identified, and project costs appear reasonable.
- **Low score:** insufficient information was provided to determine the basis of estimated project costs and requested grant amount.
- When drafting your response, consider:
 - Comprehensive project cost estimates from potential vendors or research on comparable project costs.
 - Itemized project costs for each phase of the project.
 - Project costs are linked to scope of work identified under application question 4c.

110

Schedule 2 – Municipal Restructuring

1. Objective

The Municipal Restructuring (MR) component provides financial support to municipalities for projects associated with regional governance and municipal restructuring processes such as amalgamation, dissolution or viability reviews.

The objectives of MR funding are to assist municipalities with the cost of:

- completing studies that may result in municipal restructuring or regional governance;
- infrastructure studies for municipalities undergoing a viability review or following a dissolution;
- transition following a dissolution or amalgamation; and
- debt servicing and critical infrastructure upgrades following a dissolution or amalgamation.

2. Eligible Entities

The following entities are eligible for funding under the MR component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas).

3. Eligible Projects

a) Restructuring Study Stream

The Restructuring Study Stream provides funding towards one of the following types of studies associated with municipal restructuring:

- regional governance study which must include the exploration of options that may lead to some form of municipal restructuring; and
- infrastructure study / asset management plan (during viability reviews).



b) Transitional Stream

For a municipality undergoing restructuring, the Transitional Stream supports eligible projects related to integrating the administration, governance, and legislation of the restructured municipality.

Examples of eligible projects include:

- financial audit of pre-restructured municipality/municipalities;
- community engagement activities including, but not limited to, advertising, public notices, and signage to communicate with residents, ratepayers and other stakeholders following restructuring;
- asset management plan following dissolution;
- integration or migration of administrative systems including, but not limited to, accounting and financial, assessment, communications, geographic information systems, information technology, and records management and taxation systems;
- legal and legislative costs including, but not limited to, contracts review, land title fees, electoral boundaries review, conducting by-elections, and bylaw and policy reviews;
- library costs including, but not limited to, establishment of new municipal library boards in the receiving municipality or amalgamated municipality;
- organizational review to optimize the structure and processes of the municipality;
- personnel costs including, but not limited to, additional staff time associated with the post-restructuring transition, staff training, and severance for staff employed in the former municipality or municipalities; and
- relocation of municipal operations in the dissolved or amalgamated municipality.

c) Infrastructure/Debt Servicing Stream

The Infrastructure/Debt Servicing Stream supports upgrades to existing, municipally-owned capital infrastructure assets and equalization of any outstanding non-utility debt obligations of the dissolved municipality, or of the amalgamated municipalities. The receiving municipality or amalgamated municipality may apply for funds once needs are known and prioritized.

1/2

Examples of eligible projects include:

- repairs and upgrades for existing, municipally-owned infrastructure based on an infrastructure study, asset management plan, or supporting documentation from the past five years that identify the priority project(s) that needs to be addressed;
- work needed to meet infrastructure and environmental standards that directly affects the dissolved municipality or the health and safety of residents; and
- repayment of non-utility debt and the reduction of liabilities associated with the former municipality(ies).

4. Application Process

Applicants are encouraged to contact a Municipal Viability Advisor prior to completing the application. Municipal Viability Advisors can be reached by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

5. Grant Amounts

a) Restructuring Study Stream

The maximum amount available under the Restructuring Study Stream for infrastructure studies as part of a viability review is \$120,000.

The maximum amount available under the Restructuring Study Stream for a regional governance study and/or amalgamation study project is \$200,000, available in two phases: up to \$100,000 for a preliminary study (Phase 1), and the remainder to prepare a report on negotiations after one or more participating municipality(ies) initiates amalgamation proceedings pursuant to the *Municipal Government Act* (Phase 2).

In the case of an amalgamation study where an application is submitted by a municipality as managing partner, in cooperation with all municipalities jointly exploring amalgamation, the managing partner will be eligible for up to 100 per cent of the maximum grant.

In the case of a regional governance study and/or amalgamation study where an application is submitted by a municipality that wishes to initiate amalgamation proceedings with one or more other municipalities without unanimous agreement with the proposed partners, the initiating municipality will be eligible to apply for up to 10 per cent of the maximum grant to use towards the project. If all of the municipalities party to the project agree to request the remaining funding, then up to the remaining 90 per cent may be approved and the initiating municipality would continue as the managing partner for the grant.

113

b) Transitional Stream

The total amount available under the Transitional Stream is a base amount of \$100,000 plus \$500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

c) Infrastructure/Debt Servicing Stream Post-Restructuring

The total amount available under the Infrastructure/Debt Servicing Stream is a base amount of \$500,000 plus \$1,500 per capita (to a maximum of 300 persons per municipality) for each dissolving municipality, or for each amalgamating municipality excluding base and per capita funding for the municipality with the largest population.

6. Component Conditions

General Conditions for all MR component grants:

- a) A council resolution from the applicant must be submitted with the application.
- b) Agreement from other municipalities that are participating in the project (e.g. regional governance study or amalgamation study) or from municipalities that may be directly affected by the municipal restructuring (e.g. receiving municipality) should be in place and a copy of that agreement (e.g. emails, council resolution or formal agreement) submitted with the application.
- c) Municipalities involved in the projects may not separately apply under the MR component for the same study or restructuring process.
- d) Unused transitional grant funds cannot be applied to infrastructure projects, and vice versa.
- e) Applicants that have received restructuring grants in support of municipal restructuring that occurred prior to January 2014 are not eligible for MR funding.

If the cost of a project exceeds the maximum grant amounts, the municipality or municipalities involved are expected to cost-share or use other grant sources for the remainder of the project costs.

114

Conditions Specific to the Restructuring Study Stream (Infrastructure Study):

- a) Applicants that receive funding are required to use the Viability Review Infrastructure Terms of Reference template as part of their procurement documentation. The template can be obtained by contacting a Municipal Viability Advisor by telephone at 780-427-2225 (toll-free in Alberta by first dialing 310-0000), or by email at viabilityreview@gov.ab.ca.

Conditions Specific to the Transitional Stream:

- a) If grant funding was applied for following restructuring, grant funds must be accounted for separately by the receiving municipality in accordance with the Order in Council that dissolved the former municipality.

Conditions Specific to the Infrastructure/Debt Servicing Stream:

- a) Funding to be used for existing, municipally-owned infrastructure projects is conditional upon the completion of an infrastructure study / asset management plan in the past five years, which assists with identifying and prioritizing critical infrastructure and municipal needs. If a recent infrastructure study, asset management plan, engineering study or related documentation does not already exist, eligible entities may apply for funds through the Transitional Stream to support an infrastructure study or an asset management plan.
- b) Infrastructure projects must be located within the geographic boundaries of the dissolved municipality, or if the infrastructure project is located outside the dissolved municipality, the project must directly benefit the residents and property owners of the dissolved municipality.
- c) Funding to be used for debt servicing requires receipt of audited financial statements of the dissolved or amalgamated municipality(ies) following restructuring.
- d) Debt reduction or debt servicing funds can only be applied to the debt of the former municipality(ies) that transferred to the receiving/newly formed municipality.
- e) If grant funding was applied for following restructuring, grant funds must be accounted for separately by the receiving municipality (dissolution) or newly formed municipality (amalgamation) in accordance with the Order in Council that dissolved or amalgamated the former municipality(ies).

115

7. Payment of Funds

ACP funding will be paid following legislative approval of the provincial budget and is conditional on a Conditional Grant Agreement (CGA) being duly executed.

