

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, JANUARY 12, 2023 IN THE COUNCIL CHAMBERS OF THE
ONOWAY CIVIC CENTRE AND VIRTUALLY VIA ZOOM
COMMENCING AT 9:30 A.M.
MEETING IS BEING AUDIO/VIDEO RECORDED**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Recommendation:

*that the January 12, 2023 Regular Council Meeting agenda be approved
as presented*

or

*that the January 12, 2023, Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

3. ADOPTION OF MINUTES – December 8, 2022 Regular Council Meeting

Recommendation:

*that the December 8, 2022 Regular Council Meeting minutes be approved
as presented*

or

*that the December 8, 2022 Regular Council Meeting minutes be approved
with the following amendment(s) (as noted at meeting time)*

P91-4

4. APPOINTMENTS/PUBLIC HEARINGS

- a) 9:35 a.m. – Corporal Justin Auld, RCMP, Parkland Detachment

Recommendation

that Council accept the discussion with Cpl. Auld for information

or

some other direction as given by Council at meeting time

- b) 9:50 a.m. – Chief Enforcement Officer, Dallas Choma, Lac Ste. Anne County

Recommendation:

that Council accept the discussion with Officer Choma, for information

or

some other direction as given by Council at meeting time

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

Pg 5-7

- a) 3.16 – Pay Days Revision – A Request for Decision is attached.

Recommendation:

that Council approve Pay Days Revision Policy 3.16 as presented by Administration

or

some other direction as given by Council at meeting time

Pg 8-9
Pg 10-13
Pg 14-17

- b) C-COU-REM-1 – Councillor, Committee and Board Member Remuneration Policy - A Request for Decision is attached. The existing policy is attached.

Recommendation:

that Council approve C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy as presented by Administration

or

some other direction as given by Council at meeting time

Pg 18-23

- c) C-FIN-REI-1 – Reimbursement and Expense Claims Policy -

Recommendation:

that Council approve C-FIN-REI-1 Reimbursement and Expense Claims Policy as presented by Administration

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

P924

- a) 2023 Centennial Logo Unveiling – A Request for Decision is attached

Recommendation:

that Council acknowledge the use of the Town of Onoway Centennial logo for the 2023 Centennial Year

or

some other direction as given by Council at meeting time

P925-69

- b) Inspections Group 2022 Service agreement amendment and updated fee schedule – A Request for Decision is attached

Recommendation

that the Town of Onoway authorizes the amendment of the contract with the Inspections Group Inc.

or

some other direction as given by Council at meeting time

P970-73

- c) Lac Ste. Anne Foundation – Regional Housing Needs Assessment – A Request for Decision is attached

Recommendation:

that Council authorize the Lac Ste. Anne Foundation to take the lead in completing a regional and municipal housing needs assessment and submit a completed template to the Government of Alberta.

or

some other direction as given by Council at meeting time

d) 2022 Audit Plan – A Request for Decision is attached

Pg 74-80

Recommendation:

that the December 22, 2022 letter outlining the 2022 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

e) 2023 Alberta Association of Agricultural Societies (AAAS) Convention

Pg 81

Councillor Coninx has been asked to attend the Convention on February 2-4. ODAS is covering expenses for registration and accommodations and Councillor Coninx is requesting mileage to Edmonton and expenses to be approved.

Recommendation:

that Council approve reimbursement of mileage and meals as per policy for Councillor Coninx to attend the AAAS Convention

or

some other direction as given by Council at meeting time

f) Community Justice Centre Engagement Sessions – A Request for Decision is attached

Pg 82-84

Recommendation:

that Council be authorized to attend the virtual engagement sessions hosted by the Government of Alberta on January 20, February 3 and February 24

or

some other direction as given by Council at meeting time

Pp85-87

- g) Municipal Leadership Workshop - A Request for Decision is attached

Recommendation:

that Council authorize the Chief Administrative Officer and Director of Corporate and Community Services to attend the Municipal Leadership Workshop on April 17 and 18, 2023, with expenses to be reimbursed upon submission of receipts

or

some other direction as given by Council at meeting time

h)

i)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- d) Chief Administrative Officer Report
- e) Public Works Report

Recommendation:

that the Council, Chief Administrative Officer 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

P988

- a) Lac Ste. Anne Foundation – 2023 Municipal Requisition is \$23,491.76 – this is \$35.65 less than the 2022 requisition which was \$23,527.41

389-102

- b) AHS – Together4Health Headlines – December 16, 2022 and 2022 Update

P9103

- c) Community Futures Yellowhead East – November 30, 2022 email from Michelle Jones advising of a temporary pause of the travelling incubator program

- Pg 104-109 d) Community Futures Yellowhead East Minutes – September 15, 2022 and October 20, 2022 meetings
- Pg 110 e) Honourable Brian Jean, Minister of Jobs, Economy and Northern Development – December 5, 2022 introductory email from Leah Wood
- Pg 111-128 f) James Tessier, Ministry of Jobs, Economy and Northern Development – December 14, 2022 email regarding the Economic Development in Rural Alberta Plan (EDRAP)
- Pg 129-136 g) Statistics Canada – December 2022 Update
- Pg 137 h) Alberta Precision Laboratories – December 5, 2022 memo regarding community lab services transition
- Pg 138-140 i) Alberta Health Services – Healthy Living Program 2023 January to March courses
- Pg 141 j) Enforcement Services Agreement – December 14, 2022 letter from Onoway to Lac Ste. Anne County
- Pg 142 k) Onoway Jr Sr High OJSH Sponsorship Request – December 14, 2022 letter from Onoway to Onoway Parents Educative Association
- Pg 143 l) Chateau Lac Ste. Anne – FCSS Grant – Thank you note
- Pg 144-152 m) Proposed Pembina 01-55-02 W5M Pipeline Replacement Project – December 15, 2022 letter from Mike Stapleton
- Pg 153-161 n) Proposed Pembina Noyes Crossing Pipeline Replacement Project – December 15, 2022 letter from Mike Stapleton
- Pg 161-164 o) Alberta Health Services – December 21, 2022 Non-Ambulance Transfer Announcement
- Pg 165-168 p) Lac Ste. Anne Foundation Board – November 22, 2022 Meeting minutes
- q)

Recommendation:

that Council accept the above noted items for information

10. CLOSED SESSION - Pursuant to Section 197(2) of the Municipal Government Act and Section 17(4)(d) FOIP

"Personnel"

11. ADJOURNMENT

12. UPCOMING EVENTS:

- Jan. 26, 2023 – Regular Council Meeting 9:30 a.m.
- Feb. 9, 2023 – Regular Council Meeting 9:30 a.m.
- Feb. 23, 2023 – Regular Council Meeting 9:30 a.m.
- March 9, 2023 – Regular Council Meeting 9:30 a.m.
- March 23, 2023 – Regular Council Meeting 9:30 a.m.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 8, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	PRESENT	<p>Mayor: Lenard Kwasny Deputy Mayor: Lisa Johnson Councillor: Bridgitte Coninx Councillor: Robin Murray Councillor: Robert Winterford Administration: Jennifer Thompson, Chief Administrative Officer Gino Damo, Director of Corporate and Community Services Debbie Giroux, Recording Secretary</p> <p>4 members of the public joined the meeting via Zoom 3 member of the public joined the meeting in person</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:32 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion#450/22	<p>MOVED by Councillor Robert Winterford that Council adopt the agenda of the Regular Council meeting of Thursday, December 8, 2022 with the following addition:</p> <p>7e) Beautification Expense (requested by CAO)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #451/22	<p>MOVED by Deputy Mayor Lisa Johnson that the November 24, 2022 Regular Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS Motion #452/22	<p>Mike Kellar, Onoway Curling Club attended the Council meeting from 9:35 a.m. until 10:00 a.m.</p> <p>MOVED by Councillor Bridgitte Coninx that Council accept the discussion with Mike Kellar for information.</p> <p style="text-align: right;">CARRIED</p>
10.	CLOSED SESSION Motion #453/22	<p>MOVED by Councillor Bridgitte Coninx that, pursuant to Section 197(2) of the Municipal Government Act, Council move into a closed session at 10:00 a.m. to discuss the following item:</p> <p>Personnel - Section 17(4)(d) FOIP</p> <p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 8, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>Council recessed from 10:00 a.m. to 10:02 a.m. to allow the Director of Corporate and Community Services and Recording Secretary to leave the meeting.</p> <p>CLOSED SESSION:</p> <p>The following individuals were present for the Closed Session:</p> <p>Mayor Lenard Kwasny Deputy Mayor Lisa Johnson Councillor Bridgitte Coninx Councillor Robin Murray Councillor Robert Winterford Jennifer Thompson, CAO Jamie Pytel, Kingsgate Legal</p> <p>Council recessed at 10:50 a.m. to allow staff to return to the meeting.</p> <p>Motion #454/22 MOVED by Councillor Robin Murray that Council move out of Closed Session at 10:52 a.m. CARRIED</p> <p>Motion #455/22 MOVED by Councillor Robin Murray that Code of Conduct complaints be submitted to the CAO and that the discussion with Jamie Pytel be accepted for information. CARRIED</p>
5.	FINANCIAL REPORTS Motion #456/22	<p>MOVED by Councillor Bridgitte Coninx that Council approve the 2023 interim budget as presented. CARRIED</p>
6.	POLICIES AND BYLAWS	n/a
7.	ACTION ITEMS Motion #457/22	<p>MOVED by Deputy Mayor Lisa Johnson that Administration be directed to seek other options with respect to enforcement services for the Town of Onoway. CARRIED</p>
	Motion #458/22	<p>MOVED by Councillor Robin Murray that Council accept the 2023 Planned Centennial Celebration Events Report for information. CARRIED</p>



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 8, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<p>Motion #459/22</p> <p>Motion #460/22</p> <p>Motion #461/22</p> <p>Motion #462/22</p>	<p>MOVED by Councillor Robin Murray that Administration invite the Onoway Jr. Sr. High School Parents Association to apply for Family and Community Support Services (FCSS) funding in 2023 for their volunteer programs, in response to their October 31, 2022 correspondence.</p> <p>MOVED by Councillor Robin Murray that Council acknowledge the 2023 FCSS update for information as presented.</p> <p>MOVED by Councillor Bridgitte Coninx that Administration determine the remaining FCSS allocations for the 2022 funding year (on a one-time basis).</p> <p>MOVED by Councillor Bridgitte Coninx that Councillor Winterford be reimbursed \$347.69 for Christmas Box beautification expenses.</p>	<p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE AND STAFF REPORTS</p> <p>Motion #463/22</p> <p>Motion #464/22</p>	<p>MOVED by Deputy Mayor Lisa Johnson that Council partner with the Onoway and District Chamber of Commerce, through the Onoway Economic Development Committee, to promote business in Onoway.</p> <p>MOVED by Councillor Robin Murray that the Council, Chief Administrative Officer and Public Works written and verbal reports be accepted for information.</p>	<p style="text-align: right;">CARRIED</p> <p style="text-align: right;">CARRIED</p>
9.	<p>INFORMATION ITEMS</p> <p>Motion #465/22</p> <p>Motion #466/22</p>	<p>MOVED by Councillor Bridgitte Coninx that Administration draft a letter for Mayor Kwasny to send to Honourable Jason Copping regarding costs to fire departments to respond to medical calls due to ambulance delays.</p> <p>MOVED by Councillor Robin Murray that Council accept the following items for information:</p> <p>a) Alberta Community Crime Prevention Association Conference – May 1-3, 2023</p>	<p style="text-align: right;">CARRIED</p>

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, DECEMBER 8, 2022
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<p>b) AHS Addiction and Mental Health – virtual groups and workshops</p> <p>c) Onoway Junior Senior High School – thank you to Mayor Kwasny for the Awards Night support from the Town</p> <p>d) Family and Community Support Services Association of Alberta (FCSSAA) and Food Bank Grants – November 24, 2022 letter advising that FCSSAA will be distributing funds for the Province through a granting program</p> <p>e) Town of Ponoka – November 23, 2022 letter to Honourable Jason Copping regarding the costs to fire departments for responding to medical calls due to ambulance delays</p> <p style="text-align: right;">CARRIED</p>												
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 12:40 p.m.												
12.	UPCOMING EVENTS	<table> <tr> <td>January 12, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>January 26, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 9, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>February 23, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table>	January 12, 2023	Regular Council Meeting	9:30 a.m.	January 26, 2023	Regular Council Meeting	9:30 a.m.	February 9, 2023	Regular Council Meeting	9:30 a.m.	February 23, 2023	Regular Council Meeting	9:30 a.m.
January 12, 2023	Regular Council Meeting	9:30 a.m.												
January 26, 2023	Regular Council Meeting	9:30 a.m.												
February 9, 2023	Regular Council Meeting	9:30 a.m.												
February 23, 2023	Regular Council Meeting	9:30 a.m.												

 Mayor Lenard Kwasny

 Debbie Giroux
 Recording Secretary



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Policy 3.16 Pay Days Revision

BACKGROUND / PROPOSAL

The current policy 3.16 Pay Days policy was approved by Council through Motion #167/15 on May 7, 2015. Recently Town of Onoway staff requested that the pay period frequency should be amended from bi-monthly to bi-weekly. Bi-weekly is typically an industry standard including municipalities.

This amendment would be effective January 1, 2023 and the first pay period would occur on Friday January 13, 2023. Also, this amendment results in 26 pay periods in a year rather than 24 pay period.

It is important to note that this policy does not apply to Council as Council pay period will remain on a monthly basis.

COSTS / SOURCE OF FUNDING

There will be no impact to the 2023 operating budget as a result of the proposed policy revision.

RECOMMENDED ACTION

That Council approve the revision to Policy 3.16 Pay Days as presented

(Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Policy 3.16 Pay Days- Approved on May 7, 2015
- Policy 3.16 Pay Days- Draft

PERSONNEL & EMPLOYMENT

3.16 PAY DAYS

Authorization: Motion #167/15 – May 7, 2015

Date Effective: May 7, 2015

Policy

1. The employer shall pay all employees covered by this policy on a bi-monthly basis. Pay periods shall be up to and including the 15th day of each month and the last day of each month.

PERSONNEL & EMPLOYMENT

3.16 PAY DAYS

AMENDED: Motion #

Authorization: Motion #167/15 – May 7, 2015

Date Effective: January 1, 2023

Policy

The employer shall pay all employees on a bi-weekly basis except Council. Pay periods shall be up to and including the second Friday starting January 13, 2022 and be every two weeks thereafter resulting in 26 payroll periods annually.

Any overtime not submitted shall be included in the next pay period for payout request.

Timesheets shall be submitted by 4:00 p.m. Monday prior to pay period end.

DRAFT



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Council Remuneration and Expense Reimbursement Policy Review

BACKGROUND / PROPOSAL

The Council Remuneration and Expense Reimbursement Policy purpose clarifies the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

The policy's intent is to provide Council, board and committee members with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

The Policy was last revised on November 10, 2021 (Resolution No. 457/21) and is to be reviewed annually.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Prior to Administration reviewing the Town of Onoway Council Remuneration and Expense Reimbursement Policy, Administration reviewed various municipalities remuneration and reimbursement policies.

As a result of this review Administration proposes the following amendments to Council:

- Updating the Purpose, Policy Statement and Standards sections.
- Adding a Definitions section.
- Separating the remuneration and expense reimbursement into two separate policies.

The purpose for the amendments as well as the separation of the remuneration and expense reimbursement into two separate policies is to achieve clarity and conciseness.

In regards to honorariums, the various municipal remuneration policies reviewed contained honorariums with corresponding amounts however were not defined. Administration recommends that an honorarium should be properly defined first before an appropriate amount can be determined.

STRATEGIC ALIGNMENT

Fiscal Sustainability
Strategic Governance

COSTS / SOURCE OF FUNDING

No material financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

1. That Council approve the Policy C-COU-REM- Councillor, Committee and Board Member Remuneration Policy as presented.
2. That Council approve the Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy as presented.
3. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Approved Council Remuneration and Expense Reimbursement Policy C-COU-REM-1 revised on November 10, 2021 (Resolution No. 457/21).
- Draft Councillor, Committee and Board Member Remuneration Policy (C-COU-REM-1)
- Draft Reimbursement and Expense Claims Policy (C-FIN-REI-1)

Town of Onoway

Council Policy



Number	Title			
C-COU-REM-1 [1.2, 3.1, 3.6]	Council Remuneration and Expense Reimbursement			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	312/13	Resolution No:	457/21
	Date:	May 9, 2006	Date:	Nov. 10, 2021
			Resolution No:	329/20
			Date:	Oct. 15, 2020
			Resolution No:	304/19
			Date:	Oct. 24, 2019

Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on Town business.

Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on Town Council.

Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
5. Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
6. Travel – as per the simplified per kilometer rate for Alberta according to Canada Revenue Agency.



Town of Onoway

Council Policy

7. Meals – as per the simplified flat rate according to Canada Revenue Agency without receipt, or full reimbursement per receipt, including a maximum gratuity of 15%. No alcoholic beverages shall be paid for by the Town at any time.
8. Other Items – actual receipted cost. May include incidentals such as parking, use of public transportation, etc.
9. Lodgings – shall be paid by receipt and Council Members shall use discretion in selecting accommodations. If a Council Member is lodging with a friend or relative, the Council Member shall be paid an honorarium as agreed upon by Council at the time.
10. Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule “A”.
11. Schedule “A” shall be reviewed annually.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY
077/19	03/21/19
410/18	10/18/18
279/17	06/15/17
171/17	10/05/17
281/16	10/20/16
168/15	05/07/15
005/15	01/15/15
213/13	10/24/13
	12/01/11
	11/17/11
	03/11/11
	01/01/07
	05/19/06





Town of Onoway

Council Policy

Schedule "A" (Approved by Resolution– Oct. 2019 Org. Meeting)

Honorariums

- | | |
|--|--|
| 1. Regular Council Meetings – Mayor & Councillors | \$175.00 |
| 2. All other meetings or activities related to Town business | \$25.00/hour to a
max. \$175.00/day |

Note:

- Expense forms must be filled out and signed by each member of Council prior to reimbursement. Expense forms shall be submitted prior to the last business day of the month.

Billable time is to be rounded up to the nearest 30 minute increment. Minimum pay will be 4 hours.

Accommodation Expense

When travelling on Town business the actual cost of the accommodation may be claimed.

Communications Expense

The Mayor shall receive \$400 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.

All councillors shall receive \$250 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer



Town of Onoway

Council Policy

Donations

Annually, in November, Council may consider the donation of \$100 per Council member to the East Lac Ste. Anne Food Bank.



Town of Onoway

Council Policy

Number	Title			
C-COU-REM-1 1.2, 3.1, 3.6	Councillor, Committee and Board Member Remuneration Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	312/13	Resolution No:	457/21
	Date:	May 9, 2006	Date:	Nov. 10, 2021
			Resolution No:	329/20
			Date:	Oct. 15, 2020
			Resolution No:	304/19
			Date:	Oct. 24, 2019

Purpose

To clarify the remuneration and benefits available to a member of Council as well as determine which expenses will be assumed by the municipality when carrying out their official duties.

Policy Statement

Council, board and committee members shall be provided with remuneration for their time and for reasonable, legitimate, and necessary expenses incurred in the performance or their duties.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Office" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.



Town of Onoway

Council Policy

Standards

- a) Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Town of Onoway.
- b) Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
- c) Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates, and any other considerations deemed appropriate in a manner agreed upon by Council.
- d) Cost of living adjustment will be reviewed by council on an annual basis and may or may not be applied to council base pay and/or meeting rates at the discretion of Council.
- e) Remuneration shall be paid in accordance with the amounts and rates shown in Schedule "A".
- f) Communications – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
- g) Schedule "A" shall be reviewed annually.
- h) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- i) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- j) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY
077/19	03/21/19
410/18	10/18/18
279/17	06/15/17
171/17	10/05/17
281/16	10/20/16
168/15	05/07/15



Town of Onoway

Council Policy

005/15	01/15/15
213/13	10/24/13
	12/01/11
	11/17/11
	03/11/11
	01/01/07
	05/19/06

Schedule "A"

Honorariums

1. Regular Council Meetings – Mayor & Councillors \$175.00
 2. All other meetings or activities related to Town business \$25.00/hour to a max. \$175.00/day
- Billable time is to be rounded up to the nearest 30-minute increment. Minimum pay will be 4 hours.

Meeting Rates – Committees and Boards

1. Meeting rates for Council-appointed board and committee members shall be set as follows:
 - (a.) \$100.00 for meetings less than 4 hours;
 - (b.) \$175.00 for meetings exceeding 4 hours and less than 8 hours;
 - (c.) \$400.00 for meetings exceeding 8 hours in a day.
2. Description or name of the meeting attended must be provided in the Meeting Expense Claim Form submitted to Finance.

Communications Expense

The mayor shall receive \$400 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising his/her duties as an elected official, as well as personal time required for the preparation for all of their meetings.



Town of Onoway

Council Policy

All councillors shall receive \$250 per month as reimbursement for personal cell phone use and personal internet costs incurred in exercising their duties as an elected official, as well as personal time required for the preparation for all of their meetings.

Council and select employees are provided with an iPad for Town business. The Town will pay up to \$20/month towards data usage. Any cost incurred over and above this \$20 will be reimbursed to the Town by the individual using the iPad, unless otherwise authorized by the Chief Administrative Officer

Donations

Annually, in November, Council may consider the donation of \$100 per Council member to a local charity of choice.



Town of Onoway

Council Policy

Number	Title			
C-FIN-REI-1 <small>[1.2, 3.1, 3.6]</small>	Reimbursement and Expense Claims Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

The purpose of this policy is to set guidelines for the Town of Onoway Council and employee reimbursement of reasonable expenses incurred while on Town of Onoway business.

Policy Statement

The Town of Onoway will reimburse Council and employees for reasonable, legitimate and necessary expenses incurred in the performance or their duties and while on Town business.

Definitions

For the purposes of this policy:

- a) "Council" means the duly elected Council of the Town of Onoway.
- b) "Town" means the Town of Onoway.
- c) "Chief Administrative Officer/CAO" means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer's designate.
- d) "Employee" means Town of Onoway employee.





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General Provisions

- a) It is assumed and expected that expense will be consistent with the best interests of the Town and its desire to minimize costs. The authority to incur expenses shall be based on budgetary constraints.
- b) Reimbursement of expenses will occur after expense claim form is completed, signed and submitted.
- c) Expense forms shall be submitted prior to the last business day of the month.
- d) Original, itemized receipts are to be submitted with expense claims, unless otherwise noted. Expenses claimed without proper receipts will not be reimbursed (credit card or debit slip is not a proper receipt).
- e) The Town will not reimburse costs of any tickets, fines, or penalty resulting from a violation of any local, provincial or federal statute.
- f) This policy shall also apply to Council and Council-appointed committee and board members.
- g) All meeting expense claims will be processed on a monthly basis in accordance with the annual pay schedule submitted to Council by Administration.
- h) In the interest of maintaining transparency and accountability, the remuneration and compensation paid to each elected official shall be posted quarterly on the Town website.
- i) At a minimum, each named elected official's honorarium, per diem, and expenses shall be included. The per diem and expense components of this posting shall be itemized so as to identify the amount that was paid to the elected official for each meeting, activity, and/or transaction.
- j) The Town shall comply with the Freedom of Information and Protection of Privacy Act when disclosing this information on the Town website.

Responsibilities

- a) It is the responsibility of employees and elected officials to:
 - i. exercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.
- b) It is the responsibility of Chief Administrative Officer to:
 - i. Develop, implement, monitor, and regulate evaluate this policy.
 - ii. Ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency (CRA).
- c) It is the responsibility of the Mayor to:
 - i. Approve Councillor expense claims.



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- d) It is the responsibility of the Deputy Mayor to:
 - i. Approve the Mayor's expense claims.
- e) A Councillor whose expense claim is not approved by the Mayor, or the Deputy Mayor in case of the Mayor's expense claim, may appeal the decision at a Council Meeting.

Exceptions

- a) Exceptions to this policy may be made at the discretion of:
 - i. The Mayor, with respect to elected officials and CAO expenses.
 - ii. The CAO, with respect to employee expenses.

Accommodations

- a) Accommodation expenses based on actual costs (hotel room rate and taxes) will be reimbursed. The hotel invoices/statement must be submitted with the expense claim form.
- b) In-room charges (for example, movies, mini-bar, personal phone calls, etc.) will not be reimbursed.

Travel

- a) Reimbursement will occur for the most direct, practical, and cost-effective mode of travel available, considering all of the circumstances.
- b) Should there be an opportunity for cost savings, the Town encourages these savings (e.g., carpooling/rental vehicle compared to multiple mileage claims).
- c) Personal vehicles used for business travel will be reimbursed by way of an all-inclusive mileage rate pursuant to Schedule A. This rate will be reviewed annually and will be adjusted based on Canada Revenue Agency (CRA) automobile rates on the Expense Claim form each January at the approval of the CAO.
- d) Mileage claimed must provide the following details:
 - i. Date
 - ii. Destination
 - iii. Purpose
 - iv. Distance Travelled
- e) Air travel will be reimbursed based on actual cost. All claims for air travel must be accompanied by a receipt. The most reasonable and economical air fare available is encouraged to be selected.



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Also, seat sales and advanced booking fares is encouraged if available. The Town will not reimburse for seat upgrades, business, priority, or first class.

Parking

- a) Parking expense incurred while carrying out Town business will be reimbursed with parking receipts.

Taxi

- a) Taxi fares for business purposes will be reimbursed with a receipt.

Meal Allowances

- a) Meal allowances or claims are not authorized when meals are provided or included in the registration fee for conference unless other Town business does not allow the registration fee for conference unless other Town business does not allow the employee to participate in the conference meals(s). Conference itinerary or registration must be submitted with expense claim.
- b) Meals will be reimbursed for actual costs where itemized receipts are submitted providing the daily total stays within the below guidelines. Without receipts, the Town will use the following guidelines for meal reimbursements (rates below are a flat rate and include GST and gratuities):

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

- c) The combined amount of receipted and/or non receipted meals shall not exceed \$65.00 per day (including GST and gratuities).
- d) Claims for alcoholic beverages will not be reimbursed.

Gratuities

- a) Tipping is limited to a maximum of 15%.

Hosting/Business Meals

- a) If the Mayor or a Councillor is hosting a business meal for reasons of benefit to the Town, which includes invited guests external to the Town, then reasonable alcohol expense can be included.
- b) GST expense receipts must be submitted for item a as well as names(s) of the guests represented for a business meal.



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- c) If the business meal has no parties external to the Town, then no alcohol expenses can be included.

Incidentals/Per Diem

- a) A personal expense allowance of \$10.00 per day (calculated based on the number of nights away) may be claimed for incidental expenses. This is to cover items such as personal telephone calls, magazines, snacks, laundry, meter parking, public transit, etc., and no receipts are required and additional claims for incidentals will not be reimbursed. Conference itinerary or registration must be submitted as backup with the expense claim to verify nights away.

Review Period

Within three (3) years from date adopted/amended/reviewed or as required.

Legal References

Cross References

Revisions

Resolution Number	MM/DD/YY



Town of Onoway

Council Policy

Schedule "A"

Schedule of Town All-Inclusive Mileage Rates

Year	Reimbursement Rate
2019	58 cents
2020	59 cents
2021	59 cents
2022	61 cents
2023	68 cents

DRAFT



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Town of Onoway Centennial Logo Unveiling

BACKGROUND / PROPOSAL

On December 8, 2022, Administration brought forward to Council a list of planned centennial celebration events for the Town of Onoway in 2023. As part of the centennial celebration the Centennial Committee has created a logo that celebrates the history of the Town of Onoway. The Centennial Committee is bringing forward and unveiling this logo to Council.

RECOMMENDED ACTION

That Council acknowledge the use of the Town of Onoway Centennial Logo for the 2023 Centennial Year

(Or some other direction as given by Council at meeting time).



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Inspections Group 2022 Contract Amendment

BACKGROUND / PROPOSAL

The Town signed an Agreement with Inspections Group on April 30, 2018 for Building, Electrical, Plumbing and Gas inspection services. Notable terms are as follows:

Section 4 – Payment of Permit Fees – the split had been set at 45% (Town) and 55% (Inspections Group) of all collected fees for electrical, plumbing and gas permits
This clause is being removed in the new Amendment

Section 4 – Payment of Permit Fees – for building permits with installations from \$0 to \$4,999,999.00 – the split had been 45% + GST (Town) / 55% (Inspections Group)
This clause is being removed in the new Amendment

Section 4 – Payment of Permit Fees – for building permits with installations above \$5,000,000.00 – the split had been 55% + GST (Town) / 45% (Inspections Group)
This clause is being removed in the new Amendment

Provisions in the new Agreement are:

The percentages are changing to a 35% (Town) /65% (Inspections Group) split (as per new clause below:

At the end of each month, the Agency (Inspections Group) shall retain 65% of the collected permit fees and remit to the Town 35% of all collected permit fees minus the Safety Code levy for Building, Electrical, Plumbing and Gas permits issued during the previous month.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hours) (plus levy)

Fees may be discussed on an annual basis between Inspections Group and the Town.

Fee schedule shows a slight increase in fees.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

At the Council meeting of April 28, 2022, Deputy Mayor Johnson moved that a discussion of Safety Codes Services tendering be placed on a future agenda. (Motion #174/22). There has been no further discussion on this subject.

The fees through the Inspections Group are proposed to increase 5%. These fees have not increased through the last couple years.

Administration is recommending that the service provider be renewed at the above rates. The financial benefit to the municipality is negligible with the reduction in fees received by 10%.

STRATEGIC ALIGNMENT

Public Safety
Legislative Compliance

COSTS / SOURCE OF FUNDING

There is no cost to the Town for this service, a small amount of revenue is received from the payment of permits.

RECOMMENDED ACTION

THAT the Town of Onoway authorizes the amendment of the contract with the Inspections Group Inc.



SERVICE AGREEMENT AMENDMENT

This AMENDMENT made as of the _____ day of _____, 2022 between:

THE INSPECTIONS GROUP INC (the "Agency")

and

TOWN OF ONOWAY (the "The Town")

The Inspections Group Inc.
12010-111 Avenue
Edmonton AB T5G 0E6
Attention: Tim Roskey
Email: troskey@inspectionsgroup.com

Town of Onoway
PO Box 540
Onoway AB T0E 1V0
Attention: Jennifer Thompson
Email: cao@onoway.ca

Agency and Town hereby agree as follows:

- A. The Agency and Town are parties to the Service Agreement dated April 30, 2018 and an amendment dated April 30, 2021 which sets out terms and conditions which they have agreed shall apply to the Agreement and any Amendment thereto between them.
- B. The Agency and Town have agreed to amend the Service Agreement as described below.
 - i) Section 4 **PAYMENT OF PERMIT FEES** will hereby be amended as follows;

The following sections of the agreement dated April 30, 2018 will be removed;

At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of all of the collected permit fees minus the Safety Code levy for Electrical, Plumbing and Gas permits issued during the previous month.

At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of collected permit fees minus Safety Codes levy, for Building permits with installations from \$0.00 to \$4,999,999.00 issued during the previous month.

At the end of each month the **Agency** will remit to the **Town** 55% (plus GST) of the collected permit fees minus Safety Codes levy, for Building permits for installations \$5,000,000.00 and above issued during the previous month.

Rush inspections for ALL disciplines will be charged as follows:

•3 business days notice - \$250 (plus Levy)

•2 business days notice - \$275 (plus Levy)

•1 business days notice - \$350 (plus Levy)

(payment must be made prior to inspection taking place)

(The Town will receive their percentage split of these supplementary charges.)

The following sections will be added to the agreement;

At the end of each month, the **Agency** will retain 65% of the collected permit fees and remit to the **Town** 35% of all collected permit fees minus the Safety Code levy for Building, Electrical, Plumbing and Gas permits issued during the previous month.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Fees may be discussed on an annual basis between the **Agency** and the **Town**.

Executed by the Parties' duly authorized representative.

The Inspections Group Inc.

Town of Onoway

Signed this 7th day of Nov, 2022

Signed this _____ day of _____, 20_____



Tim Roskey, Chief Executive Officer

Jennifer Thompson, Chief Administrative Officer

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: November 22, 2022 1:19 PM
To: debbie@onoway.ca
Subject: FW: Fee Schedule and Agreements
Attachments: April 2021 CONTRACT AMENDMENT Town of Onoway-FULLY EXECUTED.pdf; 2018 ONOWAY TOWN Service Agreement Fully Executed.pdf; 2018 ONOWAY Fee Schedule.pdf

As per the email I just sent.

Jennifer

From: Samantha Mclean <smclean@inspectionsgroup.com>
Sent: November 3, 2022 9:31 AM
To: cao@onoway.ca
Subject: Fee Schedule and Agreements

Please see the attached.

Thanks

Samantha McLean



Contracts Coordinator
Phone: 780 232 0851
smclean@inspectionsgroup.com



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)
- Upper/Lower Floors

\$0.52 per sq. ft. + SCC levy

\$0.41 per sq. ft. + SCC levy

Additions/renovations/basement development

\$0.39 per sq. ft. + SCC levy

\$157.50 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached)

(under 624 sq. ft.) \$157.50 + SCC levy

Shops, garages, storage buildings

(over 624 sq. ft.) \$0.39 per sq. ft. + SCC levy

Decks or garden storage sheds

\$0.39 per sq. ft. + SCC levy

(min \$131.25 + SCC levy)

Relocation of Home (set-up on basement or foundation)

\$0.39 per sq. ft. + SCC levy

(min \$157.50)

Fireplaces (if not included in new construction) (flat rate)

\$105.00 + SCC levy

Demolitions Residential (flat rate)

\$105.00 + SCC levy

Geothermal Heating

\$273.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value

\$6.56 per \$1,000 construction value + SCC levy

Over \$1,000,000.00 construction value

\$6,250.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy

(Minimum Fee)

\$420.00 + SCC levy

Demolitions Commercial (flat rate)

\$157.50 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)

\$367.50 + SCC levy

Basement Development

\$0.39 sq. ft. + SCC levy (min. \$157.50)

Mobile Homes Set-up

\$236.25 + SCC levy

Basement Development (if on foundation)

\$0.39 sq. ft. + SCC levy (min. \$157.50)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).



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GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$99.75	10,000	\$99.75	210,000	\$136.50
2	\$105.00	20,000	\$99.75	230,000	\$136.50
3	\$115.50	30,000	\$99.75	250,000	\$147.00
4	\$131.25	40,000	\$99.75	300,000	\$157.50
5	\$141.75	50,000	\$105.00	350,000	\$168.00
6	\$152.25	60,000	\$105.00	400,000	\$178.50
7	\$168.00	70,000	\$105.00	450,000	\$189.00
8	\$183.75	80,000	\$105.00	500,000	\$194.25
9	\$199.50	90,000	\$105.00	550,000	\$199.50
10	\$220.50	100,000	\$110.25	600,000	\$204.75
11	\$225.75	110,000	\$110.25	650,000	\$210.00
12	\$231.00	120,000	\$110.25	700,000	\$215.25
13	\$241.50	130,000	\$110.25	750,000	\$220.50
14	\$252.00	140,000	\$110.25	800,000	\$225.75
15	\$262.50	150,000	\$120.75	850,000	\$231.00
16	\$267.75	160,000	\$120.75	900,000	\$236.25
17	\$273.00	170,000	\$120.75	950,000	\$241.50
18	\$278.25	180,000	\$120.75	1,000,000	\$267.75
19	\$283.50	190,000	\$120.75	1,000,001 to 2,000,000	\$288.75
20	\$288.75	200,000	\$126.00	Over 2,000,000 Add \$6.30 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$94.50 per appliance
Temporary Heat	\$94.50 per appliance
Gas/Propane Cylinder Refill Centers	\$299.25 per appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$152.25 per Unit
400,001 - 3,000,000 BTU Input	\$236.25 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).



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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$204.75
2	\$105.00	22	\$210.00
3	\$110.25	23	\$215.25
4	\$115.50	24	\$220.50
5	\$120.75	25	\$225.75
6	\$126.00	26	\$231.00
7	\$131.25	27	\$236.25
8	\$136.50	28	\$241.50
9	\$141.75	29	\$246.75
10	\$147.00	30	\$252.00
11	\$152.25	31	\$257.25
12	\$157.50	32	\$262.50
13	\$162.75	33	\$267.75
14	\$168.00	34	\$273.00
15	\$173.25	35	\$278.25
16	\$178.50	36	\$283.50
17	\$183.75	37	\$288.75
18	\$189.00	38	\$294.00
19	\$194.25	39	\$299.25
20	\$199.50	40	\$304.50
Add \$4.20 per fixture over 40			

PRIVATE SEWAGE PERMITS

**Private Sewage System - \$393.75
 Holding Tanks - \$157.50**

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	35	\$288.75	69	\$477.75
2	\$105.00	36	\$294.00	70	\$483.00
3	\$110.25	37	\$299.25	71	\$488.25
4	\$115.50	38	\$304.50	72	\$493.50
5	\$120.75	39	\$309.75	73	\$498.75
6	\$126.00	40	\$315.00	74	\$504.00
7	\$131.25	41	\$320.25	75	\$509.25
8	\$136.50	42	\$325.50	76	\$514.50
9	\$141.75	43	\$330.75	77	\$519.75
10	\$147.00	44	\$336.00	78	\$525.00
11	\$152.25	45	\$341.25	79	\$530.25
12	\$157.50	46	\$346.50	80	\$535.50
13	\$162.75	47	\$351.75	81	\$540.75
14	\$168.00	48	\$357.00	82	\$546.00
15	\$173.25	49	\$362.25	83	\$551.25
16	\$178.50	50	\$367.50	84	\$556.50
17	\$183.75	51	\$372.75	85	\$561.75
18	\$189.00	52	\$378.00	86	\$567.00
19	\$194.25	53	\$383.25	87	\$572.25
20	\$199.50	54	\$388.50	88	\$577.50
21	\$204.75	55	\$393.75	89	\$582.75
22	\$210.00	56	\$399.00	90	\$582.75
23	\$215.25	57	\$404.25	91	\$582.75
24	\$225.75	58	\$409.50	92	\$582.75
25	\$236.25	59	\$414.75	93	\$582.75
26	\$241.50	60	\$420.00	94	\$588.00
27	\$246.75	61	\$425.25	95	\$593.25
28	\$252.00	62	\$430.50	96	\$598.50
29	\$257.25	63	\$441.00	97	\$603.75
30	\$262.50	64	\$446.25	98	\$609.00
31	\$267.75	65	\$451.50	99	\$614.25
32	\$273.00	66	\$462.00	100	\$619.50
33	\$278.25	67	\$467.25	Add \$3.15 each fixture over 100	
34	\$283.50	68	\$472.50		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).



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ELECTRICAL PERMIT FEE SCHEDULE
 (For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$99.75	23,000.01 – 24,000	\$441.00	100,000.01 – 110,000	\$735.00
1,000.01 – 1,500	\$115.50	24,000.01 – 25,000	\$451.50	110,000.01 – 120,000	\$782.25
1,500.01 – 2,000	\$126.00	25,000.01 – 26,000	\$462.00	120,000.01 – 130,000	\$829.50
2,000.01 – 2,500	\$136.50	26,000.01 – 27,000	\$472.50	130,000.01 – 140,000	\$871.50
2,500.01 – 3,000	\$147.00	27,000.01 – 28,000	\$483.00	140,000.01 – 150,000	\$918.75
3,000.01 – 3,500	\$157.50	28,000.01 – 29,000	\$493.50	150,000.01 – 160,000	\$966.00
3,500.01 – 4,000	\$168.00	29,000.01 – 30,000	\$504.00	160,000.01 – 170,000	\$1,008.00
4,000.01 – 4,500	\$178.50	30,000.01 – 31,000	\$514.50	170,000.01 – 180,000	\$1,050.00
4,500.01 – 5,000	\$189.00	31,000.01 – 32,000	\$525.00	180,000.01 – 190,000	\$1,092.00
5,000.01 – 5,500	\$199.50	32,000.01 – 33,000	\$535.50	190,000.01 – 200,000	\$1,134.00
5,500.01 – 6,000	\$210.00	33,000.01 – 34,000	\$540.75	200,000.01 – 210,000	\$1,176.00
6,000.01 – 6,500	\$220.50	34,000.01 – 35,000	\$546.00	210,000.01 – 220,000	\$1,218.00
6,500.01 – 7,000	\$231.00	35,000.01 – 36,000	\$551.25	220,000.01 – 230,000	\$1,260.00
7,000.01 – 7,500	\$241.50	36,000.01 – 37,000	\$556.50	230,000.01 – 240,000	\$1,302.00
7,500.01 – 8,000	\$252.00	37,000.01 – 38,000	\$561.75	240,000.01 – 250,000	\$1,354.50
8,000.01 – 8,500	\$262.50	38,000.01 – 39,000	\$567.00	250,000.01 – 300,000	\$1,449.00
8,500.01 – 9,000	\$273.00	39,000.01 – 40,000	\$572.25	300,000.01 – 350,000	\$1,554.00
9,000.01 – 9,500	\$283.50	40,000.01 – 41,000	\$577.50	350,000.01 – 400,000	\$1,643.25
9,500.01 – 10,000	\$294.00	41,000.01 – 42,000	\$582.75	400,000.01 – 450,000	\$1,748.25
10,000.01 – 11,000	\$304.50	42,000.01 – 43,000	\$588.00	450,000.01 – 500,000	\$1,853.25
11,000.01 – 12,000	\$315.00	43,000.01 – 44,000	\$593.25	500,000.01 – 550,000	\$1,958.25
12,000.01 – 13,000	\$325.50	44,000.01 – 45,000	\$598.50	550,000.01 – 600,000	\$2,063.25
13,000.01 – 14,000	\$336.00	45,000.01 – 46,000	\$603.75	600,000.01 – 650,000	\$2,168.25
14,000.01 – 15,000	\$346.50	46,000.01 – 47,000	\$609.00	650,000.01 – 700,000	\$2,273.25
15,000.01 – 16,000	\$357.00	47,000.01 – 48,000	\$614.25	700,000.01 – 750,000	\$2,378.25
16,000.01 – 17,000	\$367.50	48,000.01 – 49,000	\$619.50	750,000.01 – 800,000	\$2,483.25
17,000.01 – 18,000	\$378.00	49,000.01 – 50,000	\$630.00	800,000.01 – 850,000	\$2,588.25
18,000.01 – 19,000	\$388.50	50,000.01 – 60,000	\$640.50	850,000.01 – 900,000	\$2,693.25
19,000.01 – 20,000	\$399.00	60,000.01 – 70,000	\$651.00	900,000.01 – 950,000	\$2,798.25
20,000.01 – 21,000	\$409.50	70,000.01 – 80,000	\$656.25	950,000.01 – 1,000,000	\$2,903.25
21,000.01 – 22,000	\$420.00	80,000.01 – 90,000	\$661.50	Over \$1,000,000 please contact The Inspections Group Inc.	
22,000.01 – 23,000	\$430.50	90,000.01 – 100,000	\$677.25		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).



Town of Onoway
 Box 540
 Onoway, AB T0E 1V0
 Phone: (780) 967 5338
 Fax: (780) 967 3226
 www.onoway.ca

The Inspections Group Inc.
 12010 – 111 Avenue NW
 EDMONTON AB T5G 0E6
 Phone: (780) 454 5048 Toll Free: (866) 554 5048
 Fax: (780) 454 5222 Toll Free: (866) 454 5222
 www.inspectionsgroup.com

**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$168.00
1201 to 1500 square feet	\$194.25
1501 to 2000 square feet	\$220.50
2001 to 2500 square feet	\$246.75
Over 2500 square feet	\$273.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$126.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$99.75
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)
Temporary Service	\$157.50

NOTE: Add applicable ‘Safety Codes Council’ levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

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ANNUAL ELECTRICAL PERMIT FEE SCHEDULE

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$472.50 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$472.50 plus \$3.41 each \$100 cost of fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$630 plus \$1.68 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,260 plus \$1.15 each \$100 cost or fraction of \$100 over \$50,000.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Permit extensions will be charges at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$125/hour (min 2 hr) (plus levy).

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).



SERVICE AGREEMENT AMENDMENT

This AMENDMENT made as of April 30, 2021 between:

THE INSPECTIONS GROUP INC (the "Agency")

and

TOWN OF ONOWAY (the "The Town")

The Inspections Group Inc.
12010-111 Avenue
Edmonton AB T5G 0E6
Attention: Tim Roskey
Email: troskey@inspectionsgroup.com

Town of Onoway
PO Box 540
Onoway AB T0E 1V0
Attention: Wendy Wildman
Email: cao@onoway.ca

Agency and Town hereby agree as follows:

- A. The Agency and Town are parties to the Service Agreement dated April 30, 2018 which sets out terms and conditions which they have agreed shall apply to the Agreement and any Amendment thereto between them.
- B. The Agency and Town have agreed to amend the Service Agreement as described below.
 - i) Section 3 **TERMS OF AGREEMENT** will hereby be amended as follows;

This Amended Agreement shall be effective May 1, 2021 and will continue on a year by year automatic renewal April 30th of each year up to a maximum number of five (5) additional successive option One (1) Year Term renewals unless terminated by either party assigned hereto and terminated in accordance with the terms of the original Agreement dated April 30, 2018.

Executed by the Parties' duly authorized representative.

The Inspections Group Inc.

Town of Onoway

Signed this 8 day of MARCH, 2021

Signed this 1 day of April, 2021



Tim Roskey, Chief Executive Officer



Wendy Wildman, Chief Administrative Officer



Town of Onoway

Box 540, Onoway, AB T0E 1V0

May 22, 2018

CONFIDENTIAL

Samantha McLean
Executive Administrative Assistant
Inspections Group
12010-111 Avenue
Edmonton AB T5G 0E6

Dear Samantha:

Re: Agreement between the Town of Onoway and The Inspections Group Inc.

In reference to the above noted, please find attached a signed and sealed copy of the agreement between the Town of Onoway and The Inspections Group Inc.. I have retained the other copy for our records.

Please feel free to contact me should you require any assistance.

Kind regards,

Debbie Giroux
Administrative Assistant

Enclosure

AGREEMENT MADE IN DUPLICATE EFFECTIVE THE 30 DAY OF April, 2018

BETWEEN:

TOWN OF ONOWAY
(the "Town")

-AND-

THE INSPECTIONS GROUP INC.
(the "Agency")

BUILDING, ELECTRICAL, PLUMBING & GAS INSPECTION SERVICES AGREEMENT

WHEREAS Town is an accredited municipality, as that term is defined in the *Safety Codes Act*;

AND WHEREAS The Inspections Group Inc. is an accredited agency, as that term is defined in the *Safety Codes Act*;

AND WHEREAS the Act permits an accredited agency to enter into an agreement with an accredited municipality to provide those services that the **Agency** is authorized to provide under the Act;

AND WHEREAS the **Town** and the **Agency** have reached agreement with respect to the terms and conditions under which the **Agency** will provide inspection services to the **Town**.

NOW, THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the Parties hereto agree as follows:

1. DEFINITIONS

- (a) "Act" means the *Safety Codes Act*, S.A. 1991 c. S-0.5, as amended from time to time;
- (b) "**Agency** Q.M.P." means the Quality Management Plans of the **Agency**, in the Building, Electrical, Gas and Plumbing disciplines as may be revised from time to time by the **Agency** attached as Schedule "D" hereto;
- (c) "**Town** Q.M.P." means the uniform Quality Management Plan in the Building, Electrical, Plumbing & Gas disciplines of the **Town**, as may be revised from time to time by the **Town** attached;
- (d) "Inspection Information" means all files, documents, materials, "hard copy" and "electronic" data and any information which comes into the possession or control of the **Agency** arising out of this Agreement;

- (e) "Non-Confidential Information" means information which can be demonstrated by the **Agency**;
 - (i) at the time of disclosure of such information to the **Agency** was, or which at any time thereafter, became generally available to the public;
 - (ii) to have been received by the **Agency** from a third party which is not obliged, directly or indirectly, to maintain such information in confidence; or
 - (iii) to have been known to the **Agency** prior to the date of receipt of any information from the **Town** pursuant to this Agreement;
- (f) "Regulations" means Regulations promulgated pursuant to the Act, as amended from time to time;
- (g) "Services" means all those activities reasonably necessary and incidental to the provision of inspection services pursuant to the Act, including, but not limited to, the activities specifically set forth in section 5 hereto; and
- (h) "Permit Fee" means the applicable base permit fee set forth in Schedule "B" which is charged in the **Town** to a party submitting a permit application.

2. PREAMBLE AND SCHEDULE

The parties hereto confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that the same and various Schedules hereto are expressly incorporated into and form part of this Agreement.

The Schedules to this Agreement are as follows:

Schedule "A"	Activities and Policies
Schedule "B"	Permit Fees & Charges

If any of the provisions contained in any of the Schedules conflicts with any of the provisions of this Agreement, the provisions contained in this Agreement shall prevail and the provisions contained in the Schedules shall be interpreted accordingly. For further clarity, if any provision contained in the **Agency** Q.M.P. conflicts with any of the provisions of the **Town** Q.M.P., the provisions contained in the **Town** Q.M.P. shall prevail.

3. TERM OF AGREEMENT

This Agreement shall be effective **May 1st, 2018** based on a three (3) Year Term (the "Term") and this Agreement shall expire on **April 30th, 2021** with an option for a one (1) year extensions if mutually agreed up to a maximum number of six (6) successive optional One (1) Year Term renewals, or unless otherwise prescribed by Municipal Regulation or Bylaw. Subject to earlier termination as set forth herein.

4. PAYMENT OF PERMIT FEES

The **Agency** shall issue permits and collect the Permit Fees set forth in the "Town Fee Schedule" from the permit applicants. The **Agency** shall collect and remit Safety Codes Council fees thereon.

At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of all of the collected permit fees minus the Safety Code levy for Electrical, Plumbing and Gas permits issued during the previous month.

At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of collected permit fees minus Safety Codes levy, for Building permits with installations from \$0.00 to \$4,999,999.00 issued during the previous month.

At the end of each month the **Agency** will remit to the **Town** 55% (plus GST) of the collected permit fees minus Safety Codes levy, for Building permits with for installations \$5,000,000.00 and above issued during the previous month.

Additional inspections, selected by the contractor/applicant, upon the issuance of the permit, in addition to those required under the Uniform Quality Management Plan, will be charged at a rate of \$150 per inspection plus levy. The **Town** will receive their percentage split of these supplementary charges.

Re-inspection fees will be charged at \$150 plus levy. The **Town** will receive their percentage split of these supplementary charges.

Re-opening a previously closed permit fee will be charged at \$75 plus levy. The **Town** will receive their percentage split of these additional charges.

Rush inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
 - 2 business days notice - \$275 (plus Levy)
 - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)
(The **Town** will receive their percentage split of these supplementary charges.)

Site consultations at the request of the contractor/applicant will be charged at a rate of \$120 per hour (minimum 2 hours) plus GST. The request for this service will be directed to the **Agency** and fees will be collected by the **Agency**.

Upon cancellation of a permit a minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the permit fee (Building and Private Sewage only) will be paid to the **Agency** if a plan review has been completed, up to a maximum of \$250.

Additional pre-authorized inspection services not covered under permit(s), and site investigations requested by the **Town**, and specifically provided to the **Town**, will be invoiced at the rate of \$110 per inspection (plus GST). The **Agency** will receive 100% of these supplementary charges.

5. PERFORMANCE OF SERVICES

The **Agency** shall:

- (a) perform the Services as requested or assigned by the **Town** in accordance with this Agreement and, in particular, in strict compliance with the **Town Q.M.P.**;
- (b) perform the Services in an efficient and timely manner so as not to impose undue time delays on the proposed activity which is the subject of the Services;
- (c) produce and utilize records required including, but not limited to applications, permits, plans, review reports, inspection reports, variance and order forms and all other information required by the **Town Q.M.P.**;
- (d) ensure the **Town** will receive an itemized statement, monthly, setting out all Services performed by the **Agency** together with all other details relating to the provision of those Services, satisfactory to the **Town**;
- (e) at all times during the term maintain "**Agency Accreditation**" in good standing pursuant to the Safety Codes Act;
- (f) at all times carry out its obligations pursuant to this Agreement in compliance with all statutes, regulations and bylaws passed by any authority having jurisdiction which, without limiting the generality of the foregoing, shall include the Act, as amended from time to time;
- (g) upon receipt of written request from the **Town**, obtain and deliver to the **Town** a clearance certificate obtained from the Workers' Compensation Board with respect to the activities of the **Agency** pursuant to this Agreement;
- (h) permit the **Town** to conduct periodic audits of the activities of the **Agency** carried out pursuant to this Agreement and review any and all documentation deemed necessary by the **Town** to conduct such audit and make all of its records available to the **Town** for the purpose of conducting the audit;
- (i) only permit the performance of its obligations hereunder by an officer or employee of the **Agency** who has been approved by the **Town** in writing, in advance, such approval which may be withheld, terminated or revoked by the **Town** at any time and in its discretion; subject to earlier termination as set forth herein.
- (j) provide to the **Town**, proof of participation in a "Health and Safety" initiative or a true copy of a Certificate of Recognition of the **Agency's** participation and good standing in a Health and Safety program acceptable to the **Town**;
- (k) carry out all activities reasonably necessary and incidental to the defense of any dispute or appeal relating to issuance of permits by the **Town** related to the discharge of the obligations of the **Agency** at its sole expense;
- (l) at all times during the term use such computer hardware and software as required by the **Town** to permit the **Agency** to receive and send electronic data and communications from and to the **Town** in a format which is compatible with such computer hardware and software used by the **Town**;

- (m) through this transition, the **Agency** will assess the outstanding permits issued in the **Town** by the Municipal Safety Codes Inspection **Agency** and will insure that inspections are conducted on those permits.
- (n) observe and perform all of the activities and policies set forth in Schedule "A" hereto.

6. PAYMENT OF GST

All amounts payable by the **Town** to the **Agency** for "Fees for Inspection Services" hereunder shall be subject to any applicable Goods and Service Tax ("GST") payable thereon.

The GST registration number for The Inspections Group Inc. is 888085313.

7. TAXES AND DEDUCTIONS

The **Agency** shall be responsible for the payment of all *Income Tax, Canada Pension, Employment Insurance* and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the *Workers' Compensation Act* which arise or may hereafter arise with respect to the services performed by the **Agency** under this Agreement.

8. INSURANCE

All insurance policies will state that the coverage provided will not be changed in any material way, cancelled or terminated until thirty (30) days after written notice of such change, cancellation, or termination has been provided to the **Town**.

a) **Comprehensive or Commercial General Liability Insurance:**

Comprehensive or commercial liability insurance within limits of not less than \$5,000,000 (five million dollars) inclusive per occurrence with an aggregate of \$ 10,000,000 (ten million dollars) for accident, against personal injury, bodily injury, and property damage (including loss of use) will be maintained. Total liability can be made up of Primary and Excess limits.

b) **Automobile Liability Insurance:**

Automobile Liability insurance in an amount of not less than \$2,000,000 (two million dollars) on all vehicles owned, operated by employees or licensed in the name of the **Agency**. Total liability can be made up of Primary and Excess limits.

c) "All Risk" Valuable Papers and Records Insurance:

"All Risk" Valuable Papers and Records insurance with a Primary Limit of \$250,000 on all such items pertaining to the services under this agreement for the reconstruction of these items.

d) Professional Liability/Errors and Omissions Insurance:

Professional Liability/Errors and Omissions insurance with limits of not less than \$2,000,000 (two million dollars) inclusive per loss with \$2,000,000 (two million dollars) per policy period.

e) Occupational Health & Safety:

The **Agency** is a member of the Alberta Construction Safety Association and will provide the **Town**, following commencement of the contract, a copy of the "Health and Safety" initiatives for the Company, issued pursuant to Occupational Health and Safety Regulations and requirements.

f) Worker's Compensation Coverage:

The **Agency** will provide to the **Town**, prior to commencement of services under an agreement, written certification of current and appropriate worker's compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The WCB account will remain in good standing throughout the terms of the agreement.

9. FEES, LICENCES AND AGENCY'S COST

Except as otherwise provided for in the Agreement, the **Agency** shall be solely responsible for all costs relating to the provision of the Services, including but not limited to:

- (a) all fees, licenses, permits, filings, and all other costs incidental to the performance of the **Agency's** obligations under this Agreement;
- (b) all mileage and automobile expenses;
- (c) all accommodation, meals and related living expenses;
- (d) any and all office and related equipment requirements, clerical support and telephone charges; and
- (e) any **Agency** computer software and hardware requirements relating to the performance of this Agreement.

10. PERFORMANCE

Officers or employees of the **Agency** who have been approved in advance by the **Town**, such approval that may be withheld, terminated or revoked, shall only carry out the obligations of the **Agency** directly related to the performance of the obligations of the **Agency** pursuant to this Agreement.

11. RELATIONSHIP BETWEEN THE PARTIES

Nothing contained herein shall be construed to create the relationship of employer and employee between the **Town** and the **Agency** nor shall the **Agency** be constituted as the partner, servant, joint venture or legal representative of the **Town** for any purpose whatsoever.

12. NO AUTHORITY

Neither the **Town** nor the **Agency** has the authority to assume or create any obligation whatsoever, express or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

13. OWNERSHIP AND CONTROL

All files, documents and materials relating to the activities conducted by the **Agency** pursuant to this Agreement are deemed the property of the **Town**, shall remain in the sole ownership and control of the **Town** and the creation, maintenance, retention or transfer of the same, as the case may be, shall be carried out in strict compliance with the **Town Q.M.P.**.

The **Agency** will not disclose or make known to any person the Inspection information or, any matter or thing which comes to knowledge as confidential, excepting Non-Confidential Information, unless the **Agency** is expressly authorized by the **Town** in writing to disclose or make known the knowledge. Notwithstanding the expiry or termination of this Agreement, the **Agency** expressly acknowledges and confirms that any information and records compiled or created pursuant to this Agreement which are in the custody of the **Agency** are subject to the *Municipal Government Act* and/or the *Freedom of Information and Protection of Privacy Act*, as they may be amended from time to time. If any request is received for any of these records from a third party, the **Agency** shall forward the information and records, at the **Agency's** expense, to the **Town** within five (5) calendar days of written notification from the **Town** to that effect.

14. INDEMNITY

The **Agency** shall indemnify the **Town** and all of the **Town's** Council, servants, agents, employees, and persons for whom the **Town** is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses and expenses, including all legal fees (on a solicitor and his own client full indemnity basis) and all other costs and disbursements reasonably incurred in the prosecution or defense of any action, or appeal there from, which may be made or brought against the **Town** or which the **Town** may suffer or incur as a result of, in respect of, or arising out of, occasioned by or in any way related to:

- (a) the **Agency's** performance or purported performance or non-performance of this Agreement; or
- (b) the failure of the **Agency** to remit all applicable tax withholdings, *Canada Pension* contributions, *Employment Insurance* contributions and all other payments, contributions, GST or deductions for which the **Agency** is liable

The **Town** shall indemnify the **Agency** and all of the **Agency's** servants, agents, employees, and persons for whom the **Agency** is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses and expenses, including all legal fees (on a solicitor and his own client full indemnity basis) and disbursements, due to, arising from or to the extent contributed to by any breach by the **Town** of any provision of this Agreement, or any error, omission, negligent or unlawful act of the **Town**, or the **Town's** Council, servants, agents, employees, contractors or persons for whom the **Town** is in law responsible.

Neither the **Town** or the **Agency** shall admit liability to a third party without obtaining the prior written consent of the other party, and agrees to obtain the prior written consent of the other party prior to any **Towns** being made with any third party.