When approved applications exceed the current year's budget allocation for the Municipal Restructuring Component, the ministry reserves the right to provide an initial payment and, if budget permits, provide the remaining funding in the next fiscal year, at the discretion of the ministry and as described in the CGA.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the current program year unless otherwise stipulated in the CGA. Infrastructure audits funded through the Restructuring Study stream must be completed within 12 months, while regional governance studies and post-restructuring projects must be completed within two years.

Funding that is not expended within the project completion date in the CGA must be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Restructuring Study Stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at viabilityreview@gov.ab.ca.

116

Schedule 3 – Mediation and Cooperative Processes

1. Objective

The Mediation and Cooperative Processes (MCP) component provides support to municipalities to develop collaborative protocols and processes to proactively manage conflict, or to assist in the negotiation of service agreements, land-use disputes, annexations, Intermunicipal Collaboration Frameworks or intermunicipal planning tools (such as an Intermunicipal Development Plan or Joint-Use Planning Agreement).

This enables municipalities to rely on an agreed-upon process for collaboration. This component also supports municipalities in using mediation, facilitation, or other dispute resolution alternatives to resolve intermunicipal conflict as local solutions provide the ability to control the outcomes and create options in the best interests of residents. This component is comprised of a Mediation stream and Cooperative Processes stream.

2. Eligible Entities

The following entities are eligible for funding under the MCP component:

- Municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, and Special Areas);
- Improvement Districts;
- Metis Settlements; and the
- Townsite of Redwood Meadows Administration Society.

3. Eligible Projects

a) Mediation Stream

The Mediation stream funds a mediator or third party facilitator's fees and travel costs to support mediation or facilitative services to develop local solutions to conflicts municipalities may be having with their municipal neighbours, regional services commissions or other boards or agencies.

Eligible projects include:

- mediating conflict or facilitated negotiations between two or more municipalities, including ICF implementation or interpretation; and
- mediating conflict or facilitated negotiations between a municipality and another entity (which may include regional services commissions, school boards, First Nations, or Metis Settlements).

b) Cooperative Processes Stream

The Cooperative Processes stream provides proactive support to municipalities for building relations and cooperative processes within and between municipalities through the Collaborative Governance Initiative (CGI). There are three types of cooperative processes within this stream.

- i. **Protocol Development** funds a consultant or an appropriate expert's fees and travel costs to assist in creating collaborative principles, processes and protocols using consensus. This may involve an internal process with one municipality or an external process between multiple municipalities.
 - An internal process example for a single municipality is when a municipality has a lack of consensus so a consultant is hired to help with the development of council and staff protocols and procedures regarding meeting management, roles and responsibilities, and strategic direction.
 - An external or multi-party example for groups struggling to work collaboratively would be to hire a consultant to facilitate discussions between multiple municipalities to assist with the development of cooperation protocols.
- ii. **Protocol Implementation** funds the implementation of the principles, processes, and protocols created in the Protocol Development. That is, piloting, testing, and adjusting the protocols to achieve the desired objective.
- iii. **Intermunicipal Collaboration Framework Negotiation** funds a mediator or third party facilitator's fees and travel costs to assist in the negotiation of ICFs, IDPs or any planning or service agreements. For example, neighbouring municipalities with contentious or complex negotiations who require a third party in order to renegotiate an ICF, IDP or any related intermunicipal planning or service agreements.

The objective of IDP and ICF funding support offered through the MCP component is to help municipalities access third-party facilitators or mediators if they have a **demonstrated need** for such services in the implementation or interpretation of their agreements.

118

Applicants seeking grant funds to assist with contracting technical resources and expertise to develop an IDP or ICF, and who do not need additional negotiation support, should consider the IC component (see Schedule 1A).

4. Application Process

Applications are typically completed after discussion with Ministry staff. Contact Intermunicipal Relations staff at 780-427-2225 (toll-free in Alberta by first dialing 310-0000) prior to completing the form.

For all funding streams under this component, an applicant is required to complete an application that is supported by council resolutions or appropriate motions from all project participants. In the absence of council resolutions, an application may be submitted with a letter from the requesting municipality (with a copy to the partnering municipalities) that demonstrates support for the project and is signed by the Chief Elected Official.

All MCP component applications will be considered throughout the year up until February 4 of the current program year.

Decisions will be based on information provided in the ACP application form regarding the project's complexity and the immediacy of need. The degree of complexity will consider the number of issues, services, or factors that need to be negotiated and the number of municipalities involved. The immediacy of need for facilitation or mediation assistance will be based upon the following factors but not limited to:

- Degree of conflict or disagreement;
- History of conflict between the municipalities;
- Capacity to facilitate or resolve the issues or to collaborate; and
- Likelihood of the conflict to escalate.

119

5. Grant Amounts

The MCP component has funding maximums as follows:

- Mediation Stream: \$15,000
- Cooperative Processes Stream:
 - Protocol Development: \$50,000
 - Protocol Implementation: \$30,000
 - Intermunicipal Collaboration Framework Negotiation: \$50,000

The Minister may vary these maximum amounts and cost-share contributions (see section 6 below) in extraordinary or highly contentious projects.

6. Component Conditions

For projects involving cost-share or matching municipal contributions, the following verifiable in-kind expenses are eligible:

- Costs to rent space for project-related meetings or stakeholder consultations; and
- Overtime hours for municipal staff dedicated to the project.

Conditions Specific to the Mediation Stream:

The Mediation stream grant of up to \$15,000 provides one-third of the cost of mediation and is conditional on the municipal partners contributing two-thirds of the total costs. For example, to receive a maximum mediation grant of \$15,000, the municipal partners would need to contribute an additional \$30,000, reflecting a total project cost of \$45,000.

Conditions Specific to the Cooperative Processes Stream:

Cooperative Processes stream grants are conditional upon the municipalities matching the grant funding, and can include verifiable in-kind contributions. For example, to receive a maximum ICF Negotiation grant amount of \$50,000, the municipal partners would need to contribute an additional \$50,000, reflecting a total project cost of \$100,000. The matching amount must be expended proportionately to the grant funding amount.

Municipalities must complete all reporting requirements under Protocol Development prior to submitting an application for funding under Protocol Implementation. Reporting must demonstrate the progress in the project and that all funding has been fully expended prior to submitting a Protocol Implementation application.

120

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is conditional on the following:

- a Conditional Grant Agreement (CGA) being duly executed; and
- for the Mediation stream, by way of installment upon receipt of a copy of the mediator's invoices submitted that demonstrates project costs; or
- for the Cooperative Processes stream, by way of lump-sum payment.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects retroactive to April 1 of the current program year unless otherwise stipulated in the CGA. The project completion date will be determined in conjunction with ministry staff and should ensure that it allows sufficient time for all reporting activities to be completed (typically one to two years). If the funding will not be expended by the agreed to project completion date, a time extension request must be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

Upon completion, a copy of the report or study funded under the Cooperative Processes stream must be submitted to the Municipal Capacity and Sustainability Branch of Municipal Affairs at MDRS@gov.ab.ca.

121

Schedule 4 – Municipal Internship

1. Objective

The Municipal Internship (MI) component provides support to municipalities and planning service agencies to recruit, train, and retain municipal employees who can progress into leadership positions in Alberta municipalities. The intent of this program is to provide recent post-secondary graduates with the opportunity to develop knowledge, skills, and experience so that they may pursue careers in municipal administration, finance, or land-use planning and help build the capacity of Alberta's municipal sector.

Host organizations provide hands-on work experience, coaching, mentoring, and learning opportunities to their interns. To support hosts, the ministry provides a workplan template (see section 2 below) customized to the organization's priorities and projects, and grant funding to help cover the costs of hosting an intern. Both interns and hosts are supported by the ministry's program team, which provides learning resources, professional development opportunities, coaching, and program guidance.