15. DEFAULT AND TERMINATION

Each and every of the following events shall constitute an event of default (an "Event of Default"):

- (a) if the **Agency** fails to comply with any reasonable order or request provided by the **Town** pursuant to this Agreement;
- (b) if the **Agency** fails to comply with the Act and all other statutes, regulations and bylaws passed by any authority having jurisdiction in force from time to time;
- (c) if the **Agency** experiences a change in control including but not limited to any assignment of the ownership of all or a portion of its share capital, in any manner without the prior consent of the **Town** to such alterations, which consent may be withheld; and
- (d) if the **Agency** neglects or fails to observe, perform or comply with any of its obligations pursuant to this Agreement, howsoever arising.

The **Town** shall provide written notice to the **Agency** of an Event of Default and the **Agency** shall have a period of sixty (60) days from the date of receipt of the notice to cure the default to the satisfaction of the **Town**, in its absolute discretion. If the Event of Default continues for such sixty (60) days, the **Town** may terminate this Agreement by delivery of notice in writing to that effect to the **Agency**, such termination to be effective thirty (30) days after delivery of such notice to the **Agency**. The termination of this Agreement by the **Town** pursuant to this section shall be without prejudice to and shall not limit in any way the **Town's** recourse to any remedies available to it by law, equity or otherwise.

16. TERMINATION

Notwithstanding any provision contained herein to the contrary, the **Town** may terminate this Agreement effective upon delivery of written notice to the **Agency**, if any of the following events occur:

- (a) if the **Agency** makes an assignment of its assets for the benefit of its creditors, makes a proposal to its creditors under any bankruptcy or insolvency legislation or any jurisdiction;
- (b) if a petition in bankruptcy is filed and presented against the **Agency**, or if a receiver, receiver and manager, custodian or similar agent is appointed or takes possession of any property or business of the **Agency**;
- (c) if the accreditation of the **Agency** pursuant to the Act is suspended or cancelled;
- (d) if the **Agency** ceases or threatens to cease to carry on its business, or performance of inspections is not keeping with the expectations of the **Town's** Q.M.P. or customer service expectations are not up to a reasonable standard;
- (e) either party may terminate this agreement with ninety (90) days written notice

and such termination shall not limit, in any way, the **Town's** recourse to any remedies available to it by law, equity or otherwise.

17. OBLIGATIONS UPON TERMINATION

The **Agency** agrees that within fifteen (15) days of the effective date of the expiry or earlier termination of this Agreement, the **Agency** shall return all Inspection Information forthwith to the **Town**. Upon written request of the **Town**, the **Agency** shall provide an affidavit, in form and content satisfactory to the **Town** in its absolute discretion, to the effect that all Inspection Information has been returned to the **Town** and there is no Inspection Information in the possession or control of the **Agency**, excepting Non-Confidential Information.

18. AGENCY ENTITLEMENT UPON TERMINATION

Upon expiry or termination of this Agreement, the **Agency's** right to consideration hereunder shall be limited to payment for the Services performed and authorized expenses to and including the effective date of expiry or termination and the **Agency** specifically acknowledges and agrees that the consideration set forth in this paragraph constitutes reasonable, fair and equitable consideration hereunder.

19. TRANSITION PLAN

Upon the expiry or termination date of this Agreement, **Town** shall forward a transition plan to the **Agency** that details how the **Agency** is to resolve those matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the **Agency** shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan.

20. SURVIVAL

The provisions of this Agreement which, by their context, are meant to survive the termination or expiry of this Agreement or the Term, including but not limited to Sections 6, 7, 12, 13, 16 and 17, shall survive the termination or expiry, as the case may be, and shall not be merged therein or herewith.

21. NOTICE

Whether or not so stipulated therein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
 - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
 - (iii) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of

postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption shall be deemed to have been received unless actually received.

- (c) except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

(i) **The Town:**

Town of Onoway

PO Box 540

Onoway, Alberta, T0E 1V0

Phone: (780) 967 5338

Fax: (780) 967 3226

Attention: **Wendy Wildman**

Chief Administrative Officer

(ii) **The Agency:**

The Inspections Group Inc.

12010 – 111th Avenue,

Edmonton, Alberta T5G 0E6

Phone: (780) 454-5048

Fax: (780) 454-5222

Attention: **Tim Roskey**

Chief Executive Officer

or to such other address as each party may from time to time direct in writing.

22. CAPTIONS

The captions herein contained are for convenience only, and shall not limit the terms and conditions of this Agreement.

23. ASSIGNMENT

This Agreement or any rights arising out of this Agreement shall not be assigned by the **Agency** without the prior written consent of the **Town**, which consent may be withheld.

24. **NON-WAIVER**

The failure of either party to this Agreement to require the performance of any term or condition of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term or condition, nor be deemed a waiver of any subsequent breach.

25. **ENTIRE AGREEMENT**

This Agreement represents the entire Agreement between the parties hereto with respect to the subject matter hereof, and supersedes all previous representations, understandings or agreements, oral or written between the parties hereto with respect to the subject hereof.

26. **AMENDMENTS MUST BE IN WRITING**

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

27. **SEVERENCE**

All of the provisions of this Agreement shall be treated as separate and distinct and if any provision hereof is declared invalid, the other provisions shall remain in full force and effect.

IN WITNESS WHEREOF the parties have hereunto affixed their corporate seals duly attested to by the hands of their properly authorized officers in their behalf on the day and year first above written.

THE INSPECTIONS GROUP INC.

Per: 
Tim Roskey, Chief Executive Officer

TOWN OF ONOWAY

Per: 
Wendy Wildman, Chief Administrative Officer

Per: 
Judy Tracy, Mayor
Print Name and Title

Schedule "A"
Activities and Policies

SCHEDULE "A"

ACTIVITIES AND POLICIES

1. SERVICES

- 1.1 The **Agency** will accept permit applications and collect fees including the Safety Code Council levy.
- 1.2 The **Agency** will issue all Safety Code permits under the Building, Electrical, Gas, Plumbing and Private Sewage disciplines. The **Town** will notify The Inspections Group of all permits received by way of emailed copy or other means as appropriate.
- 1.3 The **Agency** shall also be responsible for the collection and payment of all Safety Codes Council operation fees for permits pursuant to section 21.2 (2) of the Safety Codes Act.
- 1.4 The **Agency** will review designs, plans, drawings and specifications submitted in support of a permit application for compliance with the Act and Regulations and in accordance with the **Town Q.M.P.**
- 1.5 Stages and frequency of inspections shall be carried out pursuant to the **Town Q.M.P.** Inspections will be conducted through site review of any construction, materials, process or activity performed under permit for compliance with the Act, Regulations and **Town Q.M.P.** The **Town** shall approve any changes in inspection frequency.
- 1.6 The **Agency** shall provide technical advice and interpretation relative to the Act and Regulations related to the provision of any of the Services.
- 1.7 Requests for inspections received by the **Town** will be forwarded to the **Agency**.
- 1.8 The **Agency** shall provide the required inspections in accordance with the contract agreement unless otherwise indicated by the **Town Q.M.P.**
- 1.9 The **Agency** shall also supply a toll free number that can be used by contractors, **Town** staff and residents of the **Town** to contact safety codes officers.
- 1.10 The **Agency** shall provide copies of completed inspection reports and all related documentation to the **Town** including a statement of fees payable, on a monthly basis.
- 1.11 The **Agency** shall have a Safety Codes Officer available to answer telephone inquiries on a timely basis to technical questions from citizens at no additional cost to the applicant or the **Town**.

- 1.12 The **Agency** shall conduct investigations should an incident occur for compliance with the Safety Codes Act and Regulations.
- 1.13 Plan reviews will be done by the **Agency**
- 1.14 The **Agency** shall follow all requirements of the **Town Q.M.P.**
- 1.15 Enforcement will be handled by the **Agency** as part of the contract. Extended enforcement will be paid out pursuant to the fee schedule.
- 1.16 The **Agency** shall be responsible to evaluate conditions to establish the need to issue Orders in conformance with Section 45 of the Act.
- 1.17 **Town** must approve any Order written by the **Agency** for contravention of the Act or regulations in writing prior to the order being served.
- 1.18 If any person to whom an Order has been issued appeals the Order to the Safety Codes Council pursuant to the Act, the **Agency** shall attend all appeal proceedings and defend the Order to the Safety Codes Council.

2. **FEES**

- 2.1 The **Agency** shall issue permits and collect the Permit Fees set forth in the "Town Fee Schedule" from the permit applicants. The **Agency** shall collect and remit Safety Codes Council fees thereon.
- 2.2 At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of all of the collected permit fees minus the Safety Code levy for Electrical, Plumbing and Gas permits issued during the previous month.
- 2.3 At the end of each month, the **Agency** will remit to the **Town** 45% (plus GST) of collected permit fees minus Safety Codes levy, for Building permits with installations from \$0.00 to \$4,999,999.00 issued during the previous month.
- 2.4 At the end of each month the **Agency** will remit to the **Town** 55% (plus GST) of the collected permit fees minus Safety Codes levy, for Building permits with for installations \$5,000,000.00 and above issued during the previous month.
- 2.5 Additional inspections, selected by the contractor/applicant, upon the issuance of the permit, in addition to those required under the Uniform Quality Management Plan, will be charged at a rate of \$150 per inspection plus levy. The **Town** will receive their percentage split of these supplementary charges.
- 2.6 Re- inspection fees will be charged at \$150 plus levy. The **Town** will receive their percentage split of these supplementary charges.
- 2.7 Re-opening a previously closed permit fee will be charged at \$75 plus levy. The **Town** will receive their percentage split of these additional charges.

- 2.7 Rush inspections for ALL disciplines will be charged as follows:
- 3 business days notice - \$250 (plus Levy)
 - 2 business days notice - \$275 (plus Levy)
 - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)
(The **Town** will receive their percentage split of these supplementary charges.)
- 2.8 Site consultations at the request of the contractor/applicant will be charged at a rate of \$120 per hour (minimum 2 hours) plus GST. The request for this service will be directed to the **Agency** and fees will be collected by the **Agency**.
- 2.9 Upon cancellation of a permit a minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the permit fee (Building and Private Sewage only) will be paid to the **Agency** if a plan review has been completed, up to a maximum of \$250. Cancellation requests must be made in writing from the applicant and forwarded to the **Agency**.
- 2.10 Additional pre-authorized inspection services not covered under permit(s), and site investigations requested by the **Town**, and specifically provided to the **Town**, will be invoiced at the rate of \$110 per inspection (plus GST). The **Agency** will receive 100% of these supplementary charges.

Schedule "B"
Permit Fees and Charges



Town of Onoway
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EDMONTON AB T5G 0E6
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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level) Upper/Lower Floors	\$0.50 per sq. ft. + SCC levy \$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.37 per sq. ft. + SCC levy \$150.00 (minimum fee) + SCC levy
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$150.00 + SCC levy
Shops, garages, storage buildings	(over 624 sq. ft.) \$0.37 per sq. ft. + SCC levy
Decks or garden storage sheds	\$0.37 per sq. ft. + SCC levy (min \$125.00 + SCC levy)
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy (min \$150.00)
Fireplaces (if not included in new construction) (flat rate)	\$100.00 + SCC levy
Demolitions Residential (flat rate)	\$100.00 + SCC levy
Geothermal Heating	\$260.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$400.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$350.00 + SCC levy
Basement Development	\$0.37 sq. ft. + SCC levy (min \$150.00)
Mobile Homes Set-up	\$275.00 + SCC levy
Basement Development (if on foundation)	\$0.37 sq. ft. + SCC levy (min \$150.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit, \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s), the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Rush Inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
- 2 business days notice - \$275 (plus Levy)
- 1 business days notice - \$350 (plus Levy)
(payment must be made prior to inspection taking place)

(Effective May 1, 2018)



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GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$95.00	10,000	\$95.00	210,000	\$130.00
2	\$100.00	20,000	\$95.00	230,000	\$130.00
3	\$110.00	30,000	\$95.00	250,000	\$140.00
4	\$125.00	40,000	\$95.00	300,000	\$150.00
5	\$135.00	50,000	\$100.00	350,000	\$160.00
6	\$145.00	60,000	\$100.00	400,000	\$170.00
7	\$160.00	70,000	\$100.00	450,000	\$180.00
8	\$175.00	80,000	\$100.00	500,000	\$185.00
9	\$190.00	90,000	\$100.00	550,000	\$190.00
10	\$210.00	100,000	\$105.00	600,000	\$195.00
11	\$215.00	110,000	\$105.00	650,000	\$200.00
12	\$220.00	120,000	\$105.00	700,000	\$205.00
13	\$230.00	130,000	\$105.00	750,000	\$210.00
14	\$240.00	140,000	\$105.00	800,000	\$215.00
15	\$250.00	150,000	\$115.00	850,000	\$220.00
16	\$255.00	160,000	\$115.00	900,000	\$225.00
17	\$260.00	170,000	\$115.00	950,000	\$230.00
18	\$265.00	180,000	\$115.00	1,000,000	\$255.00
19	\$270.00	190,000	\$115.00	1,000,001 to 2,000,000	\$275.00
20	\$275.00	200,000	\$120.00	Over 2,000,000	Add \$6.00 per 100,000 BTU

- Propane and Small Installations**
- Propane Tank Sets (New or Replacements) \$90.00 per appliance
 - Temporary Heat \$90.00 per appliance
 - Gas/Propane Cylinder Refill Centers \$285.00 per appliance
 - Replacement Commercial or Industrial Appliances (per unit)
 - 1 - 400,000 BTU Input \$145.00 per Unit
 - 400,001 - 3,000,000 BTU Input \$225.00 per Unit
 - Over 3,000,000 BTU Input \$325.00 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary Inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Rush inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
 - 2 business days notice - \$275 (plus Levy)
 - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective: May 1, 2018)



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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$195.00
2	\$100.00	22	\$200.00
3	\$105.00	23	\$205.00
4	\$110.00	24	\$210.00
5	\$115.00	25	\$215.00
6	\$120.00	26	\$220.00
7	\$125.00	27	\$225.00
8	\$130.00	28	\$230.00
9	\$135.00	29	\$235.00
10	\$140.00	30	\$240.00
11	\$145.00	31	\$245.00
12	\$150.00	32	\$250.00
13	\$155.00	33	\$255.00
14	\$160.00	34	\$260.00
15	\$165.00	35	\$265.00
16	\$170.00	36	\$270.00
17	\$175.00	37	\$275.00
18	\$180.00	38	\$280.00
19	\$185.00	39	\$285.00
20	\$190.00	40	\$290.00
Add \$4.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$375.00
 Holding Tanks - \$150.00

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$275.00	69	\$455.00
2	\$100.00	36	\$280.00	70	\$460.00
3	\$105.00	37	\$285.00	71	\$465.00
4	\$110.00	38	\$290.00	72	\$470.00
5	\$115.00	39	\$295.00	73	\$475.00
6	\$120.00	40	\$300.00	74	\$480.00
7	\$125.00	41	\$305.00	75	\$485.00
8	\$130.00	42	\$310.00	76	\$490.00
9	\$135.00	43	\$315.00	77	\$495.00
10	\$140.00	44	\$320.00	78	\$500.00
11	\$145.00	45	\$325.00	79	\$505.00
12	\$150.00	46	\$330.00	80	\$510.00
13	\$155.00	47	\$335.00	81	\$515.00
14	\$160.00	48	\$340.00	82	\$520.00
15	\$165.00	49	\$345.00	83	\$525.00
16	\$170.00	50	\$350.00	84	\$530.00
17	\$175.00	51	\$355.00	85	\$535.00
18	\$180.00	52	\$360.00	86	\$540.00
19	\$185.00	53	\$365.00	87	\$545.00
20	\$190.00	54	\$370.00	88	\$550.00
21	\$195.00	55	\$375.00	89	\$555.00
22	\$200.00	56	\$380.00	90	\$555.00
23	\$205.00	57	\$385.00	91	\$555.00
24	\$215.00	58	\$390.00	92	\$555.00
25	\$225.00	59	\$395.00	93	\$555.00
26	\$230.00	60	\$400.00	94	\$560.00
27	\$235.00	61	\$405.00	95	\$565.00
28	\$240.00	62	\$410.00	96	\$570.00
29	\$245.00	63	\$420.00	97	\$575.00
30	\$250.00	64	\$425.00	98	\$580.00
31	\$255.00	65	\$430.00	99	\$585.00
32	\$260.00	66	\$440.00	100	\$590.00
33	\$265.00	67	\$445.00		
34	\$270.00	68	\$450.00		

Add \$3.00 each fixture over 100

NOTE: Add applicable 'Safety Codes Council' levy to each permit, \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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ELECTRICAL PERMIT FEE SCHEDULE
 (For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$95 00	23,000 01 - 24,000	\$420 00	100,000 01 - 110,000	\$700 00
1,000 01 - 1,500	\$110 00	24,000 01 - 25,000	\$430 00	110,000 01 - 120,000	\$745 00
1,500 01 - 2,000	\$120 00	25,000 01 - 26,000	\$440 00	120,000 01 - 130,000	\$790 00
2,000 01 - 2,500	\$130 00	26,000 01 - 27,000	\$450 00	130,000 01 - 140,000	\$830 00
2,500 01 - 3,000	\$140 00	27,000 01 - 28,000	\$460 00	140,000 01 - 150,000	\$875 00
3,000 01 - 3,500	\$150 00	28,000 01 - 29,000	\$470 00	150,000 01 - 160,000	\$920 00
3,500 01 - 4,000	\$160 00	29,000 01 - 30,000	\$480 00	160,000 01 - 170,000	\$960 00
4,000 01 - 4,500	\$170 00	30,000 01 - 31,000	\$490 00	170,000 01 - 180,000	\$1,000 00
4,500 01 - 5,000	\$180 00	31,000 01 - 32,000	\$500 00	180,000 01 - 190,000	\$1,040 00
5,000 01 - 5,500	\$190 00	32,000 01 - 33,000	\$510 00	190,000 01 - 200,000	\$1,080 00
5,500 01 - 6,000	\$200 00	33,000 01 - 34,000	\$515 00	200,000 01 - 210,000	\$1,120 00
6,000 01 - 6,500	\$210 00	34,000 01 - 35,000	\$520 00	210,000 01 - 220,000	\$1,160 00
6,500 01 - 7,000	\$220 00	35,000 01 - 36,000	\$525 00	220,000 01 - 230,000	\$1,200 00
7,000 01 - 7,500	\$230 00	36,000 01 - 37,000	\$530 00	230,000 01 - 240,000	\$1,240 00
7,500 01 - 8,000	\$240 00	37,000 01 - 38,000	\$535 00	240,000 01 - 250,000	\$1,280 00
8,000 01 - 8,500	\$250 00	38,000 01 - 39,000	\$540 00	250,000 01 - 300,000	\$1,380 00
8,500 01 - 9,000	\$260 00	39,000 01 - 40,000	\$545 00	300,000 01 - 350,000	\$1,480 00
9,000 01 - 9,500	\$270 00	40,000 01 - 41,000	\$550 00	350,000 01 - 400,000	\$1,565 00
9,500 01 - 10,000	\$280 00	41,000 01 - 42,000	\$555 00	400,000 01 - 450,000	\$1,665 00
10,000 01 - 11,000	\$290 00	42,000 01 - 43,000	\$560 00	450,000 01 - 500,000	\$1,765 00
11,000 01 - 12,000	\$300 00	43,000 01 - 44,000	\$565 00	500,000 01 - 550,000	\$1,865 00
12,000 01 - 13,000	\$310 00	44,000 01 - 45,000	\$570 00	550,000 01 - 600,000	\$1,965 00
13,000 01 - 14,000	\$320 00	45,000 01 - 46,000	\$575 00	600,000 01 - 650,000	\$2,065 00
14,000 01 - 15,000	\$330 00	46,000 01 - 47,000	\$580 00	650,000 01 - 700,000	\$2,165 00
15,000 01 - 16,000	\$340 00	47,000 01 - 48,000	\$585 00	700,000 01 - 750,000	\$2,265 00
16,000 01 - 17,000	\$350 00	48,000 01 - 49,000	\$590 00	750,000 01 - 800,000	\$2,365 00
17,000 01 - 18,000	\$360 00	49,000 01 - 50,000	\$600 00	800,000 01 - 850,000	\$2,465 00
18,000 01 - 19,000	\$370 00	50,000 01 - 60,000	\$610 00	850,000 01 - 900,000	\$2,565 00
19,000 01 - 20,000	\$380 00	60,000 01 - 70,000	\$620 00	900,000 01 - 950,000	\$2,665 00
20,000 01 - 21,000	\$390 00	70,000 01 - 80,000	\$625 00	950,000 01 - 1,000,000	\$2,765 00
21,000 01 - 22,000	\$400 00	80,000 01 - 90,000	\$630 00	Over \$1,000,000 please contact The Inspections Group Inc.	
22,000 01 - 23,000	\$410 00	90,000 01 - 100,000	\$645 00		

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Rush inspections for ALL disciplines will be charged as follows:

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 - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

(Effective May 1, 2018)

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Town of Onoway
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 Phone: (780) 454 5048 Toll Free: (866) 554 5048
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**ELECTRICAL PERMIT FEE SCHEDULE
 (For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$160.00
1201 to 1500 square feet	\$185.00
1501 to 2000 square feet	\$210.00
2001 to 2500 square feet	\$235.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$120.00
Basement development wiring - new home if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$95.00
Detached Residential Garage	\$ 20 a sq. ft. (minimum fee \$95.00)
Temporary Service	\$150.00

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ANNUAL ELECTRICAL PERMIT FEE SCHEDULE

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost

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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.37 per sq. ft. + SCC levy
	\$150.00 (minimum fee) + SCC levy
Accessory Buildings	
Garages (attached or detached)	(under 624 sq. ft.) \$150.00 + SCC levy
Shops, garages, storage buildings	(over 624 sq. ft.) \$0.37 per sq. ft. + SCC levy
Decks or garden storage sheds	\$0.37 per sq. ft. + SCC levy (min \$125.00 + SCC levy)
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy (min \$150.00)
Fireplaces (if not included in new construction) (flat rate)	\$100.00 + SCC levy
Demolitions Residential (flat rate)	\$100.00 + SCC levy
Geothermal Heating	\$260.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$400.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$350.00 + SCC levy
Basement Development	\$0.37 sq. ft. + SCC levy (min. \$150.00)
Mobile Homes Set-up	\$225.00 + SCC levy
Basement Development (if on foundation)	\$0.37 sq. ft. + SCC levy (min. \$150.00)

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GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$95.00	10,000	\$95.00	210,000	\$130.00
2	\$100.00	20,000	\$95.00	230,000	\$130.00
3	\$110.00	30,000	\$95.00	250,000	\$140.00
4	\$125.00	40,000	\$95.00	300,000	\$150.00
5	\$135.00	50,000	\$100.00	350,000	\$160.00
6	\$145.00	60,000	\$100.00	400,000	\$170.00
7	\$160.00	70,000	\$100.00	450,000	\$180.00
8	\$175.00	80,000	\$100.00	500,000	\$185.00
9	\$190.00	90,000	\$100.00	550,000	\$190.00
10	\$210.00	100,000	\$105.00	600,000	\$195.00
11	\$215.00	110,000	\$105.00	650,000	\$200.00
12	\$220.00	120,000	\$105.00	700,000	\$205.00
13	\$230.00	130,000	\$105.00	750,000	\$210.00
14	\$240.00	140,000	\$105.00	800,000	\$215.00
15	\$250.00	150,000	\$115.00	850,000	\$220.00
16	\$255.00	160,000	\$115.00	900,000	\$225.00
17	\$260.00	170,000	\$115.00	950,000	\$230.00
18	\$265.00	180,000	\$115.00	1,000,000	\$255.00
19	\$270.00	190,000	\$115.00	1,000,001 to 2,000,000	\$275.00
20	\$275.00	200,000	\$120.00	Over 2,000,000 Add \$6.00 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$90.00 per appliance
Temporary Heat	\$90.00 per appliance
Gas/Propane Cylinder Refill Centers	\$285.00 per appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$145.00 per Unit
400,001 - 3,000,000 BTU Input	\$225.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$195.00
2	\$100.00	22	\$200.00
3	\$105.00	23	\$205.00
4	\$110.00	24	\$210.00
5	\$115.00	25	\$215.00
6	\$120.00	26	\$220.00
7	\$125.00	27	\$225.00
8	\$130.00	28	\$230.00
9	\$135.00	29	\$235.00
10	\$140.00	30	\$240.00
11	\$145.00	31	\$245.00
12	\$150.00	32	\$250.00
13	\$155.00	33	\$255.00
14	\$160.00	34	\$260.00
15	\$165.00	35	\$265.00
16	\$170.00	36	\$270.00
17	\$175.00	37	\$275.00
18	\$180.00	38	\$280.00
19	\$185.00	39	\$285.00
20	\$190.00	40	\$290.00
Add \$4.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$375.00
Holding Tanks - \$150.00

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$275.00	69	\$455.00
2	\$100.00	36	\$280.00	70	\$460.00
3	\$105.00	37	\$285.00	71	\$465.00
4	\$110.00	38	\$290.00	72	\$470.00
5	\$115.00	39	\$295.00	73	\$475.00
6	\$120.00	40	\$300.00	74	\$480.00
7	\$125.00	41	\$305.00	75	\$485.00
8	\$130.00	42	\$310.00	76	\$490.00
9	\$135.00	43	\$315.00	77	\$495.00
10	\$140.00	44	\$320.00	78	\$500.00
11	\$145.00	45	\$325.00	79	\$505.00
12	\$150.00	46	\$330.00	80	\$510.00
13	\$155.00	47	\$335.00	81	\$515.00
14	\$160.00	48	\$340.00	82	\$520.00
15	\$165.00	49	\$345.00	83	\$525.00
16	\$170.00	50	\$350.00	84	\$530.00
17	\$175.00	51	\$355.00	85	\$535.00
18	\$180.00	52	\$360.00	86	\$540.00
19	\$185.00	53	\$365.00	87	\$545.00
20	\$190.00	54	\$370.00	88	\$550.00
21	\$195.00	55	\$375.00	89	\$555.00
22	\$200.00	56	\$380.00	90	\$555.00
23	\$205.00	57	\$385.00	91	\$555.00
24	\$215.00	58	\$390.00	92	\$555.00
25	\$225.00	59	\$395.00	93	\$555.00
26	\$230.00	60	\$400.00	94	\$560.00
27	\$235.00	61	\$405.00	95	\$565.00
28	\$240.00	62	\$410.00	96	\$570.00
29	\$245.00	63	\$420.00	97	\$575.00
30	\$250.00	64	\$425.00	98	\$580.00
31	\$255.00	65	\$430.00	99	\$585.00
32	\$260.00	66	\$440.00	100	\$590.00
33	\$265.00	67	\$445.00	Add \$3.00 each fixture over 100	
34	\$270.00	68	\$450.00		

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ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$95.00	23,000.01 – 24,000	\$420.00	100,000.01 – 110,000	\$700.00
1,000.01 – 1,500	\$110.00	24,000.01 – 25,000	\$430.00	110,000.01 – 120,000	\$745.00
1,500.01 – 2,000	\$120.00	25,000.01 – 26,000	\$440.00	120,000.01 – 130,000	\$790.00
2,000.01 – 2,500	\$130.00	26,000.01 – 27,000	\$450.00	130,000.01 – 140,000	\$830.00
2,500.01 – 3,000	\$140.00	27,000.01 – 28,000	\$460.00	140,000.01 – 150,000	\$875.00
3,000.01 – 3,500	\$150.00	28,000.01 – 29,000	\$470.00	150,000.01 – 160,000	\$920.00
3,500.01 – 4,000	\$160.00	29,000.01 – 30,000	\$480.00	160,000.01 – 170,000	\$960.00
4,000.01 – 4,500	\$170.00	30,000.01 – 31,000	\$490.00	170,000.01 – 180,000	\$1,000.00
4,500.01 – 5,000	\$180.00	31,000.01 – 32,000	\$500.00	180,000.01 – 190,000	\$1,040.00
5,000.01 – 5,500	\$190.00	32,000.01 – 33,000	\$510.00	190,000.01 – 200,000	\$1,080.00
5,500.01 – 6,000	\$200.00	33,000.01 – 34,000	\$515.00	200,000.01 – 210,000	\$1,120.00
6,000.01 – 6,500	\$210.00	34,000.01 – 35,000	\$520.00	210,000.01 – 220,000	\$1,160.00
6,500.01 – 7,000	\$220.00	35,000.01 – 36,000	\$525.00	220,000.01 – 230,000	\$1,200.00
7,000.01 – 7,500	\$230.00	36,000.01 – 37,000	\$530.00	230,000.01 – 240,000	\$1,240.00
7,500.01 – 8,000	\$240.00	37,000.01 – 38,000	\$535.00	240,000.01 – 250,000	\$1,290.00
8,000.01 – 8,500	\$250.00	38,000.01 – 39,000	\$540.00	250,000.01 – 300,000	\$1,380.00
8,500.01 – 9,000	\$260.00	39,000.01 – 40,000	\$545.00	300,000.01 – 350,000	\$1,480.00
9,000.01 – 9,500	\$270.00	40,000.01 – 41,000	\$550.00	350,000.01 – 400,000	\$1,565.00
9,500.01 – 10,000	\$280.00	41,000.01 – 42,000	\$555.00	400,000.01 – 450,000	\$1,665.00
10,000.01 – 11,000	\$290.00	42,000.01 – 43,000	\$560.00	450,000.01 – 500,000	\$1,765.00
11,000.01 – 12,000	\$300.00	43,000.01 – 44,000	\$565.00	500,000.01 – 550,000	\$1,865.00
12,000.01 – 13,000	\$310.00	44,000.01 – 45,000	\$570.00	550,000.01 – 600,000	\$1,965.00
13,000.01 – 14,000	\$320.00	45,000.01 – 46,000	\$575.00	600,000.01 – 650,000	\$2,065.00
14,000.01 – 15,000	\$330.00	46,000.01 – 47,000	\$580.00	650,000.01 – 700,000	\$2,165.00
15,000.01 – 16,000	\$340.00	47,000.01 – 48,000	\$585.00	700,000.01 – 750,000	\$2,265.00
16,000.01 – 17,000	\$350.00	48,000.01 – 49,000	\$590.00	750,000.01 – 800,000	\$2,365.00
17,000.01 – 18,000	\$360.00	49,000.01 – 50,000	\$600.00	800,000.01 – 850,000	\$2,465.00
18,000.01 – 19,000	\$370.00	50,000.01 – 60,000	\$610.00	850,000.01 – 900,000	\$2,565.00
19,000.01 – 20,000	\$380.00	60,000.01 – 70,000	\$620.00	900,000.01 – 950,000	\$2,665.00
20,000.01 – 21,000	\$390.00	70,000.01 – 80,000	\$625.00	950,000.01 – 1,000,000	\$2,765.00
21,000.01 – 22,000	\$400.00	80,000.01 – 90,000	\$630.00	Over \$1,000,000 please contact The Inspections Group Inc.	
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 (For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$160.00
1201 to 1500 square feet	\$185.00
1501 to 2000 square feet	\$210.00
2001 to 2500 square feet	\$235.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$120.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$95.00
Detached Residential Garage	\$.20 a sq. ft. (minimum fee \$95.00)
Temporary Service	\$150.00

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- 3 business days notice - \$250 (plus Levy)
 - 2 business days notice - \$275 (plus Levy)
 - 1 business days notice - \$350 (plus Levy)
- (payment must be made prior to inspection taking place)

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Town of Onoway
Box 540
Onoway, AB T0E 1V0
Phone: (780) 967 5338
Fax: (780) 967 3226
www.onoway.ca

The Inspections Group Inc.
12010 – 111 Avenue NW
EDMONTON AB T5G 0E6
Phone: (780) 454 5048 Toll Free: (866) 554 5048
Fax: (780) 454 5222 Toll Free: (866) 454 5222
www.inspectionsgroup.com

ANNUAL ELECTRICAL PERMIT FEE SCHEDULE

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost of fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500 surcharge per permit.

Re-opening a previously closed permit will be charged to contractor/applicants at a rate of \$75 per permit (plus Levy), plus applicable re-inspection fees should they apply.

Supplementary inspections and re-inspections performed in addition to those required under the County's Uniform Quality Management Plan will be charged to the contractor/applicant at the rate of \$150 per inspection (plus Levy).

Rush inspections for ALL disciplines will be charged as follows:

- 3 business days notice - \$250 (plus Levy)
- 2 business days notice - \$275 (plus Levy)
- 1 business days notice - \$350 (plus Levy)
(payment must be made prior to inspection taking place)



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Lac Ste. Anne Foundation – Regional Needs Assessment

BACKGROUND / PROPOSAL

The Government of Alberta (Seniors, Community and Social Services Department) has a 10 year strategy to improve and expand affordable housing in Alberta. The Government is encouraging regional and municipal needs assessments to provide information to the Government as well as to assist with community planning.

The Town has received an offer from Dena Krysik, CAO, Lac Ste. Anne Foundation, to complete a regional needs assessment that includes the Town. The Foundation plan is to prepare a Housing Needs Assessment for the region they serve, share with each municipality and request endorsement. Currently, the Foundation's area of service is: Lac Ste. Anne County, Woodlands County, Whitecourt, Mayerthorpe, Onoway, Gunn, Cherhill, Darwell, Sangudo as well as Summer Villages of: Birch Cove, Castle Island, Nakamun Park, Ross Haven, Sandy Beach, Silver Sands, South View, Sunrise Beach, Sunset Point, Val Quentin, West Cove and Yellowstone.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

As they serve the entire region, the Foundation has an overall view of existing unmet needs in our area. It is beneficial to have the Foundation complete the assessment after giving consideration to Town resources required and the cost to the Town to provide this in house.

STRATEGIC ALIGNMENT

Community Engagement
Safe Community

COSTS / SOURCE OF FUNDING

The needs assessment would be conducted by the Lac Ste. Anne Foundation at no cost to the Town.

RECOMMENDED ACTION

That Council authorize the Lac Ste. Anne Foundation to take the lead in completing a regional and municipal housing needs assessment and submit a completed template to the Government of Alberta.

(70)

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 5, 2022 10:49 AM
To: debbie@onoway.ca
Subject: FW: Regional Housing Needs Assessment
Attachments: Regional Needs Assessment Request.pdf

For January agenda please. I confirmed with Lac Ste. Anne Foundation that this is acceptable.

Jennifer

From: Dena Krysik <dkrysik@lsaf.ca>
Sent: December 5, 2022 10:33 AM
To: Peter Smyl <petersmyl@whitecourt.ca>; cao@onoway.ca; Town CAO <cao@mayerthorpe.ca>; Mike Primeau <mprimeau@lsac.ca>; aboffice@albertabeach.com; Gordon Frank <Gordon.frank@woodlands.ab.ca>; cao@rosshaven.ca; cao@svnakamun.com; aaraujjobirchcove@shaw.ca; cao@valquentin.ca; svcastle@telus.net; office@sunsetpoint.ca; sv sandyb@xplornet.ca; svsunrisebeach@wildwillowenterprises.com; office@svyellowstone.ca
Cc: Ross Bohnet <rbohnet@lsac.ca>; Sandy Morton <Sandy.Morton@mayerthorpe.ca>; Bernie Poulin <berniepoulin@icloud.com>; Marge Hanssen <marge.hanssen@svnakamun.com>; Daryl Weber <darylweb@telus.net>; Paul Chauvet <paulchauvet@whitecourt.ca>; Jeremy Wilhelm <jeremy.wilhelm@woodlands.ab.ca>; Len Kwasny <lkwasny@onoway.ca>
Subject: Regional Housing Needs Assessment

Good morning,

Please review the attached letter of request regarding the Lac Ste. Anne Foundation conducting a Regional Housing Needs Assessment on behalf of our member Municipalities.

Feel free to contact me if you have any questions.

Thank you,

Dena Krysik
Chief Administrative Officer
Office: 780-786-3167 | Fax: 780-786-4810 | Cellular: 780-269-0084
4407 42A Avenue, Mayerthorpe, AB T0E 1N0
www.lsaf.ca





Lac Ste. Anne Foundation

December 5, 2022

LSAF Member Municipalities
Via Email

RE: Regional Needs Assessment

**ADMINISTRATION
OFFICE**
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-3100
Fax: 780-786-4810

**PLEASANT VIEW
LODGE**
4407 42A Avenue
Box 299
Mayerthorpe, AB
T0E 1N0
Phone: 780-786-2393
Fax: 780-786-4810

**SPRUCEVIEW
LODGE & HEIGHTS**
12 Sunset Boulevard
Whitecourt, AB T7S 1S9
Phone: 780-778-5530
Fax: 780-778-5215

**CHATEAU LAC STE.
ANNE**
5123-49 Ave
Onoway, AB T0E 1V0
Phone: 780-967-0475
Fax: 780-967-0470

**SUPPORTIVE HOUSING
SERVICES**
4503-52 Ave
Whitecourt, AB T7S 1M4
Phone: 780-778-3623
Fax: 780-786-4810

As part of the Government of Alberta's Stronger Foundations initiative: Alberta's 10-year strategy to improve and expand affordable housing lists 5 key action areas in providing affordable housing options that meet the needs of Albertans with low to moderate income.

Action area #3 is to increase capacity, planning and governance. Actions include:

- 3.1 Co-ordinate planning with municipalities, regions, First Nation governments, Métis organizations and local housing providers.
- 3.2 Encourage regional/municipal needs assessments to inform GOA and community planning.
- 3.3 Establish three-year targets for programs and new housing developments based on current and projected community need.
- 3.4 Continue to work with housing management bodies and operators to improve efficiency, increase capacity, and expand local decision-making.
- 3.5 Develop an operator performance-assessment framework and support capacity building.
- 3.6 Ensure all operators follow best practices and housing management body board appointments are competency based.
- 3.7 Increase the number of operating agreements with HMBs, non-profit and private sector housing providers.

Regarding action 3.2, "regional and municipal needs assessments can help improve capacity for meeting local needs. Through this strategy, communities will have access to a range of tools to help them meet the unique needs of their residents. To maximize investment and ensure co-ordinated supports for vulnerable Albertans, the government will work with municipalities, housing management bodies and non-profit providers to develop the capacity for needs assessments. This is particularly important in some rural and remote communities."

The province has been refining the housing needs assessment (HNA) template and guidelines based on feedback sessions to date and expect to be able to release the template within the next month. The department is also working on a way to share 2021 Statistics Canada data (expected to be available this fall/winter) to help populate some of the template.

The template will not be mandatory, but encouraged, especially as part of a project proposal submission to help demonstrate how the proposal meets the local need/priorities.

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The Lac Ste. Anne Foundation would like to offer our services to complete the needs assessment on behalf of your municipality, at no additional cost to you, as we have been advised that a regional approach is encouraged where they make sense.

The Foundation would complete the Housing Needs Assessment for the region we serve, provide each municipality with a copy of the assessment including relevant local municipal data, asking each participating municipality on the Board to sign an endorsement statement, as required by Alberta Seniors, Community and Social Services.

The benefits are, that by taking this approach, each municipality will be aware of the regional affordable housing context. This will ensure planning that aligns with local and regional priorities, coordinating across levels of government, and ensuring an evidence-based approach that is more consistent throughout municipalities in the province.

To do this, we need your support. As you are aware the Lac Ste. Anne Foundation operates within multiple municipalities and summer villages and we want to ensure that we are making the best use of our resources as well as yours and not duplicate information being submitted for future priorities within our region.

If you are in agreement that the Foundation takes the lead on completing a regional needs assessment and submit the completed template to the province on your behalf, please respond accordingly.

Thank you in advance for your consideration of our proposal, if you have any questions, please contact me at 780-786-3167.

Sincerely,



Dena Krysik
Chief Administrative Officer

Cc: Board of Directors – Lac Ste. Anne Foundation

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Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2022 Audit Plan Letter from Metrix Group

BACKGROUND / PROPOSAL

Council has appointed the firm of Metrix Group as the municipal auditors. As part of this appointment Metrix group audits the Town of Onoway Financial Statements annually. As part of this audit, Metrix Group provides a letter outlining an Audit Plan.

STRATEGIC ALIGNMENT

Fiscal Sustainability

RECOMMENDED ACTION

That the December 22, 2022 letter outlining the 2022 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.

ATTACHMENTS

- Onoway 2022 Audit Plan

December 22, 2022

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: 2022 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
Junior Accountant

Philip Dirks, CPA, CA
Jad Farhat, CPA student

Timing of the Audit

We performed audit planning and interim audit work in November and December 2022.

The year-end audit fieldwork is tentatively scheduled to take place the week of February 27, 2023.

We anticipate presenting the audited financial statements to Town Council at the April 13, 2023 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.

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 2022 fiscal year will be in the amount of \$16,000. 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: Jennifer Thompson, Chief Administrative Officer

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 14, 2022 8:35 AM
To: debbie@onoway.ca
Subject: FW: AAAS Convention

Hi Debbie,
Please add this to the January Agenda

Jennifer

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

From: Bridgitte Coninx <bconinx@onoway.ca>
Sent: December 13, 2022 7:51 PM
To: Len Kwasny <lkwasny@onoway.ca>; Robert Winterford <rwinterford@onoway.ca>; Robin Murray <rmurray@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>
Cc: Onoway CAO <cao@onoway.ca>; gino@onoway.ca
Subject: AAAS Convention

I have been asked to attend the AAAS Convention in February 2023. ODAS will cover room and registration. I will be looking to have my mileage and expenses approved. Please add this to the first January agenda. Registration is due by the end of December and ODAS has that covered.

Regards,
Bridgitte

Sent from my iPad



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Community Justice Centre Engagement Series

BACKGROUND / PROPOSAL

The Government of Alberta (Justice, Public Security and Emergency Services) is holding virtual stakeholder engagement sessions on Community Justice Centres.

The virtual sessions are scheduled for:

Friday, January 20 – 9:30 a.m. to 11:30 a.m. – Current state

Friday, February 3 – 9:30 a.m. to 11:30 a.m. – Locally-Based Thinking

February 24 – 9:30 a.m. to 11:30 a.m. – Future Planning

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The Community Justice Centres are envisioned to meet local needs as they're designed by communities. They mesh justice with health and social services to address the root causes of crime.

The Government of Alberta has had in person sessions already - these sessions are virtual. The Alberta Government will provide a report to the federal government and may establish CJsCs in Alberta in the future. In-person engagement took place between September 2022 and November 2022, in medium-sized, rural and Indigenous communities throughout Alberta. Elected and unelected community leaders, governmental and community-based organizations participated.

Although these Centres look like they are designed for larger communities, Council may have an interest in up to date information regarding Government initiatives.

STRATEGIC ALIGNMENT

Community Engagement

Safe Community

COSTS / SOURCE OF FUNDING

Council meeting allowance

RECOMMENDED ACTION

That Council be authorized to attend the virtual engagement sessions hosted by the Government of Alberta on January 20, February 3 and February 24

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 23, 2022 9:28 AM
To: debbie@onoway.ca
Subject: FW: Invite to Virtual Community Justice Centre Engagement Sessions

For agenda please.

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 23, 2022 9:28 AM
To: Bridgitte Coninx <bconinx@onoway.ca>; Lenard Kwasny <lkwasny@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Robert Winterford <rwinterford@onoway.ca>; Robin Murray <rmurray@onoway.ca>
Subject: FW: Invite to Virtual Community Justice Centre Engagement Sessions

Hello all,
As we will not be having a meeting until January 12, I thought I would forward the following information in case you wish to attend. This item will be on the agenda.

Jennifer

From: JSG Engagement <JSG.Engagement@gov.ab.ca>
Sent: December 22, 2022 12:04 PM
Cc: JSG Engagement <JSG.Engagement@gov.ab.ca>
Subject: Invite to Virtual Community Justice Centre Engagement Sessions

Hello,

The Ministries of Alberta Justice and Public Security and Emergency Services are excited to be starting virtual stakeholder engagement on Community Justice Centre's (CJC) in early 2023.

CJCs are places where justice processes are integrated with health and social services to facilitate a coordinated approach that more effectively addresses the root causes of crime, breaks the cycle of re-offending, and improves public safety and community well-being. CJCs can take on a physical form where a "brick and mortar" location unites the court, justice programs, and local social services, or a virtual form that offers better integration of justice initiatives and community services.

The design of CJCs needs to be driven by communities, providing the ability to directly address the unique challenges they face, and being informed by their own priorities and cultural protocols. These conversations will inform a report back to the federal government and may inform the establishment of CJCs in Alberta in the future.

In-person engagement and conversations occurred between September 2022 and November 2022, held in medium-sized, rural and Indigenous communities throughout Alberta. Elected and unelected community leaders, governmental and community-based organizations shared to CJCs could work within their specific contexts and potential challenges to ensuring this concept's success.

Now it is time for our virtual sessions!

Two-hour engagement sessions will focus on key themes to enable you to make recommendations on what CJs could and should look like. While these virtual sessions were designed for large urban centres, all are welcome to attend if interested or you missed your in-person community session. You are invited to self-determine whether to attend all, or specific topics of your choosing.

The engagement sessions will explore the concepts of CJs, gather feedback on these ideas that will then be used to refine the CJC proposed model and inform federal government decision making. Your participation in this engagement is highly valued and is an integral part of understanding how CJs could be implemented in Alberta. We also acknowledge that we may not have all relevant stakeholders on our list, please pass on this information to others you feel should attend and if you don't mind, please cc JSG.Engagement@gov.ab.ca so we can expand our stakeholder list.

Specific Sessions:

Please register using the hyperlinked dates.

January 20th, 9:30-11:30am

Current state - What is working with how justice is delivered in Alberta today? What is not working with how justice is delivered in Alberta today? What collaboration within the criminal justice system exists today? What is working? Not working? What innovative programs exist in Alberta or elsewhere that we should consider in the context of developing community justice centres in Alberta? What has been tried but did not proceed and why not?

February 3rd, 9:30-11:30am

Locally-Based Thinking - What services would be delivered through a CJC and by whom? What would be critical to the success of this approach, governance structure (e.g. supported or led by government/ or community-based organizations/ or a hybrid?) What outcomes should government and system partners strive for when considering formation of CJs? What services would be delivered via a CJC and by whom?

February 24th, 9:30-11:30am

Future planning - What principles should guide the formation of CJs in Alberta? What current issues in the justice system could be overcome/addressed through CJs? What has Covid taught us about delivering justice services through technology and does this impact our vision of a CJC? How do CJs support or enable the medium and longer term vision for the delivery of justice services in Alberta? What services would be delivered via a CJC and by whom?

Kind Regards,

The Justice and PSES Engagement Team

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square to the right of the letter "a".

Classification: Protected A



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	January 12, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Municipal Leadership Workshop

BACKGROUND / PROPOSAL

The dynamic cultural, economic and political climate within municipalities require municipal professionals to develop important municipal leadership skills through professional development opportunities. Professional development opportunities such as municipal leadership training in municipal government is an integral part of success for administration.

Municipal leadership training will strengthen and build a stronger senior leadership team for the Town of Onoway. The Bloom Centre for Municipal Education is presenting a workshop for Municipal Leadership on April 17 & 18.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The workshop will build on administrations experience enhancing team leadership and conflict resolution, improving organizational culture and strategic leadership.

The CAO & Director of Corporate and Community Services are Administration attending this workshop would ensure availability should an emergent situation arise as both senior leadership staff would be attending this training.

COSTS / SOURCE OF FUNDING

Budget 2023 has educational allotment for staff training that would be utilized for this training. Estimate of training and accommodation is \$1,600 per person.

RECOMMENDED ACTION

THAT Council approve the Chief Administrative Officer and Director of Corporate and Community Services to attend the Municipal Leadership workshop on April 17 & 18, 2023 with expenses to be reimbursed upon submission of receipts.

Or

Any other action Council chooses to advise.



2 DAY IN-PERSON MUNICIPAL LEADERSHIP WORKSHOP

PRESENTED BY TIM DUHAMEL

APRIL 17 & 18, 2023

THE CRIMSON | JASPER, ALBERTA

\$1200 / PER REGISTRANT (group rates available)

Contact Tim Duhamel

780.991.8854 | Tim.Duhamel@bloomcme.com

REGISTER AT

<https://www.eventbrite.ca/e/municipal-leadership-workshop-tickets-462039832577>

Contact us for information on Group Rates at:

<https://bloomcme.com/contact/>



MUNICIPAL LEADERSHIP WORKSHOP

LEADERSHIP IS OFTEN MISUNDERSTOOD BUT IS ESSENTIAL FOR MUNICIPALITIES TO BE SUCCESSFUL! FOR A MUNICIPALITY TO REACH ITS GOALS, LEADERSHIP MUST BE WELL UNDERSTOOD AND EXERCISED AT ALL LEVELS OF THE ORGANIZATION.

This course will highlight the practices leaders use to transform values into action, vision into realities, obstacles into innovations, separateness into solidarity, and risks into rewards.

- It is a customized course that is fully focused on the municipal world – how your area fits and how your leadership can make a difference in the success of your municipality.

- Examples of municipal success will be part of the course curriculum.
- This two-day, comprehensive leadership course will provide value for urban and rural municipalities of all sizes and student levels.
- The wide variety of topics covered will give students an extensive understanding of municipal leadership and practices that can be used every day and can vastly improve the chances for success to achieve goals.

COURSE OVERVIEW

LEADERSHIP BASICS

Learn the fundamentals and definitions of leadership to improve the bedrock foundation for your leadership journey.

INFLUENTIAL LEADERSHIP AND CHANGE

Leadership is about influencing others to positive outcomes and change. Learn how to use influencing techniques to motivate others on actions that support organizational goals and strategies.

TEAM LEADERSHIP AND CONFLICT RESOLUTION

Moving teams successfully toward goals while minimizing conflict is a key component of leadership. Learn how to lead teams while dealing with the inevitable challenge of conflict.

STRATEGIC LEADERSHIP

Understanding the basics of strategizing and how it applies to leadership is critical for managers and executives. Learn how to link the corporate strategic plan to leadership actions and support the development of departmental business plans.

PUBLIC VALUE LEADERSHIP

Municipal leaders must understand the “public value footprint” for a municipality and how it enhances strategic processes, budgetary decisions, and the relationships between administration, elected officials, and the public.

LEADERSHIP, ETHICS AND ORGANIZATIONAL CULTURE

Successful leadership often means leading with a bedrock foundation of positive ethics and values. Learn the basics of municipal ethics and how it can be incorporated into the leader’s toolbox, leading toward the development of positive organizational culture.

TAKING PLACE IN THE BEAUTIFUL CANADIAN ROCKIES!

THE CRIMSON, 200 CONNAUGHT DR, JASPER, ALBERTA



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<https://bloomcme.com/newsletters/>



**Lac Ste. Anne
Foundation**

COPY



November 29, 2022

Town of Onoway
Box 540,
Onoway, AB T0E 1V0

Attention: Jennifer Thompson, Chief Administrative Officer

RE: 2023 Municipal Requisition

Dear Jennifer;

Please accept this letter as formal communication regarding the approved 2023 Municipal Requisition amounts for your Community.

As per the Lac Ste. Anne Foundation Municipal Requisition Policy;

The municipalities for which the organization provides supportive living accommodation shall be requisitioned annually based on the current year's approved budget. The total requisition shall be shared on the basis of the proportion that a municipality's equalized assessment bears to the total of the equalized assessments of all the municipalities to be requisitioned. Payments shall be made in quarterly installments the 1st banking day of January, April, July and October. Contributing Municipalities with total requisition in the annual amount less than \$20,000 shall pay on the 1st banking day of July.

Your total requisition amount is **\$23,491.76** based on the 2023 Provincial Equalized Assessment Report. Invoicing will be as follows;

January 1, 2023 - \$5,872.94
April 1, 2023 - \$5,872.94
July 1, 2023 - \$5,872.94
October 1, 2023 - \$5,872.94

Thank you for your ongoing support of the Lac Ste. Anne Foundation and its seniors.

If you have any questions or concerns, please contact me at 780-786-3167.

Yours truly,

Dena Krysik
Chief Administrative Officer

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ANNE**
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Together4Health Headlines

• HEALTH NEWS YOU CAN USE •

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

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

Together4Health Headlines will be taking a break over the holidays.

Watch for our next update January 13th.

Today's Update:

- **Things You Need to Know**
 - [Reducing wait times for surgeries with Alberta Surgical Initiative](#)
 - [Public Health & Pandemic Response and Recovery](#)
 - [Rural & Indigenous Initiatives and Engagement](#)
 - [AHS Signs Letter of Intent for Mountview Health Complex](#)
 - [Interim CEO Video Message: Supporting Psychological Health and Safety](#)
 - [Device Improves Quality of Life for Young Cardiac Patients](#)
 - [Stollery Joins Global Network for Research on Heart Defects](#)
 - [Bachelor of Nursing Program Launched in Wainwright](#)
 - [Community Labs Transition from APL to DynaLIFE](#)
 - [New Designated Supportive Living Spaces Open in Edmonton](#)
- **Enhance Your Health and Wellbeing**
 - [Get Immunized for Influenza](#)
 - [Mental Wellness Moment: Mental Wellness During the Holiday Season](#)
 - [Know Your Options: Pharmacists are Part of Your Healthcare Team](#)
 - [Manage Stress and Cope with Change in Challenging Times](#)
 - [Chronic Pain Self-Management Program Supports Albertans](#)
 - [Keep Children Safe from Button Batteries this Holiday Season](#)
 - [Mobile Mammography Service to Visit Lac La Biche](#)
- **Join the Conversation**
 - [South Zone Healthcare Planning Online Survey Extended](#)
 - [Childhood Immunization](#)
 - [Become an Advisory Council Member](#)
- **COVID-19 in Alberta**

Things You Need to Know

With the arrival of Dr. John Cowell as our Official Administrator, we are working together to address four priorities for AHS identified by Premier Danielle Smith and Health Minister Jason Copping.

- *Improving EMS response times.*
- *Decreasing emergency department wait times.*
- *Reducing wait times for surgeries.*
- *Developing long-term reforms through consultations with front-line workers.*

The latter priority involves enhanced decision-making at the local level, encouraging innovation to improve and expand local health services, and attracting more health workers to Alberta. Much of this work is underway. We will continue to use this update to highlight actions being taken to urgently address our priorities.

Reducing wait times for surgeries with Alberta Surgical Initiative

AHS continues to work diligently to recover to pre-pandemic surgical status. Over the past four weeks, the average weekly volume for surgical activity is 100 per cent of our pre-pandemic surgical volumes. The surgical waitlist for adults sits at approximately 70,200, compared with about 68,000 in February 2020, before the pandemic. Approximately 177,600 surgeries have been completed in the 2022/23 fiscal year.

Public Health & Pandemic Response and Recovery

Calgary Cancer Centre delivered to AHS

Patients receiving cancer care in Calgary are a step closer to receiving that care in a world-class medical centre. With construction complete, the Government of Alberta has officially handed the new Calgary Cancer Centre over to AHS to complete the final stages of the project. AHS will be busy getting the building ready to welcome its first patients in 2024. [Watch this video to learn more.](#)

The new centre will increase cancer care capacity in Calgary by consolidating and expanding existing services to support integrated and comprehensive cancer care. The hospital will serve as a hub for medical education and research activities, providing jobs and educational opportunities for Albertans.

AHS is preparing the hospital for clinical services, including installing equipment and furniture, and training staff. Once operational, the 186,000 square metre facility will have 160 inpatient beds, 100 patient exam rooms and will provide a wide range of health-care services for cancer patients.

COVID-19 tool now assesses for range of respiratory illnesses

AHS has launched an updated [respiratory assessment tool](#) to provide Albertans with guidance to manage a wide range of respiratory illnesses, how to care for symptoms at home, and when to seek [additional care](#).

Building off the success of our COVID-19 online assessment tool, which has been accessed more than 15 million times, the tool has been expanded to include guidance for other respiratory illness. This update will provide Albertans the opportunity to assess their respiratory illness symptoms and receive relevant advice to either manage their symptoms at home, get additional care, or get tested for COVID-19.

This tool supplements other available resources, such as the [HEAL](#) website, to help [know your options](#) and use appropriate care whether that's in-home or elsewhere. Please share this tool with your families, friends and colleagues.

Priority: Rural & Indigenous Initiatives and Engagement



In total, more than 500 members of the public attended Advisory Council public meetings and events to hear from AHS and community representatives on a range of topics, including:

- Cancer screening
- AHS provincial mental health and justice initiatives and programs
- Calgary Adult Gender Clinic
- Healthy communities
- Seniors and continuing care
- AHS Family Presence Policy Suite
- Addiction and mental health resources
- The power of community assets
- Workforce and talent acquisition
- Connect Care and MyAHS Connect

AHS signs letter of intent for Mountview Health Complex

AHS has signed a letter of intent to pursue becoming the anchor tenant in the [Mountview Health Complex](#) in Beaverlodge. The new health complex will bring together multiple health services, including inpatient care, seniors care, community health, and emergency medical services.

The new health facility will be built on the 20 acres donated to the town by the McFarlane family a decade ago. The town of Beaverlodge has partnered with developer Landrex Inc. to deliver the project. The partnership will be responsible for securing financial investment and retaining professional services for functional planning, design, and construction of the health complex.

MHCC and Landrex will use community engagement activities and events to ensure the project receives input from residents and key stakeholders. Community consultation will also occur to determine the future of the buildings and land that will be decommissioned following AHS' move to the Mountview Health Complex.

Interim CEO video message: Supporting psychological health and safety



The work we do across AHS is rewarding - but can also be demanding. That can take a toll on the mental and physical health of our people, which is something AHS takes seriously. That's why we created an organization-wide position statement to declare our commitment to protect the psychological health and safety of our people. We're working hard to strengthen a culture of compassion, respect, inclusiveness and safety at AHS, but we know more work is needed.

The position statement ensures we're all on the same page with the kind of workplaces we want to have, and that we all understand our individual and collective responsibilities in making that happen.

Joining the AHS Vlog to tell us more are:

- Dr. Sharron Spicer, Associate Chief Medical Officer, Physician Health, Diversity and Wellness
- Kathleen Fraser, Executive Director, Emergency Medical Services
- Jennifer Yelland, Program Manager, Psychological Health and Safety

Device improves quality of life for young cardiac patients

Two patients at the Stollery Children's Hospital are the first in North America using a new lighter, more mobile, driving unit for their ventricular assist device (VAD), giving them more independence while awaiting a heart transplant. A VAD is used in patients experiencing heart failure; that is, their hearts are

Until now, the only option for VAD drivers for young pediatric patients, who weigh less than 25 kg, was a large, heavy machine, weighing between 70 kg and 90 kg, with limited battery life. Patients could only be away from a power source for 20 to 30 minutes, limiting what they could do in the hospital.

The new device – the Berlin Heart EXCOR Active — is 13.5 kg, more mobile, and offers longer battery life than the previous device. Patients can now leave a power source with 10-12 hours of battery life, allowing walks in the hospital, longer visits to physiotherapy, and trips outside of the hospital. The new device is also much quieter, helping children get better sleep. [Read more here.](#)

The Pediatric Ventricular Assist Device (VAD) Program is a joint program supported by the Stollery and the Mazankowski Alberta Heart Institute. It is one of the largest VAD programs in North America and has been at the forefront of mechanical circulatory assist device treatment since 2005, when the program became the first pediatric site in Western Canada to implant a Berlin Heart left VAD.

The program received special approval from Health Canada to use the Berlin Heart EXCOR Active, since the device is not yet widely approved in Canada.