Interns bring knowledge, energy, and desire to learn to their host organizations. Through their experience in the program, interns gain a broad understanding of municipal government and administration and develop technical skills and competencies in one of three program streams:

- **Administrator:** for post-secondary graduates from any academic discipline. An Administrator intern is supervised by a senior member of the organization, participating in a wide variety of tasks and projects, and exploring potential career paths in their areas of interest. Interns in this stream will focus on building skills and knowledge in policy, management and operations.
- **Finance Officer:** for post-secondary graduates from an accounting discipline. A Finance Officer intern is supervised by a senior finance officer who supports them in their work in the finance department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Chartered Professional Accountant designation.
- **Land-Use Planner:** for post-secondary graduates from a land-use planning or related program. Host organizations must undertake the majority of land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on staff) who supports the intern in their work in the planning department, and ensures the intern has an opportunity to supplement that learning with experiences in other departments. Interns in this stream may choose to pursue their Registered Professional Planner (RPP) certification.

102

2. Internship Workplan

The Municipal Internship Workplan is designed to ensure a broad variety of experience for interns so they may start building a well-rounded understanding of municipal operations and management during their term. The Workplan provides both a common structure and flexibility for customization so each host can create a plan that will best support its priorities and current activities, as well as support the host's intern in their area of interest and education.

The Workplan consists of six "core" learning areas in which all interns will gain work experience, skills, and knowledge, regardless of program stream:

- Municipal Government in Alberta (history, structure, and legislation);
- Governance (council);
- Management (administration);
- Financial Services;
- Human Resources; and
- Land-Use Planning.

Finance Officer and Land-Use Planner interns will explore their respective department areas in more depth during their term.

The Workplan provides further recommended activities and learning opportunities in other municipal functions to supplement the core areas. Host municipalities will determine which of these areas will be part of their intern's experience based on municipal priorities and projects, and their intern's skills, interests, education, and career goals.

These additional areas include (but are not limited to):

- Agricultural Services and Agricultural Services Boards;
- Assessment and Taxation;
- Communications;
- Community Services;
- Economic Development;
- Emergency and Protective Services;
- Infrastructure, Public Works and Transit;

123

- Intergovernmental Relations;
- Legislative Services; and
- Public Library Services.

3. Eligible Entities

The following entities are eligible under the MI component:

- municipalities (cities, towns, villages, municipal districts, and specialized municipalities);
- the Edmonton Metropolitan Region Board and Calgary Metropolitan Region Board (Land-Use Planner stream only); and
- intermunicipal planning service agencies (Land-Use Planner stream only).

Applicants must also meet specific population thresholds to be eligible (based on the 2019 Municipal Affairs Population List):

Program Stream	Population Range
Administrator	Between 700 and 75,000
Finance Officer	Between 2,500 and 125,000
Land-Use Planner	Between 5,000 and 125,000

Required Host Characteristics:

To be considered as a host for an intern, the organization must demonstrate:

- A strong council-administration or board-administration relationship exists and there is a strong commitment from both to have an intern;
- An organizational commitment to the Internship program's goals and requirements of the Workplan;
- A dedicated supervisor is appointed for the intern and an additional staff member is available as an alternate. The supervisor is to be the chief administrative officer or a senior manager (Administrator stream); a senior financial officer (Finance Officer stream); or a senior planner (Land-Use Planner stream);

124

- The organization undertakes the majority of their planning in-house and have a senior planner on staff (preferably with a RPP designation) (Land-Use Planner stream only);
- Land-Use Planner and Finance Officer interns are supported to pursue their professional designations (Registered Professional Planner and Chartered Professional Accountant, respectively) should they wish to achieve these credentials;
- A sufficient commitment of resources, both financial and staff, can be made; and
- An ability to provide learning opportunities and hands-on experiences in a wide range of municipal management and operational tasks, and an interest in providing coaching, mentoring, and sharing of knowledge with an intern.

4. Eligible Projects

The MI component has three streams. An eligible municipality or organization can apply under any or all of the streams of this program component in a program term; however, the applicant must complete separate applications as each stream is evaluated separately.

Host municipalities are expected to dedicate sufficient time, support and financial resources to the project, and demonstrate an organizational commitment to the vision and purpose of the Internship Program.

a) Administrator

The Administrator stream allows for the hosting of an intern for an 18-month term. An Administrator intern is supervised by a senior member of the organization who supports the intern with developing competency in policy development and project management, as well as transferring knowledge about governance, management and operations of municipalities. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government.

b) Finance Officer

The Finance Officer stream allows for the hosting of an intern for an 18-month term. A Finance Officer intern is supervised by a senior finance officer who supports the intern with developing competency in public sector accounting, budgeting, financial analysis, and financial reporting. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host municipalities are expected to support their

105

intern in pursuing their Chartered Professional Accountant designation should the intern wish to do so.

c) Land-Use Planner

The Land-Use Planner stream allows for the hosting of an intern for an 18-month term. Host organizations must undertake the majority of land-use planning activities in-house. A Land-Use Planner intern is supervised by a senior planner (on-staff) who supports the intern in their work in developing competency in the development and maintenance of statutory and non-statutory plans, development processes and project management. The supervisor is also expected to support the intern with the coordination of rotations through departments across the organization, assignment of tasks, projects and other work that develops the intern's skills, and provides opportunities for the intern to explore career paths within municipal government. Host organizations are expected to support their intern in pursuing their Registered Professional Planner accreditation should the intern wish to do so.

For all streams, host organizations are expected to provide their intern with experience across the key functional areas of municipal operations and management. Municipalities that are not able to offer an intern experience in all of the functional areas are encouraged to partner with another municipality, a regional services commission, or an intermunicipal planning services agency to provide their intern with the relevant experience in that area. The lead, or "managing partner" must be a municipality that meets the eligibility requirements in section 2. This municipality submits the application, receives the grant funding, and is responsible for ensuring the intern Workplan is implemented and submitting grant reporting.

Generally, the partnering municipalities share the intern's time (e.g. two or three months on a rotating basis) or the term may be split into two nine-month blocks. The partners also split the costs associated with hosting an intern. The name of the partnering municipalities and details of how the partnership is to be implemented are required in the Grant Application Form. Program staff can provide recommendations on partnership hosting arrangements.

5. Application Process

An eligible municipality or organization can apply under any or all of the streams of this program component in a program year; however, a separate application is required for each stream.

Each project application submitted to Municipal Affairs will be reviewed to ensure it meets the requirements outlined in these guidelines. Once a project is assessed, a recommendation is forwarded to the Minister of Municipal Affairs. All decisions by the Minister are final. Applicants will be advised in writing of the status of their submission.

1066

Applications are due by October 15, 2021 and are evaluated after the deadline. Host organizations are selected and funding is awarded based on information provided in the application form up to the maximum number of internship positions available in the program year.

6. Grant Amounts

Grant funding of \$60,000 per host municipality is provided, and allocated as follows:

<p>Compensation \$53,000</p>	<p>Host municipalities are expected to pay their intern in the range of \$45,000 to \$55,000 in salary per year (\$67,500 to \$82,500 for 18 months).</p> <p>The grant will provide \$53,000 to each host municipality to cover some of the intern's salary, benefits and other payroll deductions.</p> <p>As interns may not qualify for some benefit plans due to their temporary or contract status, the host municipality may consider offering a health spending or wellness account to their intern.</p>
<p>Expenses \$7,000</p>	<p>Includes: recruitment, relocation, professional development, safety equipment, association membership fees, and electronic equipment. Costs for supervisors to attend in-person Internship workshops can also be allocated to this category.</p>

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds to eligible project expenditures as per project timelines stipulated in the CGA. Interns may start their employment between April 19, 2022 and May 30, 2022. Internships are to be completed 18-months from the intern's start date.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2). Additionally, supporting documentation is required and includes a Workplan, an Intern Interim Report, a Supervisor Interim Report, an Intern Final Report, and a Supervisor Final Report, as per the CGA.

127

Schedule 5 - Strategic Initiatives

1. Objective

The Strategic Initiatives (SI) component provides grants for initiatives in which the project outcomes are of ministry or provincial strategic significance and do not align with the other program components.

2. Eligible Entities

The following entities are eligible for grants under the SI component:

- the Edmonton Metropolitan Region Board and the Calgary Metropolitan Region Board;
- municipalities (cities, towns, villages, summer villages, municipal districts, specialized municipalities, improvement districts, and Special Areas);
- Metis Settlements;
- Townsite of Redwood Meadows Administration Society; and
- municipal professional administrative organizations.

3. Eligible Projects

Eligible projects include:

- support for the operations of metropolitan growth management boards;
- support for training and development for municipal professional administrative organization members and staff; and
- projects of provincial strategic significance that are deemed a ministry priority.

4. Application Process

Contact a Grant Advisor to discuss any proposed SI projects. Application forms for the SI component will be provided after discussion with Ministry staff. Grant Advisors can be reached at 780-422-7125 (toll-free in Alberta by first dialing 310-0000).

5. Grant Amounts

The maximum amount of funding available under the SI component is a ministry determination.

128

6. Component Conditions

All projects funded through the SI component will need to demonstrate the strategic significance of their project and how it aligns with ministry or provincial priorities.

The Minister may modify any program criteria such as eligibility and application requirements to respond to Government of Alberta and Municipal Affairs priorities.

7. Payment of Funds

Funding will be paid following legislative approval of the provincial budget and is subject to a Conditional Grant Agreement (CGA) being duly executed.

8. Time Period to Use Grant Funds

Successful applicants can apply grant funds towards approved projects effective April 1 of the program year unless otherwise stipulated in the CGA. Applicants determine the appropriate project completion date to be specified in the CGA and should ensure that the project completion date allows sufficient time for all reporting activities to be completed. If the funds will not be expended by the agreed to project completion date, a time extension request should be submitted (see main guidelines section 9.2). Any grant funds unexpended upon completion or termination of the project shall be returned to the Government of Alberta.

9. Reporting Conditions

The grant recipient must submit an SFE (see main guidelines section 13.2), and may be asked to provide additional reporting on the outcome of the grant.

129

cao@onoway.ca

From: Kevin Bird <kevin.bird@ngps.ca>
Sent: January 13, 2022 12:44 PM
To: cao@onoway.ca
Subject: Re: Rural Education Symposium

Hi Wendy,

An official invitation will be arriving shortly but I thought I'd let you know that the Rural Symposium is scheduled for March 6-8. Info here:

<https://www.albertaruraleducation.ca/>

On 2021-08-10 2:20:13 PM, cao@onoway.ca <cao@onoway.ca> wrote:

And on a different note Kevin, if the Rural Education Symposium is held again this year please be sure and share that info with the Town of Onoway and Lac Ste. Anne County. We believe it is important to attend that event, hear what's going on in the Education world especially rural education, and support our school division.

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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Alberta Rural Education Symposium

Flourishing Rural School Communities: Learning and leading through appreciative inquiry.

March 6-8, 2022

Fantasyland Hotel, Edmonton AB

131

Hotel reservations can be made by calling The Fantasyland Hotel reservations department at (780) 444-3000 or toll-free at 1-800-737-3783. The cutoff date for booking your hotel room is February 4, 2022.

What's New



Registration Open

The Alberta Rural Education Symposium is returning to the Fantasyland Hotel from March 6-8, 2022.

Like Page Share

ALBERTA RURAL EDUCATION SYMPOSIUM

Flourishing Rural School Communities
Learning and leading through appreciative inquiry.

Fantasyland Hotel, March 6-8, 2022
albertaruraleducation.ca

Alberta Rural Education Symposium
about a month ago

The Alberta Rural Education Symposium is returning to the Fantasyland Hotel from March 6-8, 2022. The theme for the 2022 symposium is *Flourishing Rural School Communities: Learning and leading through appreciative inquiry*.

Online registration is now open at albertaruraleducation.ca/register.

Early bird registration will be available until January 31, 2022. Effective September 20, 2021, The Fantasyland Hotel Conference and Banquet Facilities will be following Alberta's Restrict... See more

2 Comment 1

132



About ARES

The Alberta Rural Education Symposium was initiated by the Minister of Education in 2012. Alberta Education organized and planned the entire one-day symposium. Since 2013, the Alberta Rural Education Symposium Planning Committee has been an example of effective collaboration between education stakeholder groups. The committee is made up of representatives from the Alberta Teachers' Association, the Alberta School Boards Association, the Alberta School Councils Association, the Alberta School Business Officials Association, the College of Alberta School Superintendents and Alberta Education.

The Minister of Education has always had a presence at the Alberta Rural Education Symposium. Many rural MLAs have joined the Education Minister in previous years. The audience for the symposium includes parents, teachers, school administrators, trustees, municipal leaders, health care professionals, county counsellors, business leaders and individuals from a rural context who take an interest in rural education and sustainability of rural communities. Portions of the symposium are webcast so participants who cannot attend in-person can still participate in the symposium. The symposium has attracted a provincial, national and international audience. Alberta Education has taken the opportunity to highlight ministry initiatives. The symposium is an excellent venue for the education representatives and government officials to connect with rural leaders from across the province.

Countdown to ARES 2022

52 03 27 07

133

Speakers

Sponsors

To become a sponsor, contact us at albertaruraleducation@gmail.com

134



ARES

Home

What's New

Register

The Symposium



The Symposium

Flourishing Rural School Communities:

Learning and leading through appreciative inquiry.

"Flourishing Rural School Communities" is the theme for ARES 2022. Participants will learn about the power of storytelling and appreciative inquiry to create flourishing school communities. This year's symposium is adopting a workshop approach to engage participants fully in their learning.

The Symposium launches on Sunday evening with Dr. Scott Morrison, Superintendent of Christ The Redeemer Catholic Schools. He believes that stories are a profound way to share your beliefs. Scott's goal is to assist educators, trustees, and MLA's to both identify and tell the stories about what makes education in rural Alberta worth our time, attention, and resources.

"You love your family because you grew up with them and know their story. If we want Albertans to love and support education in rural Alberta, they need to hear our stories."

We will also continue with our tradition of having our Minister of Education, Adriana LaGrange, along with other Ministers, yet to be named, share with us their stories of rural Alberta. Afterwards, participants will have an opportunity to engage in one-on-one conversations with the MLAs.

Starting Monday morning, Dr. Sabre Cherkowski, Okanagan School of Education, will engage us over the next day and a half on the practical findings from her recently completed research on teacher and administrator wellbeing. She will provide experiential opportunities to engage with practices and strategies for noticing, nurturing and sustaining flourishing in schools.

- What does it mean to pay attention to wellbeing at work during these unprecedented times?
- How can we craft our work in ways that empower us to notice and nurture wellbeing for ourselves and with others in our school systems?