Stollery joins global network for research on heart defects

The Stollery Children's Hospital is the first hospital in Canada to join the [Fontan Outcomes Network](#) (FON), dedicated to improving outcomes and quality of life for people with single ventricle heart defects.

FON is an international learning health network, created by and for patients, families, clinicians and researchers. The network's data enables treatment discoveries and transforms research into practice to improve outcomes for individuals with single ventricle heart defects, a complex congenital condition in which a child is born with only one functional pumping heart chamber. Treatment typically involves three surgeries, done within the first three to five years of the child's life. The last of the three surgeries is known as the Fontan procedure: the heart is reconstructed to enable the remaining functional heart chamber to pump blood out to the body.

Over the past 50 years, researchers and care teams have made extraordinary advances in treatment for people with single ventricle congenital heart defects, and those individuals are living longer than ever. However, care for these individuals can vary from one hospital to another and there are many unknowns about their long-term outcomes. Patients often encounter various lifelong complications that can lead to hospitalizations. The opportunity to share information through the FON could lead to fewer complications and improved outcomes for patients.

Stollery's FON membership is supported by Alberta Health Services and the Stollery Children's Hospital Foundation, through the Women and Children's Health Research Institute.

Bachelor of Nursing Program launched in Wainwright

The Bachelor of Nursing Program – Rural Community launched in Wainwright last year to offer a solution to the ongoing challenges of recruitment and retention of registered nurses in rural and remote communities, as students who complete their education where they live are more likely to stay and serve their community. The first group of eight students in this program began studying in September 2021 and are expected to graduate in 2025. An additional eight students started their first year this past September.

Community labs transition from APL to DynaLIFE

Community lab services in larger urban centres have transitioned from Alberta Precision Laboratories to DynaLIFE Medical Labs. This is the first of three phases of the provincial transition to DynaLIFE, and impacts North, Edmonton, Central and Calgary zones of AHS. This change will improve lab services for Albertans and create savings that will be reinvested into other healthcare services.

APL in-hospital laboratories will continue to serve patients who have a requisition generated at a hospital or urgent care site, either through inpatient, emergency or ambulatory clinics. Hospital labs in rural areas that do not have a stand-alone community lab will also continue to serve rural community clients. DynaLIFE has built and is continuing to develop additional capacity in Calgary and Edmonton, which will enable increased volume of tests to be processed every day. New community labs are also opening in several communities across the province. To learn more about the changes taking place in each zone,

The launch of DynaLIFE's Q.Me appointment system provides patients with more ways to access lab services. Walk-in visits are always an option and may be a good choice if you are not fasting or do not require a special collection. Patients can visit www.gme.dynalife.ca/ to create an account and book an appointment, book an appointment as a guest, or use the "save my place" function to add themselves to the queue for a same day appointment. Patients can also call 1-877-702-4486 to book an appointment.

New designated supportive living spaces open in Edmonton

Seniors and Edmonton area residents who require additional supports with daily living now have more local continuing care options with the opening of Shasta Care Community. Located in the city's west end, the \$45-million facility has 162 new designated supportive living spaces over five floors, 90 of which are specially designed for supporting individuals with dementia. Designated supportive living assists with many aspects of daily living through services, such as 24-hour monitoring and emergency response from care staff, security, meals, housekeeping and social-enrichment activities. Shasta Seniors Living Society is contracted by AHS to provide care at the site.

Enhance Your Health and Wellbeing

The health and wellbeing of Albertans is the heart of everything we do, and every decision we make. To enhance the health and wellbeing of Albertans, we offer services, workshops, classes, events and support groups to encourage healthy choices that enhance the health and wellbeing of Albertans.

- [Find what's available in your zone](#)
- [Join Alberta Healthy Living Program Workshops & Classes](#) for adults living with chronic health conditions and/or diseases

Additionally, primary care providers play a key role in keeping Albertans healthy: when a patient consistently sees the same family doctor, nurse practitioner and team, it can lead to better health. If you need help finding a family doctor, visit albertafindadoctor.ca.

Get immunized for influenza

This influenza season, cases are rising more rapidly and in greater numbers than in the past 10 years. As of December 14, there are 6,288 lab-confirmed cases of influenza, 1,124 hospitalizations and 24 deaths in Alberta. By comparison, the entire 2021-2022 influenza season reported 2,906 lab-confirmed influenza cases, 523 hospitalizations and 14 deaths.

By getting an influenza vaccine, you are protecting your own health, the health of seniors and other vulnerable people around you, and Alberta's health system so it can provide care to those who most need it. Vaccines are a critical way to limit the spread of respiratory illness. They are effective and safe for protecting our health, as well as the health of our families and community members. Our goal is to immunize Albertans as safely and effectively as possible.

We know you have questions and want to ensure you have all the information you need to make the best decision for you and your family. Ask your questions here: [Join the Conversation About Influenza | Together 4 Health](#).

Mental Wellness Moment: mental wellness during the holiday season

The holiday season can be a time of joy, but it can also be a time of stress. For people who are grieving, the holiday season can make their feelings of loss more acute. In this Mental Wellness Moment, Dr.

Mental wellness during the holiday season



A Mental Wellness Moment with Dr. Nicholas Mitchell

Know Your Options: Pharmacists are part of your healthcare team

AHS is reminding Albertans of the many healthcare providers who are available to support your health and wellness. Pharmacists can help you maintain good health, including managing your medications and monitoring chronic conditions like diabetes and high blood pressure. Learn more at ahs.ca/options.

Manage stress and cope with change in challenging times

Albertans looking for ways to identify and manage stress are invited to participate in free online workshops facilitated by AHS. Workshops for managing stress in challenging times are in two parts, both led by AHS professionals. Participants can take part using smartphone, tablet, or computer.

Part 1 of the interactive workshop includes a basic discussion of stress and looks at different ways to manage stress. Two HeartMath techniques will be introduced and participants will come away with a personal stress reduction action plan. Part 2 involves discussing perception, decision-making and communication using techniques taught in Part 1. For more information on the upcoming courses, email ahs.heartmath@ahs.ca.

Wellness Exchange is a series of skill-building workshops designed to help increase a person's ability to cope with change, build resilience, and improve their overall well-being. Topics include problem-solving, positive activities, managing reactions, helpful thinking, and healthy connections. To learn more or ask questions email AHSWellnessExchange@ahs.ca.

Chronic Pain Self-Management Program supports Albertans

Albertans living with chronic pain symptoms or who support someone with a long-term health condition(s) have an opportunity to join a free AHS workshop designed to help them take control of their health.

[Better Choices, Better Health](#) is a six-week series of workshops designed to support Albertans living with ongoing health conditions explore ways to manage their health and live their life, one step at a time. These workshops are one of many services provided by the Alberta Healthy Living Program, which supports chronic disease management programming throughout the province.

The Better Choices, Better Health workshop sessions are led by trained volunteer leaders, many of whom live with a chronic health condition. This approach ensures an understanding of the challenges participants face and provides a supportive and welcoming environment. Call 825-404-7460 (press 3) to register as spots are limited.

Keep children safe from button batteries this holiday season

Albertans are being reminded about the dangers of button batteries, often found in toys and electronics, and the risk they pose to children if swallowed. Button batteries are used to power many items such as games, watches, hearing aids, cameras, calculators, flashing shoes, musical cards, and more. Because of their round shape and small size, children can mistake button batteries for food or candy.

From January to October of this year, emergency departments across Alberta saw 154 injuries in children related to button and similar small batteries. 18 of those were in the North Zone. A swallowed button battery can cause chemical burns and destroy the tissue in the upper digestive tract and may even cause death. The damage can be rapid and is likely to be worse if the battery gets stuck in the esophagus instead of moving into the stomach.

A mobile mammography trailer will be stationed at the Lac La Biche Healthcare Centre (9110 93 Street) on Jan. 9-14 and Jan. 16-18, 2023. Residents can book an appointment or learn more about the program by calling 1-800-667-0604.

Join the Conversation

South Zone Healthcare Planning online survey extended

The community voice is an essential component to share the future of healthcare in the South Zone. Over the past few months, we have received great feedback and insights through our online survey and a series of community-based conversations, and we have heard that communities have more to share. For this reason, we are extending the timeline for the [online survey](#) to Jan. 15, 2023.

Childhood Immunization

AHS is seeking to understand where and how Albertan parents and guardians seek information about childhood immunization so that the information developed and shared by AHS is meeting the needs of parents. A survey posted on [Together4Health](#) has received 8,400 responses – and is already helping shape the messages delivered by our public health teams.

We would like to hear from all Alberta families about routine childhood immunization for children newborn to age 15 years. We want to talk to you about your thoughts, ideas, concerns, and opinions on immunizations, particularly for your children. Please share your thoughts by completing this survey by December 31, 2022: [Childhood Immunization | Together 4 Health](#).

As we strive to understand the needs of parents and guardians across Alberta, we will build on our learnings from the survey by hosting focus groups and information sessions in the New Year. If you would like to be invited to join a focus group or to attend an information session, please provide your email address when you complete the survey.

Become An Advisory Council Member

There are vacancies on Advisory Councils, particularly with **Lesser Slave Lake** and **True North** in North Zone. Health Advisory Councils are comprised of community members from across Alberta who participate in engagement to improve healthcare services. They bring diverse, local perspectives to AHS about healthcare and service delivery. Councils host public meetings and community events within the local area. Members participate in community activities to hear from, and share information with, community members.

Learn more and apply at ahs.ca/join-an-advisory-council, where you can read the [Recruitment FAQ](#).

COVID-19 in Alberta

[Click to Read the COVID-19 Update](#)

Health Canada increases eligibility for bivalent COVID-19 vaccines

Health Canada has authorized the Pfizer-BioNTech Comirnaty Original and Omicron BA.4/BA.5 bivalent booster that targets the original COVID-19 strain and the Omicron BA.4/BA.5 subvariants for use in children 5 to 11 years of age. This is the first bivalent Covid19 booster authorized for use in this age group. Health Canada previously authorized this bivalent booster for use in individuals 12 years of age and older on October 7, 2022. [Learn more](#).

AHS Actively Monitoring Long COVID in Alberta

AHS is actively monitoring evidence and the experience of Albertans who have had COVID, to ensure that Albertans have access to the resources needed now and prepare more detailed resource planning. You

The term "long COVID" or "Post COVID Condition" refers to a wide range of symptoms that range from mild to serious and continue in some patients after a COVID infection itself has resolved. Long COVID is not a standardized clinical diagnosis at this time and at this point there is no fixed pattern for how these symptoms present, so it is impossible to give an exact estimate of the number of patients affected.

Estimates in the international literature suggest that 30-56% of all COVID patients may have long-lasting symptoms post-infection. AHS internally uses 20% as a general reference point. But the estimates vary with the population considered, and there is evidence that the incidence of long-lasting symptoms may be changing with high vaccination coverage, and with changes in the virus.

The vast majority of Albertans can and should safely manage mild COVID-19 symptoms at home using appropriate resources and tools AHS has developed, along with support from their primary care provider. AHS has established a referral process to three new Inter-Professional Outpatient Program (IPOP) clinics in the province that will provide multi-disciplinary care for COVID-19 patients with symptoms lasting at least 12 weeks post infection. These IPOP clinics provide medical and/or rehabilitation supports, and services based on each patient's needs by connecting primary care, specialty medicine, and allied health professionals. Physician referral is required.

As of December 2022, there have been 2,935 Albertans who have been referred to specialty medicine with concerns over post-COVID symptoms that have lasted longer than 12 weeks. Patient and provider resources, which have been translated into 13 languages, are available online by visiting:

- [Getting Healthy After COVID-19: Resources for Patients](#)
- [After COVID-19: Information and resources to help you recover](#) (MyHealth Alberta)
- [Together4Health: Long COVID Information & Resources](#)
- [Recovery & Rehabilitation After COVID-19: Resources for Health Providers](#).

Since the start of the pandemic, AHS' [Rehabilitation Advice Line](#) (RAL) has connected with over 8,700 "COVID" patients. RAL is staffed by occupational therapists and physiotherapists who can assist patients, families, or providers with questions about ongoing COVID symptoms by calling 1-833-379-0563.

AHS is developing a process to track patients who present with post-COVID symptoms and has collaborated with Alberta Health and the University of Alberta to [survey Albertans who have had COVID-19](#) to help us understand the type and duration of symptoms that people are experiencing. As of December 2022, there has been over 9,000 responses.

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.](#)

TransAlta is investing \$2M in the future of Southern Alberta families

TransAlta have stepped forward as the largest corporate contributor to the [Newborns Need campaign](#). Their commitment is critical to creating a sustainable future where investments in vital health initiatives create a better future for Southern Alberta's families. This investment from TransAlta will support the growth of the Foothills Level 3 NICU from 39 to 58 beds, as part of the now-complete \$66 million Newborns Need campaign.



Stettler Health Services Foundation purchases new equipment

It is an exciting time at the Stettler Hospital and Care Centre. The \$60,000 portable ultrasound unit - fully funded by this year's [Stettler Health Services Foundation](#) Festival of Lights - has arrived. Totals for the Festival of Lights are still being compiled and an announcement is coming soon. There is still time to donate to the Tribute Tree or Festival of Lights. [Donate here.](#)

Devon General Hospital celebrates holiday cheer

variety of festive activities throughout December.

"Christmas is always such a busy time with parties, music and food!" says Joan Straathof, therapy assistant with the LTC unit at the Hospital. "These are traditions that we try to maintain for our long-term care residents and - with the help of the residents' family, volunteers and community members - we offer a full schedule."



Leading up to Christmas, residents can enjoy musical entertainment by Devon Christian School, Mountain Sapphire, The Devon Travelling Choir, The Sunbeams, and Norm (Rice) and Shirley. In addition, residents will make their own music with singalongs and a handbell choir, with their talents to be the centrepiece of a live holiday show. Regularly scheduled songs and stories will complement the month.

Through generous donations, the Devon General Hospital Foundation provides the long-term care unit with an \$8,000 grant each year. The funding pays for Christmas gifts for the residents as well as entertainment, treats, crafts and bus trips throughout the year.

Mental Health Foundation's "Little Things"

The Assertive Community Treatment (ACT) team offers wrap-around services to nearly 500 people in urban Edmonton who might otherwise go without care. Funding from the [Mental Health Foundation's Little Things](#) appeal supports the team.



Care Managers Nicole Tomiuk and Keith Lang speak of the difficulties of gaining and building trust with the hundreds of clients they serve each year. Isolated from family, many of these people have nowhere to go. Living in extreme poverty, they are over-represented in jails. They are in need of treatment but they need to break the cycle before that can happen, which can start with building trust.

Items from Little Things, as simple as a coffee, bus pass, or meal, can be all it takes to open the door to an important conversation between a care worker and someone living without a home.

The team celebrates small successes. Success can look different for each individual - from someone's first meal in days, obtaining identification, or getting a job. Little Things can make a HUGE impact. For this year's #GivingTuesday, thanks to your donations - big and small - the Mental Health Foundation raised over \$5,500 dollars.

Music in the hospital

Teens Sebin and Soobin Cho and their mother Youngim Song are new Canadians who emigrated from South Korea to Lethbridge about a year ago. The family plays every week for an hour in the atrium at Chinook Regional Hospital as part of the hospital's Music in the Atrium program, featuring a variety of volunteers playing assorted instruments during the week.

Youngim was a music teacher in South Korea and taught her children to play cello (her son Sebin) and violin (daughter Soobin), while she plays piano. They choose popular and classical music which patients, visitors and staff have said they enjoy and find soothing. Sebin explained the group wanted to volunteer at the hospital because they find music uplifting and soothing, and hoped it would have the same effect on patients, staff and visitors.



Santa (and Hitmen) visit Alberta Children's Hospital

The Child Life program at the Alberta Children's Hospital has been partnering with Cisco in bringing Connected Santa to patients since 2013. Through the program, Santa visits children in playrooms using Cisco's personal Telepresence units, a high-definition video-conferencing device that makes the children

Children's Hospital, to hand out teddy bears collected during their annual Teddy Bear Toss game.



Wrapping Up

This is the last Together4Health Headlines for 2022. We're taking a one-issue break for the holidays and will return on Jan. 13. So let me take this opportunity to wish you all a happy and peaceful holiday season, doing whatever brings you joy and serenity. Thank you for everything you've done over the past year to show your support for AHS and our hard-working teams, and a special thank you to all of you who are continuing to serve Albertans over the holidays.

I wish you all the best in 2023. With enduring appreciation and gratitude,

Mauro Chies

Interim AHS President & CEO



Mauro Chies

Interim AHS President & Chief Executive Officer

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Healthcare Improvement Update

December 2022

Your Update from the Ministry of Health and Alberta Health Services

▼ MESSAGE FROM HEALTH MINISTER JASON COPPING

Bold steps necessary to ease healthcare pressures

There is no question the health system is under strain.

The reality is, patients are waiting too long for the care they need, despite the fantastic work of our doctors, nurses, paramedics and other frontline staff. We need action now and a sustainable plan to ensure these issues are permanently resolved.



JASON COPPING
Health Minister

That is why Premier Smith and I asked the part-time AHS board to step aside in November and appointed Dr. John Cowell

as the full-time Official Administrator. The board did great work and I extend my sincere gratitude for their service, but we need to drive change faster than a part-time Board normally could. Dr. Cowell brings urgent, efficient, effective, timely, and decisive leadership to improve productivity and healthcare outcomes. This is vital so that we can support the incredible work of our dedicated frontline healthcare workers.

Dr. Cowell will be focused on four main goals in AHS we desperately need addressed:

- Improve EMS response times;

(CONTINUED ON P. 2)



GOVERNMENT OF ALBERTA photo

From left: Newly appointed Alberta Health Services official administrator Dr. John Cowell, Health Minister Jason Copping and Premier Danielle Smith announce reforms for AHS at a news conference on Nov. 17.

▼ MESSAGE FROM OFFICIAL ADMINISTRATOR DR. JOHN COWELL, INTERIM CEO MAURO CHIES

Support coming for EMS, EDs, surgery

Alberta has outstanding healthcare workers. We are all focused on improving care for Albertans.

As Official Administrator and Interim President and CEO, we are working together to address four priorities for AHS identified by Premier Danielle Smith and Health Minister Jason Copping.

They are: improving EMS response times; decreasing emergency department wait times; reducing wait times for surgeries; and developing long-term reforms through consultations with front-line workers.

The latter priority involves enhanced



DR. JOHN COWELL
Official Administrator



MAURO CHIES
Interim AHS CEO

decision-making at the local level, encouraging innovation to improve and expand local health services, and attracting more health workers to Alberta. We'll report back to Alberta on our progress.

It's worth noting much of this work is underway. In this Update, you can read about regional innovations in Hinton, enabling the local health centre to provide orthopedic surgeries for residents in northern Alberta, and in Wetaskiwin, where eligible patients are receiving hospital-level care in their homes.

(CONTINUED ON P. 2)

▼ WORKFORCE RECRUITMENT & RETENTION

Daily visit cap policy ended

As part of the new agreement with the Alberta Medical Association, the province has ended the daily visit cap policy.

This will help increase patient access to physicians since there will no longer be a daily cap on the number of visits a physician can fully bill.

Doctors told us they could safely see more patients than the current cap allowed for.

Albertans want to know they can see a doctor when they need one, and physicians are able to provide Albertans with the healthcare services they need.

By changing the daily cap policy, some of the immediate pressures for services provided by general practitioners and specialists, including pediatricians and ophthalmologists, will be addressed.

Physicians will be fully compensated for every visit rather than receiving a discounted rate if they provide more than 50 visit services in one day, which was formerly the practice.

The agreement also includes a one per cent rate increase in each of the next three years, and a one per cent recognition lump sum payment.

This means that \$45 million will go to physicians to recognize the important work they do everyday to help keep Albertans healthy.

▼ MESSAGE FROM OA, INTERIM CEO

Support coming

(CONTINUED FROM PAGE 1)

You can also read about how we're attracting healthcare professionals to the province, and upgrading the Canmore emergency department. We welcome your suggestions for positive change. Feel free to email us at community.engagement@ahs.ca.

▼ DIGITAL HEALTH EVOLUTION AND INNOVATION

Connect Care expands again

AHS this month completed its largest launch of Connect Care to date, involving more than 25,000 staff and physicians at

135 AHS sites. The initiative supports standardized care across AHS and enables all health records from AHS and its

subsidiaries and partners to be accessed through a common provincial information system. It also provides clinicians with common decision-making support.

Launch 5 was the first to involve sites and programs in all five AHS zones. The launch involved acute and long-term care sites in the Calgary, North and Central zones of AHS, and two major provincial programs: Cancer Care Alberta and Alberta Kidney Care South.



An AHS staff member in the intensive care unit of Foothills Medical Centre receives support from a 'super user' after Launch 5 of Connect Care last month.

▼ MESSAGE FROM HEALTH MINISTER JASON COPPING

Bold steps necessary to ease pressures

(CONTINUED FROM PAGE 1)

- Decrease Emergency Room wait times;
- Reduce surgical wait times; and
- Develop long-term reforms through consultation with front-line workers and other key stakeholders.

Some of these changes are directly informed by the insights we received via the engagement tour. Ideas like pushing down more decision-making to the local level so that the unique needs of each community are met in an efficient manner. On changes to EMS, you wanted improvements to how we perform inter-facility transfers and that's one area Dr. Cowell and his team are targeting for change. Many more of your ideas are directly informing the changes being made to the healthcare system. I want to thank you, again, for giving of your time and insight over the past few months. We need to continue to work together to ease the strain we are facing.

We will measure these changes over the next 60 and 90 days through targeted metrics to make sure the changes made actually address the issues. If things aren't

changing in the way we hoped, we will know it immediately and we will have the data necessary to tell us how and what to adjust.

I am confident this is the right move for AHS. By the end of Dr. Cowell's term, I know there will be an efficient and sustainable system, so the next iteration of the AHS board can focus on what they do best: strategic planning for the future needs of Alberta's healthcare system.

Dr. Cowell and I will have more to say in future editions of the newsletter. Until then, please continue to share your ideas and feedback at any time by sending me an email with the subject line HEALTH IMPROVEMENT TOUR to health.minister@gov.ab.ca. We will ensure that your concerns and ideas are part of the decision-making process.

In closing, as the holiday season is upon us, I would also like to take time to wish all of you a Happy Holidays and a very Merry Christmas. I want to also extend best wishes for a Happy New Year. I know our healthcare workers have been under considerable strain the past few years and I hope you all are able to enjoy time with your families and enjoy a period of rest and rejuvenation over the holidays.

▼ **WORKFORCE RECRUITMENT & RETENTION**

New healthcare providers recruited to northern AB

Successful recruitment efforts have improved access to family medicine and psychiatric services in northern Alberta.

Dr. Anne-Marie Grew becomes the eighth psychiatrist in Grande Prairie; she is based out of the addiction and mental health offices in the Aberdeen Centre, and is also providing care at the Grande Prairie II Regional Hospital.

Elsewhere, there are newly recruited family physicians now practising in four northern Alberta communities: Spirit River (Dr. Adefolake Olaniyan and Dr. Deanna Funk), Manning (Dr. Izanne Nel), Westlock (Dr. Isabella Tu) and Whitecourt (Dr. Tesh Oteghekpen).

▼ **MESSAGE FROM HEALTH MINISTER JASON COPPING**

What do you think our next steps should be?

Since our last Health Engagement Tour stop in Camrose on Oct. 12, AHS has been working diligently to incorporate your ideas into the Health Care Action Plan. Our system is under real strain and we need to work together to improve access. No two hospitals or urgent care centres are the same and neither are the challenges they face. That is why AHS has been taking the time to assess the feedback we received on the tour. In the new year, we plan on sending you a full report compiled from the World Café sessions detailing the challenges you identified, ideas for how we can make the necessary improvement, but also what is working well in your areas. We also need to look at what unique solutions you presented might be useful in other areas of the province.

There is, however, one consistent area of concern in every corner of Alberta:

▼ **MENTAL HEALTH & ADDICTION RECOVERY**

Mental health, addiction walk-in clinics open

Local and area residents in three northern Alberta communities now have increased access to services with the opening of addiction and mental health walk-in clinics.

Walk-in clinics for both mental health services and addiction services are now open every Tuesday in Cold Lake, St. Paul and Bonnyville.

The walk-in mental health clinic is a first point of contact for people seeking support for a variety of concerns. The additions walk-in clinic provides counselling services for individuals with addictions, as well as for family members or friends.

▼ **PUBLIC HEALTH & PANDEMIC RESPONSE, RECOVERY**

Design work underway to upgrade Canmore ED

Planning and design work has started on a \$4.4-million revitalization project for the Canmore General Hospital's emergency department.

The project — funded by the Government of Alberta, Alberta Health Services (AHS) and the Canmore & Area Health Care Foundation — will create private patient treatment spaces and improve patient flow, addressing a recurring theme during Health Minister Jason Copping's Health Engagement Tour earlier this year.

Construction will be done in phases and is expected to be complete in 2024.



VIDEO: Government hands over keys to new cancer centre

Health Minister Jason Copping speaks at a news conference this month announcing the government has handed Alberta Health Services the keys to the new Calgary Cancer Centre.

we need more doctors, more nurses, more paramedics, and other healthcare professionals. Our world-class healthcare workers are doing an incredible job but we need significantly more of them to ease the strain they are under. This is the long-term solution to the current situation.

That's why Dr. Cowell, Alberta Health, and I are developing a Health Human Resources Action Plan to attract and retain our amazing healthcare workers. I am looking forward to announcing the HHR Action Plan early in the New Year.

As we continue to work towards a better healthcare system for all Albertans, we will send you a draft report of our next steps and we will be seeking your input on how to proceed. The plan will include a report compiled from the Engagement Tour based upon what we heard from you. Your feedback on that plan will be invaluable, so I'm going to once again ask for more feedback to make sure we are addressing the local needs in our health system. Please be on the lookout for the next edition and I'm looking forward to hearing your thoughts in 2023.

▼ ALBERTA SURGICAL INITIATIVE

All six Fort Mac ORs get upgrades

Upgrades and renovations to all six operating rooms (ORs) at the Northern Lights Regional Health Centre are ongoing, enhancing surgical capabilities and improving patient care at the Fort McMurray hospital.

Four ORs are being upgraded to minimally invasive surgical suites (MIS suites) for minimally invasive general, gynecologic, orthopedic and spinal surgeries.

Two other ORs will receive renovations and upgrades, including new surgical lights.

The \$6.3-million project is funded through donations to the Northern Lights Health Foundation.

The new MIS suites are expected to add surgical capacity, addressing a recurring theme during Health Minister Jason Copping's IHealth Engagement Tour earlier this year.

The first two MIS suites opened this past July. About 500 minimally invasive procedures were performed in the two suites in the first three months.

The surgical suite project is expected to be completed in March.

▼ ALBERTA SURGICAL INITIATIVE

Through CSFs, we're providing more orthopedic surgery options

In early November, we were pleased to be a part of the grand opening of Alberta Surgical Group's state-of-the-art surgical facility in Edmonton.

Opening this facility means thousands of Albertans will be able to have long-awaited orthopedic surgeries sooner. AHS has contracted the surgical team to



Surgical team staff at the Northern Lights Regional Health Centre and representatives of the Northern Lights Health Foundation showcase one of four new minimally invasive surgical suites at the Fort McMurray hospital. The project is expected to add surgical capacity.

▼ ALBERTA SURGICAL INITIATIVE

Hip surgeries now available in Hinton

Northern Albertans now have increased access to hip surgery with the opening of a new surgical program at Hinton Healthcare Centre.

An orthopedic surgeon is visiting the site for four days per month doing hip surgeries and eventually knee surgeries. Hinton becomes the fourth site in the AHS North Zone providing hip surgeries, joining Grande Prairie, Westlock and Bonnyville.

The program launched in October and, by early next year, local surgical teams expect to perform up to 16 orthopedic surgeries monthly.

provide about 3,000 surgeries annually for the next two years.

These publicly-funded procedures are offered at no cost to Albertans, patients will get the same service as they would in a hospital, from the same surgeons who follow the same clinical standards. Doing surgeries at this and other surgical

▼ DIGITAL HEALTH EVOLUTION

Home hospital pilot now in Wetaskiwin

Some Wetaskiwin and area residents are now receiving hospital-level care in their homes following the launch of a pilot project last month.

The 'home hospital' pilot project — building on similar programs in Edmonton and Calgary — provides eligible patients with safe, hospital-level care in their homes.

Patients receive remote monitoring from the hospital and regular visits from community paramedics. So far, five local patients have received hospital-level care at home through this program, which can care for two patients simultaneously.

facilities means we free up hospital capacity for other procedures. This is just one solution we are exploring to reduce waiting periods to clinically appropriate times. With innovative partnerships like this one, more Albertans can get their surgeries sooner and get back to living full, pain-free lives.

debbie@onoway.ca

Info

From: Michelle Jones <mjones@albertacf.com>
Sent: December 14, 2022 3:29 PM
To: Jennifer Thompson; Debbie Giroux
Subject: Fw: Community Futures Yellowhead East Travelling Incubator Program

My apologies, if you did not receive the email below, as I see it still had Wendy's name listed to the cao@ email address.

Michelle Jones

Executive Director, Community Futures Yellowhead East
Box 2185, Whitecourt, AB T7S 1P8
p: 780-706-3500, c: 780-778-0977
mjones@albertacf.com

Register Today to increase your Online Business Presence for FREE!!