135

appreciative inquiry process designed to focus on what works well and what contributes to feeling a sense of flourishing at work. Throughout the course of this workshop, you will have opportunities to learn about the research findings from a positive organizational approach, and think about what these mean in their own contexts. You will try out the practices and strategies that emerged from the research, and engage in a flourishing inquiry process designed to guide participants to notice and nurture wellbeing at work. By the end of the workshop, participants will establish some plans toward learning to flourish in their own context.

In an effort to showcase all that is good in our Alberta schools, this workshop will also feature initiatives from 2-3 school divisions that speak to their creativity and resourcefulness. Delegates will celebrate these local projects that have pushed the boundaries of value-added programming for students and their communities.

We have an exciting and thought-provoking program prepared, making this an Alberta Rural Education Symposium you and your team will not want to miss!

136

Conference Chair

Program Development and Program
Inquiries

Website, Social Media and General Media
Inquiries

Cam McKeage

Peter Barron

Kyle Nichols



Q Search Events by Title, Facilitator, Keyword/Topic Search



Central Alberta
Regional Consortium
Working Together: Making a Difference

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- Home
- Learning Opportunities
- About CARC
- FAQs
- PD Resources

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ARES: Flourishing Rural School Communities: Learning and Leading Through Appreciative Inquiry

← Return to Learning Opportunities

ARES: Flourishing Rural School Communities: Learning and Leading Through Appreciative Inquiry

Facilitator(s): Minister of Education, Adriana LaGrange
Dr. Scott Morrison
Dr. Sabre Cherkowski
Ministers' Panel

Register

137

Registration closes:
Mar 02, 2022 at 11:00 pm

Date: This is a multi-day event.

DAY 1 Mar 06, 2022 (6:00 pm to 9:00 pm MDT)

DAY 2 Mar 07, 2022 (8:45 am to 4:00 pm MDT)

DAY 3 Mar 08, 2022 (8:45 am to 12:00 pm MDT)

Cost: \$350.00 (CAD) (Early Bird until January 31st)

Location: Edmonton (Fantasyland Hotel)
17700 - 87 Avenue
[Google Map](#)

Course code: 22-LE-105-CARC

Target Audience

Leaders, administration

About this learning opportunity

"Flourishing Rural School Communities" is the theme for ARES 2022. Participants will learn about the power of storytelling and appreciative inquiry to create flourishing school communities. This year's symposium is adopting a workshop approach to engage participants fully in their learning.

The Symposium launches on Sunday evening with Dr. Scott Morrison, Superintendent of Christ The Redeemer Catholic Schools. He believes that stories are a profound way to share your beliefs. Scott's goal is to assist educators, trustees, and MLA's to both identify and tell the stories about what makes education in rural Alberta worth our time, attention, and resources.

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138

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What does it mean to pay attention to wellbeing at work during these unprecedented times?

How can we craft our work in ways that empower us to notice and nurture wellbeing for ourselves and with others in our school systems?

This workshop will provide an opportunity for you to learn about and practice an appreciative inquiry process designed to focus on what works well and what contributes to feeling a sense of flourishing at work. Throughout the course of this workshop, you will have opportunities to learn about the research findings from a positive organizational approach, and think about what these mean in their own contexts. You will try out the practices and strategies that emerged from the research, and engage in a flourishing inquiry process designed to guide participants to notice and nurture wellbeing at work. By the end of the workshop, participants will establish some plans toward learning to flourish in their own context.

In an effort to showcase all that is good in our Alberta schools, this workshop will also feature initiatives from 2-3 school divisions that speak to their creativity and resourcefulness. Delegates will celebrate these local projects that have pushed the boundaries of value added programming for students and their communities.

We have an exciting and thought provoking program prepared, making this an Alberta Rural Education Symposium you and your team will not want to miss!

This session is being offered on a cost recovery basis.

About the facilitator(s)

Dr. Scott Morrison--Superintendent of Christ the Redeemer Catholic Schools

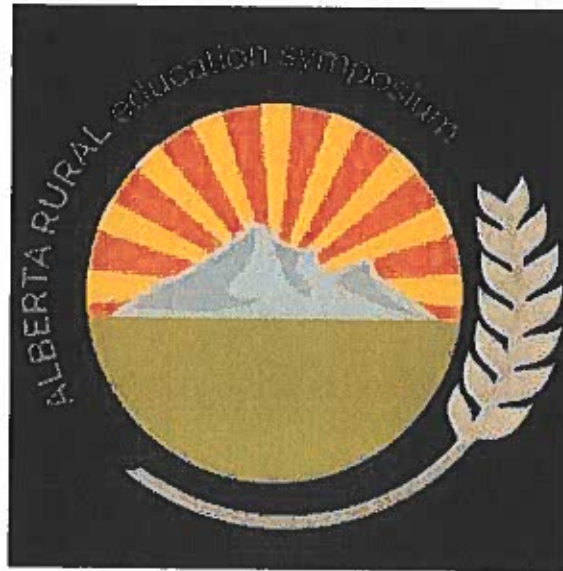
Dr. Sabre Cherkowski--Okanagan School of Education

Minister Adriana La Grange--Minister of Education

139

Minister's panel yet to be named

Partnered with:



Documents

- ARES Schedule

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140



Town of Onoway

Box 540, Onoway, AB T0E 1V0

January 6, 2022

Alberta Regional Railway
PO Box 70065
Airdrie, AB T4B 0V9

Thomas.F@ABRailway.com

To Whom It May Concern:

Re: Letter of Support for Alberta Regional Railway

In reference to the above noted, please be advised that the Council of the Town of Onoway discussed the benefit of an Edmonton to Calgary corridor for the Alberta Regional Railway at their December 16, 2021 meeting. Council resolved to support an integrated travel system for the approximately 4 million residents expected to be living along Highway 2 by 2027.

Council sees the tremendous benefit for economic development as well as the opportunity for business travel to be stress free. The railway also opens up opportunities for workers to live in rural Alberta and be able to commute by rail to major centres, or vice versa.

Additionally, there are tourism benefits and we have taken note of the many attractions that are along this corridor who could potentially benefit from increased attendance such as: the Reynolds-Alberta Museum in Wetaskiwin; Bower Ponds in Red Deer; the Olds Botanical Gardens and many more.

The Town of Onoway supports the Alberta Regional Railway and realizes the benefit that it would bring to the province.

Yours truly,

Lenafa Kwasny
Mayor
Town of Onoway

LK/dg

cc: Council

141



Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

January 6, 2022

File: 22DP01-24

Hummingbird Yoga

**Re: Development Permit Application No. 22DP01-24
Plan 6288 BZ, Block 2, Lot 1-3 : 4917 – 50 Street (the "Lands")
C1 – Commercial- Office, Retail & Service District : Town of Onoway**

APPROVAL OF DEVELOPMENT PERMIT

You are hereby notified that your application for a development permit with regard to the following:

**OPERATION OF A PERSONAL SERVICES ESTABLISHMENT
YOGA STUDIO**

has been **APPROVED** subject to the following conditions:

- 1- All municipal taxes must be paid.
- 2- The applicant shall display for no less than twenty-one (21) days after the permit is issued, in a conspicuous place on the site or on streets abutting the site, the enclosed notice.
- 3- The applicants shall obtain and comply with the requirements, where applicable, from the appropriate authority, permits relating to building, electricity, plumbing and drainage, and all other permits required in connection with the proposed development. Copies of all permits shall be submitted to the Town of Onoway for review.
- 4- Arrangements, satisfactory to the Development Authority, must be in place to provide sanitary facilities for the contractors working on the site.
- 5- The applicants shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors, to any public or private property.
- 6- That all improvements shall be completed within twelve (12) months of the effective date of the permit.
- 7- Two (2) parking spaces shall be provided, conforming to the requirements of Section 259 Off-Street Parking of the Town of Onoway Land Use Bylaw 712-13, to the satisfaction of the Development Authority.

142

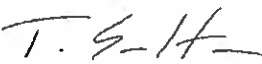


Development Services
for
Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

- 8- The site and improvements thereon shall be maintained in a clean and tidy condition during construction, free from rubbish and debris. Receptacles for the purpose of disposing of rubbish and debris shall be provided to prevent scatter of debris and rubbish.
- 9- No person shall keep or permit to be kept in any part of a yard any excavation, storage or piling of materials required during the construction stage unless all necessary safety measures are undertaken. The owner of such materials or excavation must assume full responsibility to ensure the situation does not prevail any longer than reasonably necessary to complete a particular stage of construction.

Should you have any questions please contact this office at (780) 718-5479.

Date Application Deemed Complete	January 6, 2022
Date of Decision	January 6, 2022
Effective Date of Permit	February 4, 2022
Signature of Development Officer	

Tony Sonnleitner, Development Officer for the Town of Onoway
cc Wendy Wildman, CAO, Town of Onoway
cc Inspections Group Inc.

Note: An appeal of any of the conditions of approval may be made to the Subdivision and Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board. Such an appeal shall be made in writing and shall be delivered either personally or by mail so as to reach the Clerk of the Subdivision and Development Appeal Board no later than twenty-one (21) days after the notice of decision. The appeal should be directed to this office at:

Town of Onoway
Box 540
Onoway, AB T0E 1V0

and should include a statement of the grounds for the appeal and have attached an Appeal fee in the amount of \$150.00.

143



Development Services
for

Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

NOTE:

1. *The issuance of a Development Permit in accordance with the notice of decision is subject to the condition that it does not become effective until twenty-nine (29) days after the date of the order, decisions or development permit is issued.*
2. *The Land Use Bylaw provides that any person claiming to be affected by a decision of the Development Officer may appeal to the Development Appeal Board by serving written notice of appeal to the Clerk of the Subdivision and Development Appeal Board within twenty-one (21) days after notice of the decision is given.*
3. *A permit issued in accordance with the notice of the decision is valid for a period of twelve (12) months from the date of issue. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, this permit shall be null and void.*

IMPORTANT NOTES

1. *Any development proceeded with prior to the expiry of the appeal period is done solely at the risk of the Applicant even though an application for Development has been approved and a Development Permit has been issued. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit is issued.*
2. *Any person claiming to be affected by a decision regarding an application for a development permit may appeal by serving written notice to the Clerk of the Development Appeal Board within twenty-one (21) days after a development permit or notice of decision was issued.*
3. *This Development Permit is valid for a period of 12 months from the date it was issued, or the date of an approval order being granted by the Development Appeal Board. If at the expiry of this period, the development has not been commenced or carried out with reasonable diligence, the permit becomes invalid unless an extension has been granted by the Development Officer.*
4. *The applicant is reminded that compliance with this Permit requires compliance with all conditions affixed thereto.*
5. *A development permit is an authorization for development under the Land Use Bylaw; but is not an approval under any other regulations that may be applicable.*
6. *In the interest of public safety and as required by the Safety Codes Act construction projects must be covered by the appropriate permits prior to commencement of construction (Demolition, Building, Electrical, Gas, Plumbing, Private Sewage, and Water). The issuance of these permits is under the jurisdiction of Agencies Authorized by Alberta Municipal Affairs to Issue Permits and Provide Compliance Monitoring.*

144



Development Services
for

Town of Onoway

Box 2945, Stony Plain, AB., T7Z 1Y4, Phone (780) 718-5479 Fax (866) 363-3342
Email: pcm1@telusplanet.net

Within the municipal limits of the Town of Onoway, the authorized agency is Inspections Group Inc., and may be contacted at

Edmonton:
12010 - 111 Ave.
Edmonton, Alberta T5G 0E6

Phone: (780) 454-5048
Fax: (780) 454-5222
Toll-Free: (866) 554-5048
Toll-Free Fax: (866) 454-5222
Email: questions@inspectionsgroup.com

7. *Development in proximity to gaslines, other pipelines, powerlines, or telephone lines require approvals from: The Gas Protection Branch - Alberta Labour, Alberta Energy Resources Conservation Board, Alberta Utilities and Telecommunications.*
8. *All plans submitted for the construction, or alteration, of a commercial or industrial building as specified under the Alberta Architects Act, shall be authorized by a registered architect or a professional engineer.*

145



Public Notice

DEVELOPMENT APPLICATION NUMBER: 22DP01-24
APPROVAL OF DEVELOPMENT PERMIT

An application for a development permit, for this property, Plan 6288 BZ, Block 2; Lot 1-3 : 4917 – 50 Street with regard to the following:

OPERATION OF A PERSONAL SERVICES ESTABLISHMENT YOGA STUDIO

has been **CONDITIONALLY APPROVED** by the Development Officer.


Any person who objects to the proposed use of the parcel may deliver to the Clerk of the Subdivision and Development Appeal Board a written statement of their objection to such use indicating the following:

1. His/ her full name and mailing address, for the delivery of any notices to be given with respect of the objection; and
2. The reasons for his/her objection to the proposed use.

The statement must be received by the Clerk of the Subdivision and Development Appeal Board by no later than 4:30 pm on January 27, 2022.

Statements of concern with regard to this development permit should be addressed to:
Town of Onoway
Box 540
Onoway, Alberta, T0E 1V0
Attention: Clerk of the Subdivision and Development Appeal Board

Should you have any questions please contact the Development Officer at (780) 718-5479

Date Application Deemed Complete	January 6, 2022
Date of Decision	_____
Effective Date of Permit	January 6, 2022
Signature of Development Officer	February 4, 2022
	 _____

- Note:** This permit does not come into effect until twenty-nine (29) days after the date of issuance.
- Note:** Any development undertaken prior to the expiry of the appeal period is done solely at the risk of the applicant. The period allowed for an appeal to be filed is twenty-one (21) days after a development permit has been issued.
- Note:** This permit is valid for a period of twelve (12) months from the date of issue. If at the expiry date of this period the development has not been commenced and carried out with reasonable diligence, this permit shall be null and void.

THIS IS NOT A BUILDING PERMIT

146

debbie@onoway.ca

From: cao@onoway.ca
Sent: January 5, 2022 9:26 AM
To: debbie@onoway.ca
Subject: FW: Final Accounting - Town of Onoway FCSS \$500 - Winter Family Fun Kits
Attachments: Final Accounting - Town of Onoway FCSS - \$500.00 Winter Family Fun Kits - Jan. 4, 2022.pdf; Recognition - Insert - Winter Family Fun Kits (Recognizing Town of Onoway FCSS).pdf; Winter Family Fun Kit Contents.jpg

Deb let's put this as info on our next agenda.

Thx

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: Shelley Vaughan <shelley@onoway.ca>
Sent: January 4, 2022 4:09 PM
To: 'Wendy Wildman' <cao@onoway.ca>
Subject: FW: Final Accounting - Town of Onoway FCSS \$500 - Winter Family Fun Kits

See the attached Winter Family Fun Kits that the County did and the Town funded with FCSS!

Thanks
Shelley

From: Donna Kerr <dkerr@lsac.ca>
Sent: January 4, 2022 3:53 PM
To: Vaughan, Shelley (FCSS Coordinator - Town of Onoway) <shelley@onoway.ca>
Subject: Final Accounting - Town of Onoway FCSS \$500 - Winter Family Fun Kits

Good Afternoon Shelley,

Attached please find the completed final accounting document, as well as page 1 of the insert that recognizes the Town of Onoway FCSS program for their funding. I've also included a photo of the contents of one of the bags, just to give you an idea of what was included. Not every kit was identical, but similar.