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From: Michelle Jones <mjones@albertacf.com>
Sent: Wednesday, November 30, 2022 5:31 PM
To: Town CAO <cao@townofswanhills.com>; Karen St. Martin <cao@mayerthorpe.ca>; Wendy Wildman <cao@onoway.ca>; ! KRISTEN <kristen@foxcreek.ca>; Ed LeBlanc <eleblanc@barrhead.ca>; Debbie Oyarzun <DOyarzun@countybarrhead.ab.ca>; Economic Development Officer <edo@mayerthorpe.ca>
Cc: Serena Lapointe <serenalapointe@whitecourt.ca>; Anna Greenwood <anna.greenwood@mayerthorpe.ca>; darylweb@telus.net <darylweb@telus.net>; Jim <jahailes@telus.net>; Liz Krawiec <LizKrawiec@townofswanhills.com>; Marvin Schatz <mschatz@countybarrhead.ab.ca>; ngelych@lsac.ca <ngelych@lsac.ca>; rmurray@onoway.ca <rmurray@onoway.ca>; Ty Assaf <tassaf@barrhead.ca>; Bruce Prestidge <bruce.prestidge@woodlands.ab.ca>
Subject: Community Futures Yellowhead East Travelling Incubator Program

Good afternoon, please be advised, due to limited staffing resources, Community Futures Yellowhead East, will be temporarily pausing the travelling incubator program.

We apologize for the short notice, however, are currently unable to meet the staff and travel demand required of this program.

We recognize the value this program has provided to many of our stakeholders, and It is our hope that we will have the resources available to have the program up and running again in the new year.

Please feel free to reach out directly if you have any questions or concerns regarding the program. In addition, any clients who have previously booked in-person visits will be contacted, and alternate arrangements will be made to ensure service options are provided.

We appreciate your patience and understanding as we work toward a return to full staff/resource capacity.

Michelle Jones

Executive Director, Community Futures Yellowhead East
Box 2185, Whitecourt, AB T7S 1P8

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Forest Interpretive Centre
Thursday September 15, 2022

REGRETS: ROBIN MURRAY

IN Attendance:

Nick Gleych, Daryl Weber, Serena Lapointe – Zoom, Marvin Schatz- zoom, Jeremy Wilhelm, Liz Krawiec, Anne Greenwood, Ty Assaf, Jim Hailes, Phyllis Maki, Brenna McKay, Michelle Jones, McKenna Foresielle, *Robin Murray,*

1) CALL TO ORDER:

Board Chair called the meeting to order at 1:00 pm

2) ADOPTION OF AGENDA:

Motion# 37/22 Moved by Daryl Weber

To accept the agenda as amended to include, 9.6 WDCC Economic Forum, and 9.7 RFD – HR Holiday Policy, and to have guest speakers present ahead of agenda and minutes approval.

CARRIED

3) MINUTES OF PREVIOUS MEETING:

Motion # 38/22 Moved by Jim Hailes

That the minutes of the June 16,2022 regular board meeting be corrected to provide correct spelling of the new interim CAO of Onoway, and reviewed at next meeting for approval.

CARRIED

4) GUEST SPEAKER

Country Comfort Cabins & RV – Bryanna McKay – Project Update

Video and business PowerPoint overview provided. Well received by all and several questions and answers were provided.

CFNA – Executive Director, Phyllis Maki - CFLIP Program, CFNA Update

Phyllis provided the board with an overview on the CFLIP program, several questions and answers were shared back and forth with the board. Presentation was well received.

5) CHAIR REPORT

Chair report provided as presented

6) TREASURER'S REPORT

As attached

Motion # 39/22 Moved by Liz Krawiec

To accept financial reports as attached for information

CARRIED

7) STAFF REPORTS:

Executive Director: - Monthly Report, As attached

CED Coordinator: Monthly Report, As attached

Business Analyst: Monthly Report, As attached

DSS Report – Updated Reports, as attached.

Motion # 40/22 Moved by Anna Greenwood

That all staff reports be accepted as presented for information.

CARRIED

8) OLD BUSINESS:

8.1 CFYE Loan Interest Rate Review:

Motion # 41/22 Moved by Ty Assaf

Motion to change the current Loan Policy interest rate of 7%, to now reflect that the Regular Loan Interest rate will now be administered at Prime +3%, as per Prairies Can contribution agreement.

CARRIED

8.2 Community Investment Committee Update:

Committee member Ty Assaf, provided the board with a general overview of discussion coming from first meeting. ED will be meeting individually over time with each CAO/EDO and Board member to discuss opportunities for regional projects.

8.3 CGI Program – # of Loans Approved to Date. Update provided to the board.

8.4 ED Performance Review Board Chair and Vice Chair will meet with ED to finalize Review at upcoming Symposium

8.5 Board Strategic Planning Session – October

Board reminded of in person date for October Strat Planning

Motion # 42/22 Moved by: Daryl Weber

To accept Old business as presented for information only

CARRIED

9) NEW BUSINESS:

9.1 Wild Rose – Agri Tourism Project Partnership agreement- Information shared with board regarding partnership project.

9.2 Agri-Farm Partnership Request – Lac Ste Anne

Round Table October 5th – Board members suggested that a Talk Track or some kind of document be created that board members can continue to share at their council meetings to create deeper awareness of CFYE and how each municipality can partner with CFYE on regional ec dev projects.

9.3 Prairies Can change to definition of “Youth” – adapt to Youth Loan Program .

Motion # 43/22 Moved by: Liz Krawiec

Motion to adapt the new definition of youth being from 15-34 years of age as per Prairies Can direction.

CARRIED

9.4 Including a Treaty Land Acknowledgement to our meetings-

Motion # 44/22 Moved by Ty Assaf

Motion to Tabled until after symposium to see if there is additional wording be considered for our land acknowledgment.

CARRIED

9.5 NWCF Manager/Board Meeting – Whitecourt Nov. 15-16

Motion # 45/22 Moved by: Ty Assaf

Motion to cover the ticket cost of board members who are interested in attending the Economic Forum, board members to advise ED if they will be attending.

CARRIED

9.6 RFD – HR Policy – Additional Holidays

Motion # 46/22 Moved by: Jim Hailes

To accept the RFD recommending that both Christmas Break and National Truth and Reconciliation days be added to the HR employee Paid Holiday Policy

CARRIED

Motion # 47/22 Moved by: Daryl Weber

To accept New Business as Information

CARRIED

10) IN CAMERA

MOTION # 48/22 MOVED BY: DARYL WEBER

Motion to go in Camera at 4:05 pm

CARRIED

10.1 CFLIP FUNDING – Investment Plan

10.2 Fall Symposium Manager/Board Meeting/ Survey Questions/Rules of Engagement

10.3 CFNA – RRRF Client Survey – Review of Survey Questions

Motion # 49/22 Moved by Daryl Weber

Motion to come back out of Camera at 4:25 pm

CARRIED

ADJOURNMENT:

Motion # 50/22 Moved by Anna Greenwood

Moved to adjourn at 4:25 pm

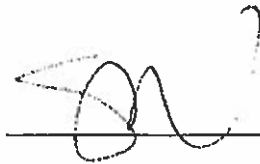
NEXT MEETING:

October 20th – Strategic Planning Session – Eagle River Casino



Board Chair

H. BEWICK



Board Secretary

Community FUTURES YELLOWHEAD EAST
CFYE Regular Board Meeting Minutes
Location: Eagle River Casino & Travel Plaza
Thursday October 20, 2022 – 10:00 am – 3:00 pm

Confirmed Attendance:	Nick Gelych, Ty Assaf, Liz Krawiec, Serena Lapointe, Jim Hailes, Ellen MacCormac, Matthew Hartney, Michelle Jones, Anna Greenwood, Lilian Wisser, Marvin Schatz, Robin Murray
REGRETS:	Jeremy Wilhelm, Daryl Weber
1) CALL TO ORDER:	Meeting called to order at 10:15 am
2) ADOPTION OF AGENDA:	<u>Motion# 51 Moved by Serena Lapointe</u> To accept the Agenda as amended to include New Business 9.1 – Municipal Organizational meetings, board member assignment. <p style="text-align: right;">CARRIED</p>
3) MINUTES OF PREVIOUS MEETING:	<u>Motion # 52 Moved by Ty Assaf</u> <i>That the minutes of the September 15 2022 regular board meeting be accepted as presented</i> <p style="text-align: right;">CARRIED</p>
4) GUEST SPEAKER	Tricia Deckort – Prairies Can Officer - Prairies Can Update Tricia started with a land acknowledgement and provided board and staff members with an update on prairies can, ministers, deputy ministers. Recommended that board members ensure they are familiar with the CFYE funding contract, in particular schedules B&C. Also referred to the percentage of funds that are currently available for funding may need to consider investing into CFLIP. Thanked the Board & Staff for the work and support they provided through the RRRF loan program <u>Motion # 53 Moved by: Robbin Murray</u> To accept Prairies Can presentation as information. <p style="text-align: right;">CARRIED</p>
5) CHAIR REPORT	Tabled – Nov Board Meeting
6) TREASURER'S REPORT	Tabled – Nov Board Meeting <u>Motion # N/A Moved by</u> <i>NO motion required - To table financial reports until November 2022 regular board meeting</i> <p style="text-align: right;">CARRIED</p>
7) STAFF REPORTS:	Tabled – Nov. Board Meeting <p style="text-align: right;">CARRIED</p>
8) OLD BUSINESS:	Tabled to Nov Board Meeting
9) NEW BUSINESS:	9.1 Municipal Organizational Planning Meetings. ED, inquired as to who had held their organizational planning meetings in an effort to try and determine who might be returning and who may not.

Confirmation to date provided by County of Barrhead, board member Marvin Schatz returning. All other board members advised they would be requesting to stay on the board. Their meetings have not yet been completed.

Other New Business Tabled to Nov Board Meeting

10: 30 AM :Facilitated by Karen Blewitt – Alberta Government

**10) STRATEGIC
PLANNING SESSION
ADJOURNMENT:**

Motion # 54 Moved by Anna Greenwood

NEXT MEETING:

Moved to adjourn at 3:17 pm

November 17th – Final Fall/Winter In Person Meeting

Nick Gelych

Nick Gelych (Dec 16, 2022 11:54 MST)

Board Chair

Date: Dec 16, 2022

[Signature]

Serena [Name] (Dec 16, 2022 23:11 MST)

Secretary











October 20, 22 Meeting Minutes with motions

Final Audit Report

2022-12-17

Created:	2022-12-16
By:	Michelle Jones (mjones@cfyellowheadeast.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnKX2uaD_UCWM0ArWOfgx_z4IU8r1_ARE

"October 20, 22 Meeting Minutes with motions" History

-  Document created by Michelle Jones (mjones@cfyellowheadeast.ca)
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2022-12-17 - 6:11:26 AM GMT

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 6, 2022 8:47 AM
To: debbie@onoway.ca
Subject: FW: Initial Contact from Minister Jean Office

For Agenda.
Jennifer

From: Leah Wood <Leah.Wood@gov.ab.ca>
Sent: December 5, 2022 2:13 PM
Subject: Initial Contact from Minister Jean Office

Dear Stakeholder,

I would like to take the opportunity to introduce myself. My name is Leah Wood. I am the Ministerial Assistant to Brian Jean, Minister of Jobs, Economy and Northern Development. Minister Jean has tasked me to be the lead in his office on matters of Northern Development. We are excited to work for Alberta, with an extended interest in Northern Alberta. I am working on being in contact with community leaders, staff and local volunteers in northern community's. Please feel free to reach out to myself with any concerns or advice for us to be able to serve you better. My details are below.

I look forward to connecting with you in the near future.

Have an amazing Alberta day!

Leah Wood
Ministerial Assistant to Minister Brian Jean

Leah Wood
Ministerial Assistant (Northern Development)
Office of Hon. Brian Jean, Minister of Jobs, Economy and Northern Development

425 Legislature Building, 10800 – 97 Avenue, Edmonton, AB T5K 2B6
☎ 1-587-597-2304 leah.wood@gov.ab.ca



Classification: Protected A

From: Jennifer Thompson <cao@onoway.ca>
Sent: December 14, 2022 11:50 AM
To: debbie@onoway.ca
Subject: FW: Economic Development in Rural Alberta Plan (EDRAP) Released

For agenda please.

From: James Tessier <James.Tessier@gov.ab.ca>
Sent: December 14, 2022 10:31 AM
Subject: Economic Development in Rural Alberta Plan (EDRAP) Released

Good Morning,

We are excited to announce the release of the [Economic Development in Rural Alberta Plan \(EDRAP\)](#) completed through the Ministry of Agriculture and Irrigation.

WATCH THE ANNOUNCEMENT HERE: [Building up the rural Alberta economy | alberta.ca](#)

The EDRAP sets out an action plan for a five-year commitment. Initiatives are designed to support capacity building in the key areas of entrepreneurship, skills development, small business supports, marketing rural and Indigenous communities and promoting tourism and rural economic development interconnectivity at the regional level.

PLAN HIGHLIGHTS:

Strategic Direction 1: Economic Development-Enabling Infrastructure

Power, water, telecommunications and transportation networks are vital to residents and businesses to attract new investments. The government has taken initiative to support the development of economic development-enabling infrastructure.

New actions:

1. Ensure all of Alberta has broadband service availability by 2026 and supports are in place to provide digital literacy training.
2. Build on work to further develop transportation corridors to maximize economic development opportunities.
3. In 2024, the Municipal Sustainability Initiative will be replaced by the Local Government Fiscal Framework, which will provide permanent, predictable funding for a wide range of infrastructure.

Strategic Direction 2: Rural Business Supports and Entrepreneurship

The remoteness of rural communities can pose challenges to access supports for entrepreneurship and small business.

New actions:

1. Establish new targets and update the Alberta Agri-Food Investment and Growth Strategy.
2. Support rural entrepreneurship training and leadership development in rural Alberta through collaboration with key partners.
3. Leverage changes to the Rural Utilities Act, enabling rural electrification associations to capitalize on rural economic development opportunities through innovation and business development.

Strategic Direction 3: Support for Labour Force and Skills Development



The rural labour force is declining as the population ages, and younger Albertans often leave to settle in urban centres. With a declining workforce and population, supporting community services such as health, education and businesses becomes more challenging.

New actions:

1. Leverage Alberta's library system to support knowledge transfer and skills development.
2. Improve awareness of agriculture and agri-food related careers and support to attract and retain workers in rural Alberta.

Strategic Direction 4: Marketing and Promoting Rural Tourism

Tourism has significant potential through natural assets found in rural Alberta, and realizing that potential requires developing new products and experiences that meets the needs of visitors. A thriving tourism industry helps attract and retain talent that supports other industries.

New actions:

1. Support Alberta's rural visitor economy to ensure rural and Indigenous communities are strong and vibrant with opportunities for employment and economic diversification.

Strategic Direction 5: Rural Economic Development Capacity Building

Collaboration and cooperation at a regional scale leverages collective resources and economic development opportunities.

New actions:

1. Invest Alberta will partner with local economic development agencies to drive increased foreign direct investment to rural Alberta.
2. Continued collaboration with and investment in Regional Economic Development Alliances.
3. Work with all partners to further develop capacity building and mentorship programming targeted to rural and Indigenous community needs, and develop a regional policy approach to rural economic development capacity building.
4. Develop a one-stop Alberta.ca webpage to highlight programming for rural economic development initiatives.

The conversations that informed the EDRAP development were wide-ranging and covered topics of concern related to rural economic development and community services such as access to health care, education and other services. It is important to note that the EDRAP is not a plan for community development. Instead, the EDRAP focusses on strategies for sustainable economic development which emphasize regional collaboration and enhancing economic development capacity.

IMPORTANT LINKS:

- [Economic Development in Rural Alberta Plan \(EDRAP\)](#)
- [Rural Economic Development](#)
- [Agriculture and Irrigation Mandate Letter](#)
- [Jobs, Economy and Northern Development Mandate Letter](#)

Kind Regards,

James Tessier | Regional Economic Development Specialist
Jobs, Economy & Northern Development
Cell: 587.784.3144



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Classification: Protected A



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 15, 2022

The Honourable Brian Jean
Minister of Jobs, Economy and Northern Development
Government of Alberta

Dear Minister Jean,

I want to thank you for your service to Albertans, and congratulations on your new role as Minister of Jobs, Economy and Northern Development.

Our Cabinet faces an extraordinary task: to deliver on a clear and bold mandate in a limited period of time. Albertans are counting on us, and they rightfully expect their government to address the challenges they are facing with our full attention and action.

First, I ask you to keep the inflation and affordability crisis top of mind. Affordability is the primary challenge facing Albertans today, and as a government we will ensure that Alberta families are able to manage through this storm by taking decisive action in the coming weeks and months.

Second, our Cabinet must continue to have a laser focus on job creation and strengthening Alberta's economy. No matter what the industry, we must continue the good work of diversifying our economy through job creation to ensure all Albertans and their families can prosper.

Third, the challenges facing our healthcare system mean Albertans are not getting the necessary care they need when and where they need it. We will ensure all areas of the province receive prompt and efficient ambulance service. Our government will also act quickly to bring substantive improvements to emergency room services and clear surgical backlogs.

Finally, I expect our Cabinet to remain united and determined in the face of a federal government that no longer treats its partners in Confederation as equals. We must proactively protect Albertans from continued federal government overreach, including hostile economic policies that landlock our provincial resources, that chase billions in investment and thousands of jobs from our province, and that are detrimental to the short-term and long-term prosperity of Albertans.

While we may face challenges, I nonetheless have full confidence that our government can and will address these matters to secure a province that remains a safe haven for those seeking economic opportunity, prosperity, and freedom.

Under your leadership as Minister of Jobs, Economy and Northern Development, I expect you to work closely with your Cabinet and caucus colleagues and the public service through the committee, Cabinet, and legislative processes to deliver on commitments to support Albertans, including:

- Lead a cross-ministry effort to develop a promotion strategy around “The Renewed Alberta Advantage” of lower taxes, affordable housing, and a highly skilled workforce to continue attracting investment in multiple sectors to diversify the Alberta economy.
- Develop and implement policies that create a policy environment that attracts investment and job creation opportunities from across Canada and around the world.
- Continue the Alberta Is Calling campaign with a focus on international markets and markets in Canada with high unemployment.
- Develop and maintain a client services division to provide concierge / wayfinder services that will assist large business investors in navigating all the departments needed to gain permit approvals.
- Create opportunities for Albertans to succeed in the workplace through jobs training programs that will build on and develop skills to enable workers to succeed in our increasingly diverse economy.
- Complete the work on the Occupational Health and Safety Code review to protect the health and welfare of Alberta workers.
- Work with Parliamentary Secretary for Small Business Martin Long to develop a stakeholder outreach plan for small businesses across Alberta.
- Focus on economic development and interconnectedness in Northern Alberta; and in particular, work with the Minister of Transportation and Economic Corridors, who is the lead, to pursue the expansion of economic corridors from Fort McMurray to Grande Prairie and British Columbia, as well as interconnecting the major population and economic centres in the North.

Your deputy minister and other senior officials in your ministry will support these priorities with the highest standard of professionalism and integrity. Alberta’s public service will provide you with non-partisan advice and loyal implementation of your mandate. As I mentioned, our ability to support Albertans in the coming months will require you to work respectfully with your officials, and often with tight timelines.

I expect all ministers and their staff to conduct themselves in all matters with the highest standards of integrity and ethical behaviour. I expect you to be aware of, and to be fully compliant with, Alberta’s *Conflicts of Interest Act*, and that all ministers will protect the significant trust that Albertans have placed in our government.

We will come through this difficult and challenging period in Alberta’s history, so let us work together to fulfill and exceed our mandate on behalf of the good people of this great province. I am honoured to be working with you to build a stronger and more prosperous Alberta.

Thank you,

A handwritten signature in black ink that reads "Danielle Smith". The signature is written in a cursive style with a large initial 'D'.

Danielle Smith
Premier of Alberta



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

November 10, 2022

The Honourable Nate Horner
Minister of Agriculture and Irrigation
Government of Alberta

Dear Minister Horner,

I want to thank you for your service to Albertans, and for your continued service as Minister of Agriculture and Irrigation.

Our Cabinet faces an extraordinary task: to deliver on a clear and bold mandate in a limited period of time. Albertans are counting on us, and they rightfully expect their government to address the challenges they are facing with our full attention and action.

First, I ask you to keep the inflation and affordability crisis top of mind. Affordability is the primary challenge facing Albertans today, and as a government we will ensure that Alberta families are able to manage through this storm by taking decisive action in the coming weeks and months.

Second, our Cabinet must continue to have a laser focus on job creation and strengthening Alberta's economy. No matter what the industry, we must continue the good work of diversifying our economy through job creation to ensure all Albertans and their families can prosper.

Third, the challenges facing our healthcare system mean Albertans are not getting the necessary care they need when and where they need it. We will ensure all areas of the province receive prompt and efficient ambulance service. Our government will also act quickly to bring substantive improvements to emergency room services and clear surgical backlogs.

Finally, I expect our Cabinet to remain united and determined in the face of a federal government that no longer treats its partners in Confederation as equals. We must proactively protect Albertans from continued federal government overreach, including hostile economic policies that landlock our provincial resources, that chase billions in investment and thousands of jobs from our province, and that are detrimental to the short-term and long-term prosperity of Albertans.

While we may face challenges, I nonetheless have full confidence that our government can and will address these matters to secure a province that remains a safe haven for those seeking economic opportunity, prosperity, and freedom.

Under your leadership as Minister of Agriculture and Irrigation, I expect you to work closely with your Cabinet and caucus colleagues and the public service through the committee, Cabinet, and legislative processes to deliver on commitments to support Albertans, including:

- As the lead, work with the President of Treasury Board and Minister of Finance to develop and implement a Competitive Agri-Food Value-Added Processing and Manufacturing program that will make Alberta more competitive with competing jurisdictions.
- As the lead, work with the Minister of Environment and Protected Areas to expand and improve the irrigation network within Alberta to ensure Alberta is best served and maintains its standing as a global leader in food development and distribution.
- As the lead, work with the Minister of Trade, Immigration and Multiculturalism to reduce barriers to interprovincial trade of meat.
- As the lead, work with the Minister of Trade, Immigration and Multiculturalism to continue to work towards a customs pre-clearance process for the export of Alberta Agricultural products.
- Examine ways of reducing food costs for Alberta consumers.
- Continue to advocate on behalf of Alberta farmers and ranchers by identifying and pushing back on federal programs that hinder the advancement of production or improvement of yields to better supply Albertans and the world with food. Examples of these federal policies include, but are not limited to, fertilizer reductions, carbon taxes on fuel and natural gas for farms and equipment, Port of Vancouver access problems, and pest control regulations.
- Encourage increased nitrogen production in our strong petrochemical sector to reduce costs and improve availability of fertilizer for Alberta farmers.
- Complete a Made in Alberta Labelling Program to enhance Alberta products in the marketplace.

I've also assigned a Parliamentary Secretary for Agrifood Development, Glenn van Dijken, to work with your ministry on these priorities.

Your deputy minister and other senior officials in your ministry will support these priorities with the highest standard of professionalism and integrity. Alberta's public service will provide you with non-partisan advice and loyal implementation of your mandate. As I mentioned, our ability to support Albertans in the coming months will require you to work respectfully with your officials, and often with tight timelines.

I expect all ministers and their staff to conduct themselves in all matters with the highest standards of integrity and ethical behaviour. I expect you to be aware of, and to be fully compliant with, Alberta's *Conflicts of Interest Act*, and that all ministers will protect the significant trust that Albertans have placed in our government.

We will come through this difficult and challenging period in Alberta's history, so let us work together to fulfill and exceed our mandate on behalf of the good people of this great province. I am honoured to be working with you to build a stronger and more prosperous Alberta.

Thank you,



Danielle Smith
Premier of Alberta

Rural economic development

Overview

Supporting Alberta's growth through diverse and sustainable economic development in rural Alberta.

Overview

The Economic Development in Rural Alberta Plan sets out a 5-year commitment that guides rural economic growth, reflecting on innovation, diversification, and sustainable, long-term economic development. The plan outlines 5 strategic directions, each of which connects to supporting initiatives already underway as well as new actions we are taking to ensure rural Albertans have economic opportunities where they live.

Rural Albertans and Indigenous community members helped inform the plan by sharing their perspectives on the successes, challenges and opportunities of rural economic development.

Together, we are working toward the vision that Alberta's rural community is resilient, innovative and prosperous, providing sustainable economic opportunities for individuals, families, businesses and visitors.

Resources

- [Training for work](#)
- [Regional economic development resources](#)
- [Indigenous grants](#)
- [Rural Health Professions Action Plan](#)
- [Small business resources](#)
- [Ag-Info Centre](#)

Economic Development in Rural Alberta Plan

Economic Development in Rural Alberta Plan



The plan's 5 strategic directions and corresponding initiatives and actions will support capacity building in the key areas of entrepreneurship, skills development, small business supports, marketing rural and Indigenous communities, promoting tourism, and rural economic development interconnectivity at the regional level.

Review the highlights of the 5 strategic directions below or read the full plan.

[Read the full plan](#)



Strategic direction 1: Economic development-enabling infrastructure

Identify and improve power, water, telecommunications and transportation networks to support investment and growth in rural Alberta.

Supporting initiatives

- [Irrigation Infrastructure Investment](#) expands and modernizes Alberta's irrigation infrastructure through an investment in irrigation infrastructure of almost \$933 million in partnership with 10 irrigation districts.

- [Alberta Broadband Strategy](#) makes reliable, affordable, high-speed internet a reality in rural, remote and Indigenous communities through a \$390 million investment over the next 4 years
- [First Nations Regional Drinking Water Tie-in Project](#) committed \$100 million to provide reliable access to clean drinking water to 14 Indigenous communities.
- [Strategic Transportation Infrastructure Program](#) is spending \$31.5 million over the next year on transportation infrastructure for rural and smaller urban municipalities as part of a \$103.4 million investment over 3 years.
- [Building Forward: Alberta's 20-Year Strategic Capital Plan](#) takes a province-wide view to help government navigate its way through the challenges and opportunities facing our province over the next 2 decades, ensuring we will have the right infrastructure in place to support Alberta's future.

New actions we're taking

- Ensuring all of Alberta has broadband service availability by 2026 and supports are in place to provide digital literacy training.
- Building on work to further develop transportation corridors to maximize economic development opportunities.
- Providing permanent, predictable funding for a wide range of infrastructure by replacing the Municipal Sustainability Initiative with the Local Government Fiscal Framework in 2024.



Strategic direction 2: Rural business supports and entrepreneurship

Increase access to supports for entrepreneurship and small business capacity to help grow a culture of innovation and entrepreneurship across rural Alberta.

Supporting initiatives

- [Alberta Advantage Immigration Program](#) Rural Renewal and Rural Entrepreneur Streams attract and support skilled newcomers with global skills and talent to help diversify the economy and create jobs.

- [THRIVE Canada Accelerator](#) supports early-stage startups whose technologies help drive towards a more efficient, sustainable and secure agriculture future.
- [Forest Jobs Action Plan](#) awards timber rights to companies across northern Alberta through a request for proposal process that requires specific benefits to local rural communities including Indigenous communities.
- [Results Driven Agriculture Research](#) promotes economic development through research and innovation. Its mandate is to target strategic investments in producer-led agriculture research to power the competitiveness, profitability, productivity and sustainability of agriculture in Alberta.
- [Workforce Partnership grants](#) support labour market research, workforce strategy development and local hiring events.
- [Energy Savings for Business](#) helps eligible Alberta businesses reduce emissions, decrease operating costs, grow their operations and become more competitive, while creating skilled jobs and boosting economic growth.

New actions we're taking

- Establishing new targets and updating the Alberta Agri-Food Investment and Growth Strategy.
- Supporting rural entrepreneurship training and leadership development in rural Alberta through collaboration with key partners.
- Leveraging changes to the *Rural Utilities Act* enabling rural electrification associations to capitalize on rural economic development opportunities through innovation and business development.



Strategic direction 3: Support for labour force and skills development

Enable skills development to enhance rural workforce capacity to support community services such as health, education and business.

Supporting initiatives

- [Alberta 2030: Building Skills for Jobs](#) is a 10-year strategy for post-secondary education in Alberta that will transform the adult learning system to focus on providing the high quality education, skills and training needed for Alberta's future.

- [Rural Health Professions Action Plan](#) is a rural community health workforce attraction and retention resource, an ally with Alberta’s medical schools, and a trusted, collaborative partner for rural Alberta communities to achieve greater access to health care.
- [Employment Partnerships Program](#) provides funding for Indigenous skills and employment training programs that connect Indigenous peoples to meaningful employment opportunities.
- [Training for work](#) programs help Albertans gain skills in order to find work, improve their employment situation and increase their ability to cope with changing labour market conditions. The program has invested \$25.9 million in more than 55 urban and rural communities across Alberta.
- [Rural Education Supplement and Integrated Doctor Experience \(RESIDE\) Program](#) addresses challenges in patient access to physicians and health services in rural and remote areas of the province by supporting new-in-practice physicians to explore living and working in rural Alberta.
- [Stronger Foundations affordable housing strategy](#) is helping Albertans get more access to affordable housing through a \$55 million investment over 3 years by Alberta’s government.

New actions we're taking

- Leveraging Alberta’s library system to support knowledge transfer and skills development.
- Improving awareness of agriculture and agri-food related careers and support to attract and retain workers in rural Alberta.



Strategic direction 4: Marketing and promoting rural tourism

Enhance rural Alberta’s reputation and capacity as a diverse tourism destination through the development of new products and experiences, helping to attract and retain talent that supports other industries.

Supporting initiatives

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- [The Film and Television Tax Credit](#) offers a refundable Alberta tax credit certificate on eligible Alberta production and labour costs to corporations that produce films, television series and other eligible screen-based productions in the province.
- [Travel Alberta](#)'s destination marketing promotes rural Alberta and Indigenous communities.
- [Alberta Open Farm Days](#) is an incubator for agri-tourism and rural sustainability.

New actions we're taking

- Supporting Alberta's rural visitor economy to ensure rural and indigenous communities are strong and vibrant with opportunities for employment and economic diversification.



Strategic direction 5: Rural economic development capacity building

Enhance rural economic development through regional and targeted capacity building.