147

Please let me know if you need anything further, or if you have any questions.

Thanks again to the Town of Onoway FCSS for contributing!

Donna Kerr

Community Services Manager, Lac Ste. Anne County

56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0

PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | lsac.ca

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148



Winter Family Fun Kit



This *Winter Family Fun Kit* is provided to your family thanks to funding from Lac Ste. Anne County FCSS, Town of Onoway FCSS, and the Summer Village of Silver Sands.

Playdough Recipe

- | | |
|------------------------|-------------------------------|
| 1 cup flour | 2 Tbsp vegetable oil |
| 1 cup water | Food colouring of your choice |
| $\frac{1}{2}$ cup salt | |
| 3 Tbsp cream of tartar | |

Combine flour, salt and cream of tartar in saucepan. Add water and oil. Cook over medium heat, stirring constantly. When mixture pulls away from side of pan and forms a ball, remove from heat and cool. Knead in colour.

Snow Paint

Snow painting can be a fun and easy way to get creative outside - and is a great sensory activity too!

1. Take the lid off your spray bottle and add a few drops of the food colouring into the bottle.
2. Add cool water. Do not fill up too fast as it will bubble over and the colour will stain.
3. Tightly place the spray nozzle back on and spray the snow.
4. Have fun! You can add different colours you may have at home.

UNO Game

UNO can be a fun family activity but if your child is not quite ready to play UNO, the cards can be used to play simple games that teach basic concepts of colour & number, recognition, counting, and sorting & matching.

Check out this website for some fun alternative games to play with a deck of UNO cards!

<https://picklebums.com/games-you-can-play-with-uno-cards/>



150

FCSS Administered by Town of Onoway

FCSS Year End Summary Report

Indirect Program

Winter Family Fun Kits

Program Name: Connecting and Engaging Community

Date: 20 21

Primary Target Population

Community Members

Total # of 160 Participants served in a year:

LSAC Community Services staff assembled 160 kits that will be distributed one per family to all families registered w/ Onoway Playschool & OSC

Volunteer involvement related to this program only: (if applicable)

of volunteers: _____ # of volunteer hours: _____
 Alberta Black Community Playschool
 Sangudo Playschool
 Mayethorpe Playgroup

Outcome Statement	Measure:	Measures Bank Number:	Alignment with FCSS Outcomes Model: Chart of Outcomes and Indicators:	Data [from each measure] to report after you survey	Strategic Direction
Community members feel welcome in their community	[Insert name] helped me to feel welcome in my neighborhood/community.	PM6	COMMUNITY OUTCOME 1 <i>The community is connected and engaged..</i> <i>Indicator: Social Engagement</i>	Total # of Community members: # completing the tool: # completing measure: # experiencing a positive change: % of positive change	SD5 provide support that help sustain people as active participants in the community <i>10 kits provided to MAD House for non-playschool families</i>
Community members feel a sense of belonging to their community	This program has helped me to feel a sense of belonging in my neighbourhood/community.	PM4	INDIVIDUAL OUTCOME 2 <i>Individuals are connected with others.</i> <i>Indicator: Trust and Belonging</i>	Total # of Community members: # completing the tool: # completing measure: # experiencing a positive change: % of positive change:	SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people
Community members feel connected to the people in their community	[Insert name] has helped me to feel more connected to the people in my neighborhood/community.		COMMUNITY OUTCOME 1 <i>The community is connected and engaged.</i> <i>Indicator: Social Engagement</i>	Total # of Community members: # completing the tool: # completing measure: # experiencing a positive change: % of positive change	SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people

151

Identify Measurement Tool(s) Used:	Survey	When Measurement Tool(s) Used: Post-Only : After Activities
Continuous Quality Improvement:		
After analyzing the information, should we continue with this program? Why or why not? Families love take home Kits of any kind.	Describe Changes to be made (if any): n/a	Describe the Successes of the program Easy distribution through local registered playschool programs

ACTUAL BUDGET		
REVENUE:		
FCSS Grant Funding (To of Onaway)	\$	500.00
Other-Donation - LSAC Cloth Bags	\$	320.00 (160 @ estimated cost \$2 each)
Lac Ste. Anne County - Funding	\$	5446.93
SV of Silver Sands	\$	500.00
Total Revenue:		\$6,766.93
EXPENDITURES:		
Program/Project Materials Purchased	\$	6446.93
Cloth Bags - Donated (x160)	\$	320.00
Advertising/Promotions	\$	
Telephone/Postage/copying	\$	
Facility Rentals	\$	
Other Costs: Nutritional expenses	\$	
Administration/Coordination LSAC in Kind	\$	0
Program Coordinator & Rev Canada Remit [if applicable]	\$	
		\$
Total Expenditures		\$6,766.93
Surplus (Deficit)		0

Should there be any unexpended FCSS Grant funds, Please complete this section:	
What occurred that resulted in funds not being expended?	n/a
What plans do you have for the unexpended funds?	n/a
What timeline will be required to expend the funds?	n/a

I acknowledge that the information contained within this Year End Summary Report accurately depicts the activities and results of this program/project. I understand that I may be requested to make a final presentation on this program/project.

DONNA KERR *Donna Kerr* Jan 4, 2022

Print Name Authorized Signature Date

FOR Office USE ONLY:

Date Received:	<input type="checkbox"/> By Mail <input type="checkbox"/> By Email <input type="checkbox"/> Hand Delivered	Future Recommendations:
		Other Notes:

SUBMIT COMPLETED YEAR END SUMMARY REPORT TO:

153

Please:

1. Submit one original signed copy of the Year End Summary Report (via mail or drop-off at the office)
Town of Onoway Contact: Shelley Vaughan Email: shelley@onoway.ca Phone:780-967-5338

The deadline for submitting this Year End Summary Report is **January 31, 20____** *(of the following year)*

154

Onoway Community Care- Meals on Wheels
P.O. Box 73
Onoway, AB T0E1V0
December 21, 2021

Attention Shelley Vaughan
Town of Onoway

Mayor and Council

Attached is the final reporting for the FCSS Grant for \$1850.00 that Meals on Wheels received this year.

Meals on Wheels have operated for thirty five years in Onoway. With Covid, we have had to expand our delivery area to include Alberta Beach, Summer Villages and the County.

Over 1400 meals were delivered by volunteers this year. We have expanded our volunteer drivers from two to ten and accumulated hundreds of volunteer hours. There are two choices for meals which include a hot meal prepared by Davlyns Restaurant four days a week and the frozen meal option prepared by Meals on Wheels, Edmonton. These two choices give clients an option that will work best for them.

Meals on Wheels thank you for supporting this program with FCSS dollars.

If you have any question or need further information please let me know.

Sincerely



Hazel Bourke -Co-ordinator
Meals on Wheels

155

FCSS Administered by Town of Onoway

Indirect Program

FCSS Year End Summary Report

Program Name: Connecting and Engaging Community

Date: 2021

Primary Target Population

Total # of 50+ Participants served in a year: 2021 *Hot meals are delivered four days a week. Frozen meals are delivered once or twice a month. Over 1400 meals in 2021*

Community Members

Volunteer involvement related to this program only: (if applicable)

of volunteers: 10 # of volunteer hours: 600 hours +
Includes delivery, ordering, book keeping.