Supporting initiatives

- [Alberta Agri-Food Investment and Growth Strategy](#) set targets to attract \$1.4 billion in investment by 2024 and create 2,000 jobs in the agri-food sector.
- [Veterinary Medicine Program at the University of Calgary](#) will receive \$59 million in capital funding to double the number of seats in the program to address a critical shortage of large animal veterinarians in rural Alberta.
- [Aboriginal Business Investment Fund](#) can partially or completely fund capital costs for Indigenous community-owned economic development projects.
- [Alberta Indigenous Opportunities Corporation](#) was established in 2019 to facilitate investment by Indigenous groups in natural resources, agriculture, telecommunications or transportation sectors and related

(127)

infrastructure.

- [Innovation Employment Grant](#) supports small and medium-sized businesses that invest in research and development with a grant worth up to 20% of qualifying expenditures.
- [Climate Resilience Capacity Building Program](#) provides \$4.5 million for municipalities and Indigenous communities to assess adaptation measures and to create climate resilience plans.

New actions we're taking

- Invest Alberta partnering with local economic development agencies to drive increased foreign direct investment to rural Alberta.
- Continuing collaboration with and investment in Regional Economic Development Alliances.
- Working with all partners to further develop capacity building and mentorship programming targeted to rural and Indigenous community needs, and developing a regional policy approach to rural economic development capacity building.

How we got here

We held a series of [engagement sessions](#) with rural stakeholders and Indigenous communities from Winter 2021 to Spring 2022. Their input helped inform a plan to address the unique challenges and opportunities of economic development in rural Alberta.

Key aspects of the draft Economic Development in Rural Alberta Plan were presented to rural Albertans for further discussion and input during engagement sessions held in Summer 2022.

Next steps

We are committed to sharing progress with all stakeholders on the rural economic development strategic directions and supporting actions. An annual progress report will be released starting in 2023, with opportunities for adjustment or refinements to the actions as required. A final impact report will be released in 2028.

Contact

Connect with the [Ag-Info Centre](#):

Phone: [310-FARM](#) (310-3276)

Email: aginfocentre@gov.ab.ca

News

- [Building up the rural Alberta economy](#) (December 14, 2022)

debbie@onoway.ca

From: penny@onoway.ca
Sent: December 6, 2022 9:02 AM
To: 'Jennifer Thompson'; debbie@onoway.ca
Subject: FW: DATA LENS AB - Your Census News Update, December 2022
Attachments: R7 Fact Sheet - Alberta (1).pdf

From: Western Region-Engagement / Région de l'Ouest-Engagement (STATCAN) <statcan.west-engagement-ouest-engagement.statcan@statcan.gc.ca>
Sent: December 5, 2022 4:39 PM
To: Western Region-Engagement / Région de l'Ouest-Engagement (STATCAN) <statcan.west-engagement-ouest-engagement.statcan@statcan.gc.ca>
Subject: DATA LENS AB – Your Census News Update, December 2022

Alberta | December 2022

YOUR CENSUS NEWS UPDATES FROM STATISTICS CANADA

DATALENS



CANADA LEADS THE G7 FOR THE MOST EDUCATED WORKFORCE, THANKS TO IMMIGRANTS, YOUNG ADULTS AND A STRONG COLLEGE SECTOR, BUT IS EXPERIENCING SIGNIFICANT LOSSES IN APPRENTICESHIP CERTIFICATE HOLDERS IN KEY TRADES

A highly educated workforce is essential to maintaining our standard of living as a country, as well as meeting current and future labour market needs. Canada has a larger share of the population with a college or university credential than any other country in the G7. The share with a bachelor's degree or higher continues to rise with an influx of highly educated immigrants and a growing number of young adults completing degrees. However, we may be leaving talent on the table with the educational qualifications of some foreign-educated workers being underused.

Leveraging these credentials is important [as more of the population nears retirement age](#). Moreover, Canada faces a labour crunch, with [high employment](#), [record-low unemployment](#) and [record-high job vacancies](#). Capitalizing on our highly educated population is key to ensuring that Canada has enough trained workers to fill the spaces left by retirements.... [Read more](#)

HAS THE COVID-19 PANDEMIC CHANGED COMMUTING PATTERNS FOR GOOD?

Pandemic lockdowns and changes in how and where Canadians work during the pandemic alter the face of commuting in Canada in 2021.

Just over 2.8 million fewer Canadians were usually commuting in May 2021 than in May 2016. This includes just under 1.7 million fewer people travelling to work mainly by car, close to 1 million fewer usually taking public transit and 289,000 fewer usually walking or cycling to work.... [Read more](#)

Click [here](#) for more [analytical products](#), 2021 Census

JOBS IN CANADA: NAVIGATING CHANGING LOCAL LABOUR MARKETS

Over several decades, the Canadian labour force has been shaped by many long-term demographic and social trends. The aging of the baby boom generation has contributed directly to declines in the proportion of adults participating in the labour force, raising questions about the future supply of labour and living standards. Given the need to ensure that there are enough workers with the right skills to fill the spaces left by retirements, education has played an increasingly important role in shaping employment opportunities, especially for higher-paying jobs..... [Read more](#)

INFOGRAPHICS

Every year, Statistics Canada collects data from hundreds of surveys. As the amount of data gathered increases, Statistics Canada has introduced infographics to help people, business owners, academics, and management at all levels, understand key information derived from the data.

Infographics can be used to quickly communicate a message, to simplify the presentation of large amounts of data, to see data patterns and relationships, and to monitor changes in variables over time.

- [Infographic: Going to college after finishing a degree](#)
- [Infographic: Commuting in Canada during the COVID-19 pandemic: What changed from 2016 to 2021?](#)

Click [here](#) for more [data products](#), 2021 Census



CENSUS LEARNING CENTRE

Once every five years, the Census of Population provides a detailed and comprehensive statistical portrait of Canada that is vital to our country. It is the primary source of sociodemographic data for specific population groups such as lone-parent families, Indigenous peoples, immigrants, seniors and language groups.

In order to help users of census products to better understand the various Census of Population concepts, Statistics Canada has developed a series of short videos. These videos are a reference source for users who are new to census concepts or those who have some experience with these concepts, but may need a refresher or would like to expand their knowledge.

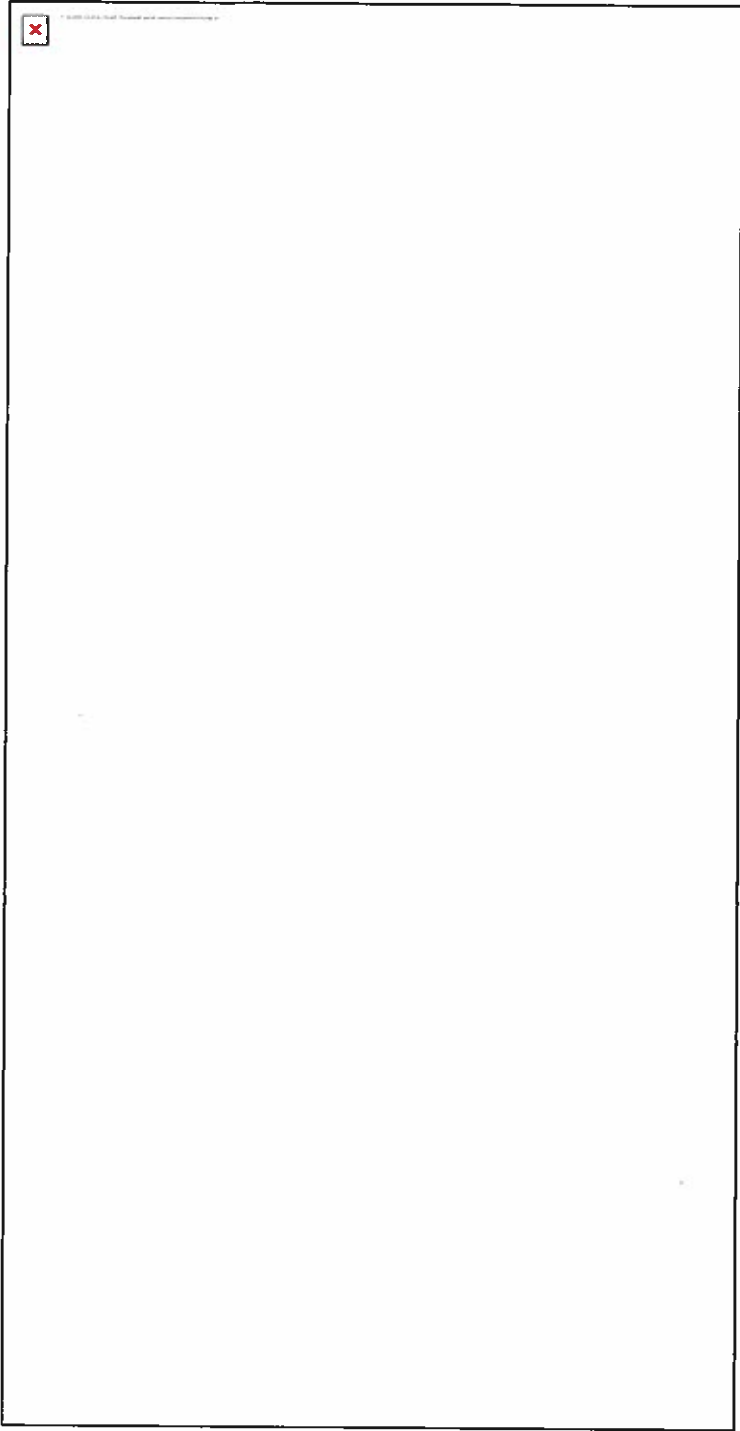
[Census learning centre](#)

Conceptual videos

- [Introduction to place of birth, citizenship and immigration, 2021 Census of Population](#)
- [Education concepts and variables, 2021 Census of Population](#)
- [Languages used at work, 2021 Census of Population](#)



MOBILE APPLICATION



[StatsCAN](#)

This free app lets you tap into expert analysis, fun facts, visuals, short stories and insight that bring together data, tools and articles to provide you with the latest information on Canada's economy, society and environment.

What can you expect?

- Timely and convenient access to trusted, unbiased facts right from the source.
- Canada's data story through local, regional and national lenses, right at your fingertips!
- A personalized browsing journey! Follow subjects of interest to know when the latest publications become available or save articles for reading at a later time.
- Opt-in to notifications that provide a comprehensive overview of the country's latest statistical news.

- Ongoing enhancements! We will continue to enhance the app and deliver additional features to improve your browsing experience.

Want a sneak peek? [Check out our short video!](#)

Stay on top of the country's latest statistical news, and download StatsCAN today!



UPCOMING WEBINAR

Statistics Canada is delighted to invite you to our **free** upcoming webinar.

- **2021 Census Webinar Series: Education, Labour, Language of work, Commuting, and Instruction in the minority official language**

What is the 2021 Census of Population Webinar Series?

We will be presenting a 2021 Census of Population Webinar Series, which is based on our most recent census, held on May 11, 2021. The webinars will be presented after the [major data releases](#) scheduled between February 9 and November 30, 2022 and will share information on census concepts, data products, and resources available from the 2021 Census.

Please note: Advanced registration is required.

2021 Census Webinar Series: Education, Labour, Language of work, Commuting, and Instruction in the minority official language

Description:

On November 30, Statistics Canada released the seventh and last set of results from the 2021 Census of Population.

This release focused on:

- Education in Canada
- The changing dynamics of the Canadian labour force and how people get to work
- Instruction in the minority official language

The census webinar will provide you with key information including:

- Concepts and definitions;
- High-level national, provincial, and territorial findings; and
- Instructions on how to access data products and resources online

Following the presentation, Statistics Canada officials will be available to answer questions. This is an **introductory** webinar; it may be too basic for advanced data users.

Language, Dates, Times, and Registration Links

- English: December 7, 2022, from 1:00 p.m. to 2:30 p.m., Eastern Time

Self-Register: [English Webinar on December 7, 2022](#)

HELP US SPREAD THE WORD

If you know of a business or an organization that may benefit from what this e-mail has to offer, please pass it on or put them in contact with us.

If you do not wish to receive this e-mail, please reply to this e-mail with “unsubscribe me” in the subject line.

Disponible en français sur demande

ALBERTA

2021 CENSUS HIGHLIGHTS



EDUCATION

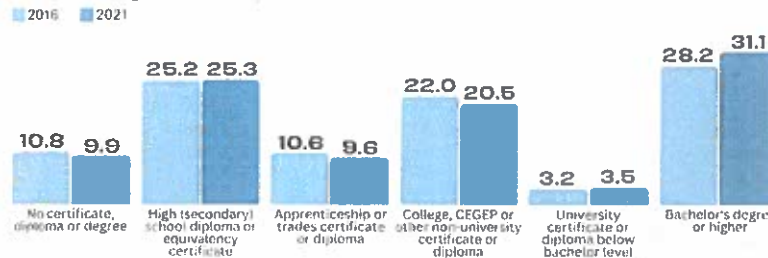
31.1% of the population aged 25 to 64 in Alberta had a bachelor's degree or higher

82.0% of the population aged 15 to 19 attended school in 2021

Within the population aged 25 to 64, the **top field of study** was:

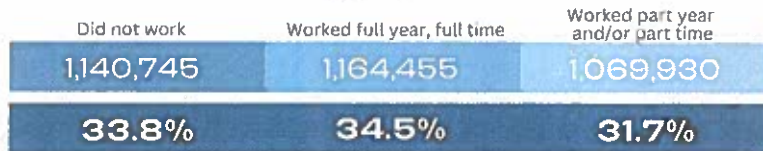
Architecture, engineering, and related trades

Selected highest levels of educational attainment (%)



Note: data in this section is for the population aged 25 to 64, unless otherwise stated.

LABOUR



68.0% Participation rate
60.2% Employment rate
11.5% Unemployment rate

22.0% of the employed labour force in Alberta worked from home in 2021

Top 3 reported INDUSTRIES

- 1 Health care and social assistance
- 2 Retail trade
- 3 Construction

Top 3 reported OCCUPATIONS

- 1 Sales and service
- 2 Trades, transport and equipment operators and related
- 3 Business, finance and administration

Note: data in this section is for the labour force aged 15 and over, unless otherwise stated.

LANGUAGE OF WORK



3.1% of the population in Alta. regularly used a language other than English or French at work

Note: data in this section is for the population aged 15 years and over who worked since January 1, 2020

COMMUTING TO WORK

Note: data in this section is for the employed labour force aged 15 and over with a usual place of work.

23.0 average commuting duration (in minutes) for people in Alta.

10.3% of people took a sustainable mode of transportation

81.6% drove as their main mode of commuting
 77.7% in 2016



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MEMORANDUM

DATE:	December 5, 2022
TO:	Municipal Partners and MLA's
FROM:	Tammy Hofer, Chief Operating Officer, Alberta Precision Laboratories Dr. Carolyn O'Hara, Interim Chief Medical Laboratory Officer, Alberta Precision Laboratories
RE:	Community Lab Services Transition

Today, community lab services in larger urban centres in the North, Edmonton, Central and Calgary Zones of the province have transitioned from Alberta Precision Laboratories to DynaLIFE Medical Labs.

In addition, DynaLIFE labs are now testing specimens from hospitals throughout the province.

This is the first of three phases of the provincial transition that will improve lab services for Albertans and create savings that will be reinvested into other healthcare services.

About two-thirds of provincial lab work, or 50 million tests per year, is generated from the community and will be delivered by DynaLIFE under contract to AHS. The contract includes operating community labs and mobile collection facilities in urban centres and large rural communities who have more than 25,000 patient visits per year.

APL in-hospital laboratories will continue to serve patients who have a requisition generated at a hospital or urgent care site, either through inpatient, emergency or ambulatory clinics. Hospital labs in rural areas that do not have a stand-alone community lab will also continue to serve rural community clients.

DynaLIFE has built and is continuing to develop additional capacity in Calgary and Edmonton, which will enable increased volume of tests to be processed every day. New community labs are also opening in several communities across the province

Albertans will see an improvement to the online appointment booking system with the launch of the new Q.Me centralized online appointment system that is mobile friendly and provides additional options for Albertans accessing lab services. This includes options for pre-booked or same day appointments using "Save My Place", a queue management feature that informs patients when their appointment time is becoming available. Albertans can book appointments online at qme.dynalife.ca, can call the DynaLIFE appointment booking line at 1-877-702-4486, or walk into a DynaLIFE lab.

South Zone community laboratory services in Brooks, Lethbridge and Medicine Hat will transition in Phase 2, beginning Feb. 28, 2023.

We appreciate your understanding through the lab transition process. If you are hearing anything in your community, or have any questions now or in the future, please feel free to reach out to us any time communications@albertaprecisionlabs.ca

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January 2023 Workshops for Adults by ZOOM

Morning, afternoon or evening classes available. Classes are 2.5 hours long.

Weight Management

Learn effective weight management; how to build healthier habits, and the ways that thinking patterns, sleep, physical activity, and nutrition impact your goals.

Tier 1

Wed Evenings	January 11, 18, 25	5:30 - 8:00pm
Thu Afternoons	January 19, 26, Feb 2	1:30 - 4:00pm
Tue Evenings	January 24, 31, Feb 7	5:30 - 8:00pm

Better Choices Better Health®

Take control of your health, feel better, take small steps, plan for the future. 6 class workshop.

Tue Afternoons - 12:30 - 3:00pm
January 24, 31, Feb 7, 14, 21, 28

Better Choices Better Health® for

Chronic Pain

Learn about pain and things you can do to live better.

Wed Evenings - 6:00 - 8:30pm
January 18, 25, Feb 1, 8, 15, 22

Managing Diabetes

A 3 session workshop for those newly diagnosed with diabetes, as well as a refresher for those continuing to manage their diabetes.

Part 1: Thur Evenings	Jan. 5 & 12	5:30 - 8 pm
Part 2: Thur Evening	Jan. 19	5:30 - 8 pm
Part 1: Wed Afternoons	Jan. 11 & 18	1:30 - 4 pm
Part 2: Wed Afternoon	Jan. 25	1:30 - 4 pm
Part 1: Tues Mornings	Jan. 17 & 24	9:30 am - Noon
Part 2: Tues Morning	Jan. 31	9:30 am - Noon
Part 1: Mon Evenings	Jan. 23, 30	5:30 - 8 pm
Part 2: Mon Evening	Feb. 6	5:30 - 8 pm

Moving Matters

Learn to exercise safely, overcome barriers and stay motivated.

Set a goal and get started!
January 26 9:30am - noon

Heart & Stroke

Managing Blood Pressure & Cholesterol
Learn about what affects your blood pressure and cholesterol levels and what you can do to manage your risks for heart disease and stroke.

Wed Evenings 5:30 - 8 pm
Part 1: Jan. 4
Part 2: Jan. 11

Thur Morning 9:30 am - Noon
Part 1: Jan. 12
Part 2: Jan. 19

Mon Afternoon 1:30 - 4 pm
Part 1: Jan. 16
Part 2: Jan. 23

Tues Evening 5:30 - 8 pm
Part 1: Jan. 24
Part 2: Jan. 31

Managing Stress

A 2 part series learning techniques to reduce, prevent & cope

Mon Mornings Jan. 30 & Feb. 6 9:30 am - 12 pm

Understanding COPD

Understand what COPD is and how you can manage well and continue to live your best life

Please check online for next available class

Supervised Exercise - done virtually!

2 times per week, 1.5 hours session, for 6 weeks.

Use the [Get Started](#) button to fill out some information that goes to the Exercise Therapist and you will get a call within 2 weeks to begin your assessment.

[Click here to register](#)

Be Supported on your Journey to Better Health – right from Home!

To register for a Zoom class call: **1-877-349-5711**
Or <https://www.healthylivingprogram.ca>



February 2023 Workshops for Adults by ZOOM

Morning, afternoon or evening classes available. Classes are 2.5 hours long

Weight Management

Learn effective weight management; how to build healthier habits, and the ways that thinking patterns, sleep, physical activity, and nutrition impact your goals.

Tier 1

Thurs	Feb 2, 9, 16	9:30am - Noon
Tues	Feb 21, 28, Mar 7	1:30 - 4:00pm

Tier 2

Wed	Feb 1, 8, 15	5:30 - 8:00pm
Thurs	Feb 9, 16, 23	1:30 - 4:00pm
Tues	Feb 14, 21, 28	5:30 - 8:00pm
Thurs	Feb 23, Mar 2, 9	9:30am - Noon

Heart & Stroke

Managing Blood Pressure & Cholesterol

Learn to manage your risks for heart disease and stroke.

Wed Morning 9:30-12 Noon
Part 1: Feb 1 Part 2: Feb 8

Thur Evening 5:30-8pm
Part 1: Feb 9 Part 2: Feb 16

Tues Afternoon 1:30-4pm
Part 1: Feb 21 Part 2: Feb 28

Better Choices Better Health®
for

Chronic Pain

Learn about pain and things you can do to live better.

Thursday Afternoons

For 6 weeks

1:30 - 4:00pm

Feb 23, Mar 2, 9, 16, 23, 30

Managing Diabetes

A 3 session workshop for those newly diagnosed with diabetes, as well as a refresher for those continuing to manage their diabetes.

Part 1: Thur Mornings	Feb 2 & 9	9:30am - Noon
Part 2: Thur Mornings	Feb 16	9:30am - Noon

Part 1: Wed Evenings	Feb 8 & 15	5:30 - 8 pm
Part 2: Wed Evenings	Feb 22	5:30 - 8 pm

Part 1: Tues Afternoons	Feb 14 & 21	1:30 - 4 pm
Part 2: Tues Afternoons	Feb 28	1:30 - 4 pm

Managing Stress

A 2 part series learning techniques to reduce, prevent & cope

Tues Evenings Feb 21 & 28 5:30pm – 8:00pm

Better Choices Better Health®

Take control of your health, feel better, take small steps, plan for the future. 6 class workshop.

Wed Evenings - 12:30 - 3:00pm

March 29, Apr 5, 12, 19, 26, May 3

Understanding COPD

Understand what COPD is and how you can manage well and continue to live your best life

Please check online for next available class

Moving Matters

Learn to exercise safely, overcome barriers and stay motivated.

Set a goal and get started!

February 16 1:30pm - 4:00pm

Supervised Exercise - done virtually!

2 times per week, 1.5 hours session, for 6 weeks.

[Click here to register](#)

Be Supported on your Journey to Better Health – right from Home!

To register for a Zoom class call: **1-877-349-5711**
Or <https://www.healthylivingprogram.ca>



March 2023 Workshops for Adults by ZOOM

Morning, afternoon or evening classes available. Classes are 2.5 hours long

Weight Management

Learn effective weight management; how to build healthier habits, and the ways that thinking patterns, sleep, physical activity, and nutrition impact your goals.

Tier 2

Thurs Feb 23, Mar 2, 9 9:30am - Noon

Tier 3

Tues Mar 7, 14 5:30 - 8:00 pm
Thurs Mar 16, 23 9:30 am - Noon
Thurs Mar 23, 30 1:30 - 4:00 pm

Heart & Stroke Managing Blood Pressure & Cholesterol

Learn to manage your risks for heart disease and stroke.

Part 1:

Wed Evening Mar 1 5:30-8:00 PM

Part 2:

Wed Evening Mar 8 5:30-8:00 PM

Better Choices Better Health® for Chronic Pain

Learn about pain and things you can do to live better.

Thursday Afternoons

For 6 weeks

1:30 - 4:00pm

Feb 23, Mar 2, 9, 16, 23, 30

Tuesday Evenings

For 6 weeks

6:00 - 8:30 pm

Mar 14, 21, 28, Apr 4, 11, 18

Managing Diabetes

A 3 session workshop for those newly diagnosed with diabetes, as well as a refresher for those continuing to manage their diabetes.

Part 1: Thur Evenings Mar 2 & 9 5:30-8:00pm

Part 2: Thur Evenings Mar 16 5:30-8:00pm

Part 1: Wed Mornings Mar 8 & 15 9:30am-Noon

Part 2: Wed Mornings Mar 22 9:30am-Noon

Part 1: Mon Afternoons Mar 13 & 20 1:30 - 4:00 pm

Part 2: Mon Afternoons Mar 27 1:30 - 4:00 pm

Part 1: Tues Evenings Mar 14 & 21 5:30 - 8:00 pm

Part 2: Tues Evenings Mar 28 5:30 - 8:00 pm

Managing Stress

A 2 part series learning techniques to reduce, prevent & cope

Wed Evening Mar 29 & Apr 5 5:30pm – 8:00pm

Better Choices Better Health®

Take control of your health, feel better, take small steps, plan for the future. 6 class workshop.

Wed Evenings - 6:00 - 8:30pm

March 29, Apr 5, 12, 19, 26, May 3

Understanding COPD

Understand what COPD is and how you can manage well and continue to live your best life

Please check online for next available class

Moving Matters

Learn to exercise safely, overcome barriers and stay motivated.

Set a goal and get started!

March 15 5:30pm - 8:00pm

Supervised Exercise - done virtually!

2 times per week, 1.5 hours session, for 6 weeks.

[Click here to register](#)

Be Supported on your Journey to Better Health – right from Home!

To register for a Zoom class call: **1-877-349-5711**
Or <https://www.healthylivingprogram.ca>



(140)



Town of Onoway

Box 540, Onoway, AB T0E 1V0

COPY

December 14, 2022

Trista Court, General Manager
Community and Protective Services
Lac Ste. Anne County
Box 219
Sangudo, AB T0E 2A0

Dear Ms. Court:

Re: Enforcement Services Agreement – Lac Ste. Anne County/Town of Onoway

I'm writing to advise that, due to timeframe constraints and new Administration requiring an opportunity to review the Agreement and budget implications, we are unable to provide Lac Ste. Anne County with a decision regarding proceeding with a new enforcement services agreement.

We will be in contact with your office in early 2023 to discuss this further.

Yours truly,

Jennifer Thompson
Chief Administrative Officer
Town of Onoway

JT/dg

c.c. Council



Town of Onoway

Box 540, Onoway, AB T0E 1V0

COPY

December 14, 2022

Janine Mickey
OJSH/Onoway Parents Educative Association (OPEA) Chair
c/o Onoway Junior/Senior High
Bag 340
Onoway, AB T0E 1V0
onowayhighparents@gmail.com

Dear Janine:

Re: Anchor Club/School Bus Driver Appreciation Day

In reference to the above noted, Council of the Town of Onoway has asked me to respond to your request for sponsorship.

Council discussed your October 31, 2022 correspondence and asked that I advise your Association to consider applying for funding through the Family and Community Support Services program. This funding stream is provided by the Province to the Town of Onoway.

Applications will be available early in the new year and I encourage your Association to reach out to Gino Damo, Director of Corporate and Community Services for the Town (contact: gino@onoway.ca) for more information.

The Town of Onoway Council recognizes the efforts your group have made to improve the quality of life for Onoway students.

Yours truly,

Jennifer Thompson
CAO
Town of Onoway

JT/dg

cc: Council

Thank You!!

Chateau Lac Ste Anne
would like to take this time to thank

THE TOWN OF ONOWAY

for their FCSS Grant Donation of

\$500.00

that went towards the cost of our flowers and soil
for our 2022 growing season.

With sincere gratitude,

The Residents of Chateau Lac Ste Anne

File #: PC22054
Date: December 15, 2022

Urban Authority within 1.5km

THE TOWN OF ONOWAY
4812 – 51 STREET
Box 540
Onoway, Alberta T0E 1V0



Legal: NE 35-054-02 W5M

Dear The Town of Onoway,

RE: The Proposed Pembina 01-55-02 W5M Pipeline Replacement Project

Pembina is planning to replace approximately 600 meters of existing High Vapour Pressure ("HVP") product 12-inch pipeline (License 3071) with new pipeline of the same size. This new pipeline will be installed in a new right of way ("ROW") from 04-01-55-02 W5M to 03-01-55-02W5M (northeast of Onoway) near the 7th Day Adventist Church. The replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Being a good neighbour starts with understanding the impact of our activities on local communities. Pembina is committed to sharing information related to its planned projects so potentially affected parties or individuals with interests in the area, are informed of our proposed activities. We are writing to you because you live within the notification criteria of our proposed Project.

The attached Project Specific Information Package provides more information on our proposed Project.

Please find enclosed the following materials in regard to the proposed Project:

- Project Specific Information Package
- Project Map/Plan

If you have any questions or concerns about the information, please contact me at your earliest convenience.

Yours truly,

Pembina Pipeline Corporation

Mike Stapleton
Supervisor, Land Operations & Maintenance
Direct: (587) 534-6446
Toll Free: 1-888-428-3222

Project Specific Information Package (PSIP) Pembina 01-55-02 W5M Pipeline Replacement Project

Pembina Pipeline Corporation (“Pembina”) is a leading pipeline transportation and midstream service provider that has been serving North America’s energy industry for over 60 years. As a trusted member of the communities in which we operate, Pembina is committed to safe, responsible, and reliable operations.

Pembina is committed to sharing information on upcoming projects so landowners, residents, occupants, Crown disposition holders, local and urban authorities, Indigenous communities, and other groups or individuals with interests in the area are informed of the proposed activities. Through ongoing engagement with interested stakeholders, we can address project-related questions and concerns. Feedback gathered through this engagement may also help guide our activities during the proposed Pembina 01-55-02 W5M Pipeline Replacement Project (“Project”).

Project Description

Pembina is planning to replace approximately 600 meters of existing High Vapour Pressure (“HVP”) 12 inch pipeline (License 3071) with new pipeline of the same size. This new pipeline will be installed in a new right of way (“ROW”) from 04-01-55-02 W5M to 03-01-55-02W5M (northeast of Onoway) near the 7th Day Adventist Church. The old replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Pembina plans to make an application to the Alberta Energy Regulator (“AER”) for approval to construct and operate the proposed Pembina 01-55-02 W5M Pipeline Replacement Project, which consists of:

- Installation of one new 12-inch steel pipeline. The pipeline will be approximately 600 meters in length and will be installed within the new ROW from 04-01-55-02 W5M to 03-01-55-02 W5M
- Line Split of existing AER pipeline license 3071 lines 33 & 34, as a portion of this licensed line segment will be abandoned in place.
- The abandonment of 12-inch pipeline approximately 600m in length, after the new replacement portion of pipe is tied-in place.