Outcome Statement	Measure:	Measures Bank Number:	Alignment with FCSS Outcomes Model: Chart of Outcomes and Indicators:	Data [from each measure] to report after you survey	Strategic Direction
Community members feel welcome in their community	[Insert name] helped me to feel welcome in my neighborhood/comm unity.	PM6	COMMUNITY OUTCOME 1 <i>The community is connected and engaged..</i> <i>Indicator: Social Engagement</i>	Total # of Community members: # completing the tool: # completing measure: # experiencing a positive change: % of positive change	SD5 provide supports that help sustain people as active participants in the community
Community members	This program has	PM4	INDIVIDUAL OUTCOME 2	Total # of Community	SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people

MEALS ON WHEELS 858

REMITTANCE ADVICE TOWN OF ONOWAY

THE ATTACHED CHEQUE IS IN PAYMENT OF ITEMS LISTED BELOW. IF INCORRECT, PLEASE INQUIRE REFERENCING CHEQUE # 20210419

Invoice Date	Invoice Number	Invoice Amount	RO Number	Discount	Hold Amount	Description	Amount Paid
2021-05-07	FCSS2021	1,850.00			0.00	FCSS CONTRIBUTIONS	1,850.00

ange:

SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people

ange:

SD3 help people to develop interpersonal and group skills which enhance constructive relationships among people

156

Identify Measurement Tool(s) Used: Survey		When Measurement Tool(s) Used: Post-Only : After Activities
Continuous Quality Improvement:		
After analyzing the information, should we continue with this program? Why or why not? <i>Should continue</i>	Describe Changes to be made (if any): <i>Re-evaluate frozen meal program. Staff at Neulson wheels Edmonton was not able to supply meals needed due to staff shortages.</i>	Describe the Successes of the program <i>This is the most meals ever provided. With Covid we have picked up Alberta Beach, Ross House, and expanded delivery to Community.</i>

ACTUAL BUDGET		
REVENUE:		
FCSS Grant Funding	\$ 1850.00	<i>May 17/2021 cheque #</i>
Other Funding Sources	\$	<i>20210419</i>
	\$	
	\$	
Total Revenue:		\$ 1850.00
EXPENDITURES:		
Program/Project Materials <i>Dishes/Cases</i>	\$	1474.49
Speaker/Presenter Expenses	\$ <i>0</i>	<i>0</i>
Advertising/Promotions <i>VISTA PRINT DOOR</i>	\$	69.06
Telephone/Postage/copying	\$ 95.73	95.73
Facility Rentals	\$ <i>0</i>	<i>0</i>
Other Costs: Nutritional expenses <i>MEALS/FOOD</i>	\$	299.00
Administration/Coordination <i>BANK</i>	\$ <i>0</i>	<i>0</i>
Program Coordinator & Rev Canada Remit [if applicable]	\$ <i>0</i>	
MILEAGE		\$ 475.00
Total Expenditures		\$ 2413.28
Surplus (Deficit)		- 563.28

157

Should there be any unexpended FCSS Grant funds, Please complete this section:	
What occurred that resulted in funds not being expended?	ALL FUNDS WERE SPENT.
What plans do you have for the unexpended funds?	
What timeline will be required to expend the funds?	

I acknowledge that the information contained within this Year End Summary Report accurately depicts the activities and results of this program/project. I understand that I may be requested to make a final presentation on this program/project.

HAZEL BOURKE H. Bourke Dec 22/21

Print Name Authorized Signature Date

FOR Office USE ONLY:

Date Received:	<input type="checkbox"/> By Mail <input type="checkbox"/> By Email <input type="checkbox"/> Hand Delivered	Future Recommendations:
		Other Notes:

SUBMIT COMPLETED YEAR END SUMMARY REPORT TO:

158

From: AFRED Minister (AF & RED) <AFRED.Minister@gov.ab.ca>

Sent: January 11, 2022 1:14 PM

Subject: Congratulations on the Recent Municipal Election

Rural Mayors and Reeves,

Congratulations on your recent success in Alberta's 2021 municipal elections. As Minister of Agriculture, Forestry and Rural Economic Development, I appreciate your commitment to representing your municipality and the contributions you will make to grow a vibrant and resilient community.

Alberta's government recognizes the crucial role that communities across Alberta play in our province's prosperity. That is why we are taking steps to unleash the potential of rural economies in every corner of the province, from retail and agriculture, to forestry, tourism and the energy sector. We know that by investing in Alberta families and businesses, we will drive our economic recovery and create jobs for Albertans at a time when they need them most.

The economic and fiscal uncertainties caused by the COVID-19 pandemic, coupled with the collapse of global energy prices, and the drought conditions experienced this summer, have resulted in significant challenges for communities. However, I know that rural Albertans have the grit, determination, and unmatched entrepreneurial spirit to diversify our economy and lead Alberta's economic recovery. My ministry is supporting Alberta's recovery by bolstering supports in the agriculture and food sector and creating thousands of jobs for Albertans.

I want to ensure that Albertans from every corner of the province benefit from Alberta's Recovery Plan. Throughout the fall, I hosted a number of online listening sessions across the province to gain a better understanding of the economic development issues and concerns impacting rural Alberta. I listened to rural businesses across various sectors, including business associations, chambers of commerce, Indigenous-and Métis-owned businesses, and industry and community leaders. The ideas, perspectives, and solutions provided through these sessions will inform future government actions. As leaders in your communities, you know better than anyone how to improve the business climate. Together, we can promote economic development in rural Alberta.

In this regard, our Agriculture Sector Strategy focuses on increasing capacity in the value-added processing, increasing food and agriculture exports and expanding irrigation infrastructure. The strategy set aggressive targets to attract \$1.4 billion in investment over the next four years and create about 2,000 jobs.

In addition, there is tremendous opportunity for Alberta's forest sector to drive economic recovery and continue its key role in supporting rural communities. Agriculture, Forestry, and Rural Economic Development's Forest Jobs Action Plan shows the government's commitment to providing our forest companies with sustainable, long-term access to trees. At the same time, it ensures our forests continue to provide positive benefits for the environment and can be enjoyed by future generations. Increasing the forest sector's access to trees will support investment and play an important role in Alberta's Recovery Plan.

Once again, congratulations on your election win. I wish you success in your role, and I look forward to working together to create a prosperous Alberta.

Sincerely,

Honourable Nate Horner
Minister of Agriculture, Forestry and Rural Economic Development

AR 76331





January 11th, 2022

Dear Valued Partner:

Thank you for your generous donation to our 2021 Silent Auction in support of our Adopt-a-Family initiative and 2021 Charity of Choice, the Alberta Farm Safety Centre.

The EQUUS Community Connection (ECC) would like to thank you and your company for the generous donation to our virtual silent auction. Our fundraiser was a huge success and this would not have been possible without your help.

Thanks to the support of our generous donors and bidders, we were able to raise over \$6,400 in our annual Christmas Silent Auction. This year we 'adopted' 14 rural families, and two seniors in our EQUUS communities and provided them with gifts, and gift cards to be used for groceries and gifts over the holidays. We worked with local community support groups to identify families in need, and EQUUS volunteers purchased and wrapped gifts for each individual member of the family to ensure that everyone had a surprise under the tree, and a meal on the table.

To date, the EQUUS Community Connection has helped raise more than \$270,000 for the betterment of communities in Rural Alberta.

<https://www.equs.ca/community/equs-community-connection/>

You have truly made difference in people's lives this holiday season. Thank you on behalf of the entire team at EQUUS.

With Sincere Gratitude,

Liz James
Silent Auction Coordinator
EQUUS Community Connection Committee
780.218.8754
ljames@equs.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
Onoway, 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