The table on the following pages summarizes Pembina’s plans regarding the Project. If you require any additional information or would like to speak with a Pembina representative regarding the Project, please contact the representative listed at the end of this information package.

Pembina 01-55-02 W5M Pipeline Replacement Project



Project Information Table

Applicant Name and Contact Information	<p>Pembina Pipeline Corporation Suite 4000, 585 – 8 Avenue SW Calgary, Alberta T2P 1G1 Email: community@pembina.com Website: www.pembina.com Toll Free Community Relations Line: 1-888-920-1979</p>
Emergency Contact Number	<p>Pembina’s 24-hour toll-free emergency line is 1-800-360-4706.</p>
AER Category Type of Proposed Development	<p>The Project will be classified by the AER as a Category D, Type 530 pipeline.</p>
Location	<p>The new 12-inch steel replacement pipeline will be located from 04-01-55-02 W5M to 03-01-55-02 W5M. A map showing the Project route is attached.</p>
Project Details	<p>Pembina is planning to replace approximately 600 meters of existing HVP 12 inch pipeline with new pipe. The old replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.</p> <p>The Project will be designed, licensed and constructed to comply with all applicable codes, standards, and regulations.</p>
Need for Proposed Development	<p>The work is part of Pembina’s ongoing integrity and maintenance program. This section of line has been identified for replacement.</p>
Substance Type	<p>High Vapour Pressure (HVP) products</p>
Presence of Hydrogen Sulphide (H₂S) and Associated Setbacks	<p>There will be no H₂S associated with this Project.</p>
Project Schedule	<p>Pending the receipt of all applicable regulatory approvals, Pembina plans to begin construction as early as Q4 2022/Q1 2023 and complete construction by Q4 2025.</p> <p>Pipeline abandonment will be completed at the same time.</p> <p>Pembina will provide updated information if timing changes materially.</p>
Proposed Description of On-site Equipment	<p>The Project will be designed, licensed, and constructed to comply with all applicable codes, standards, and regulations.</p> <ul style="list-style-type: none"> - Line pipe
Potential Restrictions regarding the Development of Adjacent Land	<p>There are minimum setback distances required between energy facilities or pipelines and dwellings, public facilities, rural housing projects, or urban centers. Setbacks prevent populated areas from being developed too close to energy facilities or pipelines and prevent energy facilities and pipelines from being developed too close to people. The setback distance for the Project is the Pipeline ROW.</p>

Pembina 01-55-02 W5M Pipeline Replacement Project



<p>Continuous Flaring, Incinerating, and/or Venting</p>	<p>There will be no new continuous, permanent flaring, incinerating, and/or venting associated with the Project.</p> <p>Temporary flaring may be required and if required, Pembina will provide further notification.</p>
<p>Odours/Emissions</p>	<p>Pembina does not expect any emissions or odours from the Project during normal operating conditions. Pembina is committed to complying with all applicable environmental standards and regulations regarding emissions from its operations. Stakeholders are encouraged to report any unusual odours immediately by calling our local operations representative or our 24-hour emergency number 1-800-360-4706. We will promptly investigate any reports.</p>
<p>Noise, Traffic and Dust</p>	<p>During construction, there will be a temporary increase in noise and traffic due to the movement of equipment and construction personnel. Truck traffic will utilize existing primary and secondary roads. Efforts will be made to schedule major equipment moves outside of peak travel hours and school bus travel times.</p> <p>Once the Project is operational, Pembina will require access to the above ground valve and access to the pipeline right-of-way for ongoing operations and maintenance.</p> <p>The Project will be designed to ensure that noise levels meet the requirements described in <i>AER Directive 038: Noise Control</i>.</p> <p>If there are concerns regarding excessive noise during construction, please contact the Pembina representative listed below under the heading "Contact Us".</p>

Pembina 01-55-02 WSM Pipeline Replacement Project



Emergency Management	<p>Pembina is committed to the health and safety of our personnel and community members, and environmental stewardship throughout the lifecycle of all our projects. In addition to emergency response planning and ongoing emergency preparedness, Pembina personnel are trained to recognize hazards and deal with emergency situations so any abnormal conditions that might arise may be quickly detected and corrected.</p> <p>The Emergency Response Plan (ERP) is developed to meet the requirements of <i>Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry</i> addressing public safety and environmental protection through the implementation of Pembina's Emergency Management Program. External resources are identified in the ERP to help ensure proper management and resolution of an event. The ERP is reviewed and updated on a regular basis.</p> <p>A key element to an ERP is the calculation of an Emergency Planning Zone (EPZ). The EPZ is the geographical area surrounding the pipeline within which specific emergency response planning is required. The pipelines EPZ radius distance is a maximum of 1,100 metres measured from either side of the center line of the pipeline. Those who live inside the EPZ will be contacted by Pembina representatives so that we have accurate contact information to review public safety strategies.</p>
Derrick Height	A derrick is not required as the Project does not involve oil or gas exploration.

Pembina 01-55-02 W5M Pipeline Replacement Project



Pipeline Integrity	<p>Pembina's integrity management program is founded on quality management principles, technical programs and system-specific analysis. It incorporates industry best practices and is designed to meet regulatory requirements. A strict focus on safe and reliable operations lessens the likelihood of pipeline incidents, sustains Pembina's license to operate, and ultimately reduces the cost of operations.</p> <p>The cornerstone of Pembina's pipeline integrity management program is the use of in-line inspection technologies to detect corrosion and ultrasonic devices to detect cracks. Pembina also employs customized Supervisory Control and Data Acquisition (SCADA) technology to monitor pipeline flow and operating conditions. Operators oversee the SCADA system and associated leak detection software 24 hours a day, 365 days per year. Pembina maintains a geotechnical database designed to help minimize integrity hazards associated with ground movement and watercourse channelling. Such technologies allow Pembina to proactively identify potential pipeline threats at an early stage and prevent spills from occurring.</p> <p>To further protect the integrity of Pembina's pipelines against possible damage by third-party excavators or construction activity, Pembina maintains routine aerial patrols and is a long-standing member of the Alberta One-Call system. Pembina continues to enhance its public awareness program by regularly meeting with local first-responders and visiting with landowners.</p>
Environment	<p>Pembina takes environmental interests (e.g., waterbodies, wildlife) into consideration during Project planning. The final Project footprint will be assessed to determine applicable legislation (e.g., <i>Water Act</i>, <i>Fisheries Act</i>, <i>Environmental Protection and Enhancement Act</i>) and to develop appropriate mitigation.</p>

Additional Information

More information about the AER's regulation of oil and gas development can be found in the enclosed documents:

- *Letter from the Chief Executive Officer of the Alberta Energy Regulator*
- *AER brochure: Understanding Oil and Gas Development in Alberta*
- *AER EnerFAQ: Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide*
- *AER EnerFAQ: Expressing Your Concerns - How to File a Statement of Concern About an Energy Resource Project*

Pembina 01-55-02 W5M Pipeline Replacement Project



Upon request, Pembina would be pleased to provide copies of the following EnerFAQs:

- *What is the AER?*
- *The AER and You: Agreements, Commitments, and Conditions*
- *Inspections and Enforcement of Energy Development in Alberta*
- *How to Register a Private Surface Agreement*
- *All About Alternative Dispute Resolution (ADR)*
- *Having Your Say at an AER Hearing*
- *All About Critical Sour Wells*
- *Explaining AER Setbacks*
- *Flaring and Incineration*
- *Oil Sands*

For more information on the AER and its processes or if you wish to speak with your local AER field centre, or have general questions about oil and gas in Alberta, please contact the AER as follows:

AER - Calgary Main Office

1000, 250 - 5 Street SW
Calgary Alberta, T2P 0R4
Toll-free: 1-855-297-8311
Local: 403-297-8311
E-mail: inquiries@aer.ca
Website: www.aer.ca

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Pembina 01-55-02 W5M Pipeline Replacement Project



Contact Us

If you have questions or concerns, please call the Pembina representative listed below. If you are calling outside business hours, please leave a message and your call will be returned in a timely manner.

Mike Stapleton, Supervisor Land Operations & Maintenance at (587) 534-6446 or e-mail mstapleton@pembina.com

Pembina 24-Hour Emergency Number: 1-800-360-4706

Alternatively, you can write to:

Pembina Pipeline Corporation
4000, 585 – 8 Avenue SW
Calgary, Alberta, T2P 1G1

Privacy Statement

By communicating with us, you consent to Pembina collecting and using the personal information gathered during this public notification or consultation process for the purposes of Pembina reviewing and responding to your comments or addressing your safety in the event of an emergency. Your personal information will be accessed only by Pembina personnel and by third parties, including our affiliates and partners, who need to know the information for the purposes of reviewing and responding to your comments or addressing your safety. Pembina will hold and protect the personal information provided with appropriate safeguards and we will ask third parties to do the same. Your personal information will be retained in accordance with Pembina's document retention schedule and legal requirements. Your personal information may also be provided to the Alberta Energy Regulator (AER). The AER is governed by applicable freedom of information and protection of privacy legislation. You can confirm your personal information at any time by calling and asking us. If there are any errors or omissions that need correction, we will ask you to submit the requested changes in writing. If you would like to know more about how we comply with personal information protection legislation, please contact Pembina's Privacy Officer and/or access Pembina's Privacy Policy at privacy@pembina.com.

Forward-Looking Statements & Information

This document contains certain forward-looking statements and information (collectively, "forward-looking statements") that are based on Pembina's current expectations, estimates, projections and assumptions in light of its experience and its perception of historical trends.

In particular, this document contains forward-looking statements, pertaining to, without limitation, the following: expected industry activity and production increases; expected benefits and efficiencies of the Project; expected location, length and size; expected in-service date for the Project; expectations regarding setbacks, flaring, incinerating, venting, odours and emissions of the Project; anticipated regulatory applications and filings; and anticipated construction and regulatory timelines. These forward-looking statements and information are being made by Pembina based on certain assumptions that Pembina has made in respect thereof as at the date of this document including: that third parties will provide any required support; that there are no unanticipated changes to the regulatory or commercial environment in which the Project is planned; ongoing utilization and future expansion, development, growth and performance of Pembina's business and asset base; that there are no unforeseen changes to labour requirements, or shortages, or unusually inclement weather leading to project delays.

Readers are cautioned that events or circumstances could cause results to differ materially from those predicted, forecasted or projected. By their nature, forward-looking statements involve numerous assumptions, known and unknown risks and uncertainties. The forward-looking statements contained in this document speak only as of the date of this document. Pembina does not undertake any obligation to publicly update or revise any forward-looking statements or information contained herein, except as required by applicable laws. The forward-looking statements contained in this document are expressly qualified by this cautionary statement.

Call or click before you dig

Personnel are required to contact area One Call Centres by phone or online to arrange for marking of the location of buried facilities prior to any ground disturbance.

For assets where Pembina is the owner and the operator of underground infrastructure, Pembina is a member of the One Call Centre applicable to those assets.



Alberta
1-800-242-3447
utility-safety.ca



British Columbia
1-800-474-6888
bctc.ca



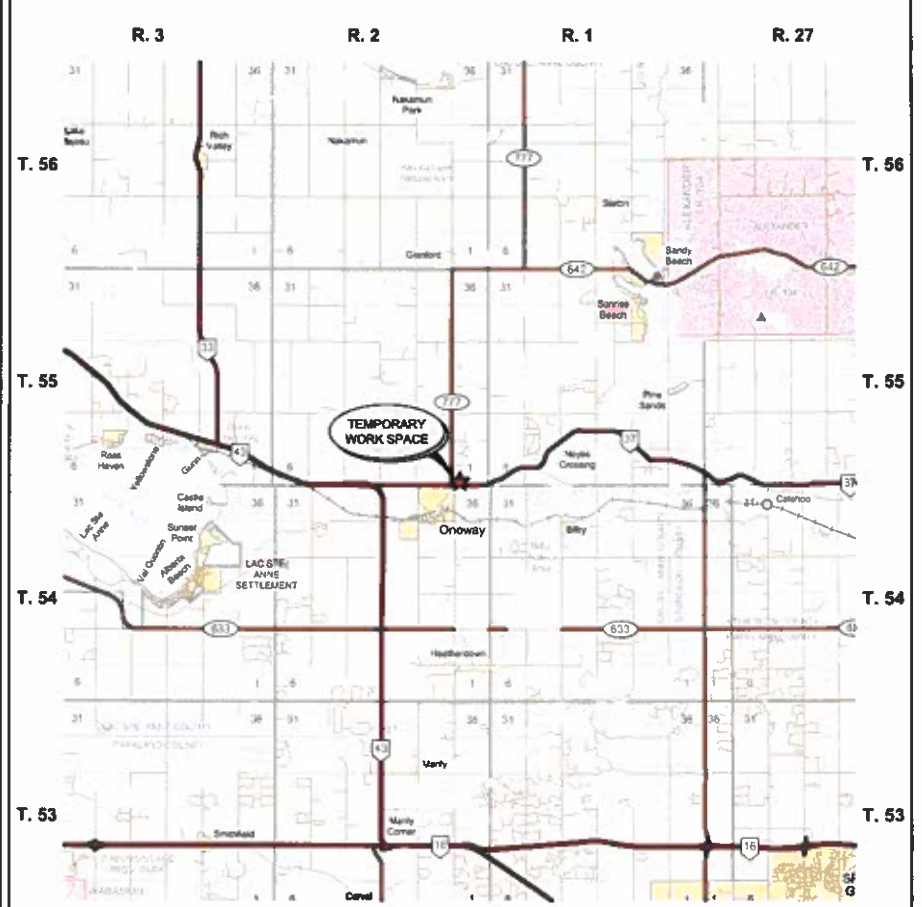
Saskatchewan
1-866-828-4888
www.sask1stcall.com

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LOCATION PLAN: (1:10000)



ACCESS SKETCH: (1:250,000)



Primary Highway: 56
 Secondary Highway: 545
 Road / Trail:
 Railroad:

The QR Code will show you the point of interest in Google Maps® (Internet service required)
 1. Download a QR code reader for your mobile device.
 2. Open the reader and scan the QR code using the camera on your mobile device.



LEGEND:

200.0 Radius:
 Temporary Work Space within Existing Right of Way:
 Parcel Identifier:

LAND TITLES:

ID.	Location	Title No.	Owner(s)
A	S.W. 1-55-2 W.5M.	052 227 570	H & M BARTEL HOLDINGS LTD.
B	LOT 1, PLAN 802 1507	802 139 430	THE ALBERTA CONFERENCE OF THE SEVENTH-DAY ADVENTIST CHURCH
C	N.W. 36-54-2 W.5M.	982 291 141	JOHN E LOBO, NATALIE A LOBO
D	N.E. 35-54-2 W.5M.	102 330 248	WOODHAVEN CABINETS LIMITED
E	S.E. 2-55-2 W.5M.	112 042 842	RICHARD BARTEL, TRACY BARTEL
F	LOT 1, BLOCK 1, PLAN 052 2747	052 232 474	RICHARD BARTEL, TRACY BARTEL
G	S.E. 2-55-2 W.5M.	192 026 112	H & M BARTEL HOLDINGS LTD.
H	S.E. 1-55-2 W.5M.	162 200 373	BRIAN DAVID TURNBULL, MARJENE S TURNBULL ADAM T TURNBULL, MICHAEL G TURNBULL

NOTES:

Imagery provided by Bing.



OPERATOR:



AER NOTIFICATION SKETCH SHOWING:

Notification Radius for:
PEMBINA PIPELINE CORPORATION
 Temporary Work Space
 Within
 S.W.1/4 Sec.1 Twp.55 Rge.2 W.5M.
 Lac Ste. Anne County

PROJECT NAME: CSA CLASS LOCATION SITE 44 7TH DAY CHURCH

A/E No.: PC22054

No.	DATE	REVISION / ISSUED	STATUS	JOB No.	PAGE 1 OF 1
00	OCT 1, 2021	PLAN ISSUED	IFU	PA-0035-21	03 REVISION
01	SEP 13, 2022	PLAN REVISED	IFU	PA-0035-21	
02	SEP 18, 2022	REVISED PROJECT NAME	IFU	PA-0035-21	
03	NOV 1, 2022	PLAN REVISED	IFU	PA-0035-21	

Document No.: PA-0035-21-J5-NOT-0001 03

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File #: PC22051 (PEM-011331)

Date: December 15, 2022

SENT VIA REGULAR MAIL

Urban authorities within 1.5 km

THE TOWN OF ONOWAY

4812 - 51 Street, Box 540

Onoway, Alberta T0E 1V0



Legal: E 03-55-01 W5M to E 02-55-01 W5M

Dear the Town of Onoway,

RE: The Proposed Noyes Crossing Pipeline Replacement Project

Pembina is planning to replace approximately 1300 meters of existing High Vapour Pressure ("HVP") product 12-inch pipeline (License 3071) with new pipeline of the same size. This new pipeline will be installed in a new right of way ("ROW") from E 03-55-01 W5M to E 02-55-01 W5M. The replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Being a good neighbour starts with understanding the impact of our activities on local communities. Pembina is committed to sharing information related to its planned projects so potentially affected parties or individuals with interests in the area, are informed of our proposed activities. We are writing to you because you live within the notification criteria of our proposed Project.

The attached Project Specific Information Package provides more information on our proposed Project.

Please find enclosed the following materials in regard to the proposed Project:

- Project Specific Information Package
- Project Map/Plan

If you have any questions or concerns about the information, please contact me at your earliest convenience.

Yours truly,

Pembina Pipeline Corporation

Mike Stapleton

Supervisor, Land Operations & Maintenance

Direct: (587) 534-6446

Toll Free: 1-888-428-3222

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Project Specific Information Package (PSIP) Noyes Crossing Pipeline Replacement Project

Pembina Pipeline Corporation (“Pembina”) is a leading pipeline transportation and midstream service provider that has been serving North America’s energy industry for over 60 years. As a trusted member of the communities in which we operate, Pembina is committed to safe, responsible, and reliable operations.

Pembina is committed to sharing information on upcoming projects so landowners, residents, occupants, Crown disposition holders, local and urban authorities, Indigenous communities, and other groups or individuals with interests in the area are informed of the proposed activities. Through ongoing engagement with interested stakeholders, we can address project-related questions and concerns. Feedback gathered through this engagement may also help guide our activities during the proposed Noyes Crossing Pipeline Replacement Project (“Project”).

Project Description

Pembina is planning to replace approximately 1300 meters of existing High Vapour Pressure (“HVP”) product 12-inch pipeline (License 3071) with new pipeline of the same size. This new pipeline will be installed in a new right of way (“ROW”) from E 03-55-01 W5M to E 02-55-01 W5M. The replaced portion of the pipeline will be cleaned, purged, capped and abandoned in place.

Pembina plans to make an application to the Alberta Energy Regulator (“AER”) for approval to construct and operate the proposed Noyes Crossing Pipeline Replacement Project, which consists of:

- Installation of one new 12-inch steel pipeline. The pipeline will be approximately 1300 m in length and will be installed within the new ROW from E 03-55-01 W5M to E 02-55-01 W5M.
- Line Split of existing AER pipeline license 3071 line 36, as a portion of this licensed line segment will be abandoned in place.
- The abandonment of 12-inch pipeline approximately 1300 m in length, after the new replacement portion of pipe is tied-in place.

The table on the following pages summarizes Pembina’s plans regarding the Project. If you require any additional information or would like to speak with a Pembina representative regarding the Project, please contact the representative listed at the end of this information package.

Noyes Crossing Pipeline Replacement Project



Project Information Table

Applicant Name and Contact Information	<p>Pembina Pipeline Corporation Suite 4000, 585 – 8 Avenue SW Calgary, Alberta T2P 1G1 Email: community@pembina.com Website: www.pembina.com Toll Free Community Relations Line: 1-888-920-1979</p>
Emergency Contact Number	<p>Pembina’s 24-hour toll-free emergency line is 1-800-360-4706.</p>
AER Category Type of Proposed Development	<p>The Project will be classified by the AER as a Category D, Type 530 pipeline.</p>
Location	<p>The new 12-inch steel replacement pipeline will be located from E 03-55-01 W5M to E 02-55-01 W5M. A map showing the Project route is attached.</p>
Project Details	<p>Pembina is planning to replace approximately 1300 meters of existing HVP 12 inch pipeline with new pipe. The old portion of the pipeline (replaced section) will be cleaned, purged, capped and abandoned in place.</p> <p>The Project will be designed, licensed and constructed to comply with all applicable codes, standards, and regulations.</p>
Need for Proposed Development	<p>The work is part of Pembina’s ongoing integrity and maintenance program. This section of line has been identified for replacement.</p>
Substance Type	<p>High Vapour Pressure (HVP) products</p>
Presence of Hydrogen Sulphide (H₂S) and Associated Setbacks	<p>There will be no H₂S associated with this Project.</p>
Project Schedule	<p>Pending the receipt of all applicable regulatory approvals, Pembina plans to begin construction as early as Q4 2022/Q1 2023 and complete construction by Q4 2025.</p> <p>Pipeline abandonment will be completed at the same time.</p> <p>Pembina will provide updated information if timing changes materially.</p>
Proposed Description of On-site Equipment	<p>The Project will be designed, licensed, and constructed to comply with all applicable codes, standards, and regulations.</p> <ul style="list-style-type: none"> - Line pipe

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Noyes Crossing Pipeline Replacement Project



<p>Potential Restrictions regarding the Development of Adjacent Land</p>	<p>There are minimum setback distances required between energy facilities or pipelines and dwellings, public facilities, rural housing projects, or urban centers. Setbacks prevent populated areas from being developed too close to energy facilities or pipelines and prevent energy facilities and pipelines from being developed too close to people. The setback distance for the Project is the Pipeline ROW.</p>
<p>Continuous Flaring, Incinerating, and/or Venting</p>	<p>There will be no new continuous, permanent flaring, incinerating, and/or venting associated with the Project.</p> <p>Temporary flaring may be required and if required, Pembina will provide further notification.</p>
<p>Odours/Emissions</p>	<p>Pembina does not expect any emissions or odours from the Project during normal operating conditions. Pembina is committed to complying with all applicable environmental standards and regulations regarding emissions from its operations. Stakeholders are encouraged to report any unusual odours immediately by calling our local operations representative or our 24-hour emergency number 1-800-360-4706. We will promptly investigate any reports.</p>
<p>Noise, Traffic and Dust</p>	<p>During construction, there will be a temporary increase in noise and traffic due to the movement of equipment and construction personnel. Truck traffic will utilize existing primary and secondary roads. Efforts will be made to schedule major equipment moves outside of peak travel hours and school bus travel times.</p> <p>Once the Project is operational, Pembina will require access to the above ground valve and access to the pipeline right-of-way for ongoing operations and maintenance.</p> <p>The Project will be designed to ensure that noise levels meet the requirements described in <i>AER Directive 038: Noise Control</i>.</p> <p>If there are concerns regarding excessive noise during construction, please contact the Pembina representative listed below under the heading "Contact Us".</p>

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Noyes Crossing Pipeline Replacement Project



Emergency Management	<p>Pembina is committed to the health and safety of our personnel and community members, and environmental stewardship throughout the lifecycle of all our projects. In addition to emergency response planning and ongoing emergency preparedness, Pembina personnel are trained to recognize hazards and deal with emergency situations so any abnormal conditions that might arise may be quickly detected and corrected.</p> <p>The Emergency Response Plan (ERP) is developed to meet the requirements of <i>Directive 071: Emergency Preparedness and Response Requirements for the Petroleum Industry</i> addressing public safety and environmental protection through the implementation of Pembina’s Emergency Management Program. External resources are identified in the ERP to help ensure proper management and resolution of an event. The ERP is reviewed and updated on a regular basis.</p> <p>A key element to an ERP is the calculation of an Emergency Planning Zone (EPZ). The EPZ is the geographical area surrounding the pipeline within which specific emergency response planning is required. The pipelines EPZ radius distance is a maximum of 1,100 metres measured from either side of the center line of the pipeline. Those who live inside the EPZ will be contacted by Pembina representatives so that we have accurate contact information to review public safety strategies.</p>
Derrick Height	A derrick is not required as the Project does not involve oil or gas exploration.



Pipeline Integrity	<p>Pembina’s integrity management program is founded on quality management principles, technical programs and system-specific analysis. It incorporates industry best practices and is designed to meet regulatory requirements. A strict focus on safe and reliable operations lessens the likelihood of pipeline incidents, sustains Pembina’s license to operate, and ultimately reduces the cost of operations.</p> <p>The cornerstone of Pembina’s pipeline integrity management program is the use of in-line inspection technologies to detect corrosion and ultrasonic devices to detect cracks. Pembina also employs customized Supervisory Control and Data Acquisition (SCADA) technology to monitor pipeline flow and operating conditions. Operators oversee the SCADA system and associated leak detection software 24 hours a day, 365 days per year. Pembina maintains a geotechnical database designed to help minimize integrity hazards associated with ground movement and watercourse channelling. Such technologies allow Pembina to proactively identify potential pipeline threats at an early stage and prevent spills from occurring.</p> <p>To further protect the integrity of Pembina’s pipelines against possible damage by third-party excavators or construction activity, Pembina maintains routine aerial patrols and is a long-standing member of the Alberta One-Call system. Pembina continues to enhance its public awareness program by regularly meeting with local first-responders and visiting with landowners.</p>
Environment	<p>Pembina takes environmental interests (e.g., waterbodies, wildlife) into consideration during Project planning. The final Project footprint will be assessed to determine applicable legislation (e.g., <i>Water Act</i>, <i>Fisheries Act</i>, <i>Environmental Protection and Enhancement Act</i>) and to develop appropriate mitigation.</p>

Additional Information

More information about the AER’s regulation of oil and gas development can be found in the enclosed documents:

- *Letter from the Chief Executive Officer of the Alberta Energy Regulator*
- *AER brochure: Understanding Oil and Gas Development in Alberta*

Noyes Crossing Pipeline Replacement Project



Upon request, Pembina would be pleased to provide copies of the following EnerFAQs:

- AER EnerFAQ: *Proposed Oil and Gas Wells, Pipelines, and Facilities: A Landowner's Guide*
- AER EnerFAQ: *Expressing Your Concerns - How to File a Statement of Concern About an Energy Resource Project*
- *What is the AER?*
- *The AER and You: Agreements, Commitments, and Conditions*
- *Inspections and Enforcement of Energy Development in Alberta*
- *How to Register a Private Surface Agreement*
- *All About Alternative Dispute Resolution (ADR)*
- *Having Your Say at an AER Hearing*
- *All About Critical Sour Wells*
- *Explaining AER Setbacks*
- *Flaring and Incineration*
- *Oil Sands*

For more information on the AER and its processes or if you wish to speak with your local AER field centre, or have general questions about oil and gas in Alberta, please contact the AER as follows:

AER - Calgary Main Office

1000, 250 - 5 Street SW
Calgary Alberta, T2P 0R4
Toll-free: 1-855-297-8311
Local: 403-297-8311
E-mail: inquiries@aer.ca
Website: www.aer.ca

Noyes Crossing Pipeline Replacement Project



Contact Us

If you have questions or concerns, please call the Pembina representative listed below. If you are calling outside business hours, please leave a message and your call will be returned in a timely manner.

Mike Stapleton, Land Operations & Maintenance Supervisor at (587) 534-6446 or e-mail mstapleton@pembina.com

[Pembina 24-Hour Emergency Number: 1-800-360-4706](tel:1-800-360-4706)

Alternatively, you can write to:

Pembina Pipeline Corporation
4000, 585 – 8 Avenue SW
Calgary, Alberta, T2P 1G1

Privacy Statement

By communicating with us, you consent to Pembina collecting and using the personal information gathered during this public notification or consultation process for the purposes of Pembina reviewing and responding to your comments or addressing your safety in the event of an emergency. Your personal information will be accessed only by Pembina personnel and by third parties, including our affiliates and partners, who need to know the information for the purposes of reviewing and responding to your comments or addressing your safety. Pembina will hold and protect the personal information provided with appropriate safeguards and we will ask third parties to do the same. Your personal information will be retained in accordance with Pembina's document retention schedule and legal requirements. Your personal information may also be provided to the Alberta Energy Regulator (AER). The AER is governed by applicable freedom of information and protection of privacy legislation. You can confirm your personal information at any time by calling and asking us. If there are any errors or omissions that need correction, we will ask you to submit the requested changes in writing. If you would like to know more about how we comply with personal information protection legislation, please contact Pembina's Privacy Officer and/or access Pembina's Privacy Policy at privacy@pembina.com.

Forward-Looking Statements & Information

This document contains certain forward-looking statements and information (collectively, "forward-looking statements") that are based on Pembina's current expectations, estimates, projections and assumptions in light of its experience and its perception of historical trends.

In particular, this document contains forward-looking statements, pertaining to, without limitation, the following: expected industry activity and production increases; expected benefits and efficiencies of the Project; expected location, length and size; expected in-service date for the Project; expectations regarding setbacks, flaring, incinerating, venting, odours and emissions of the Project; anticipated regulatory applications and filings; and anticipated construction and regulatory timelines. These forward-looking statements and information are being made by Pembina based on certain assumptions that Pembina has made in respect thereof as at the date of this document including: that third parties will provide any required support; that there are no unanticipated changes to the regulatory or commercial environment in which the Project is planned; ongoing utilization and future expansion, development, growth and performance of Pembina's business and asset base; that there are no unforeseen changes to labour requirements, or shortages, or unusually inclement weather leading to project delays.

Readers are cautioned that events or circumstances could cause results to differ materially from those predicted, forecasted or projected. By their nature, forward-looking statements involve numerous assumptions, known and unknown risks and uncertainties. The forward-looking statements contained in this document speak only as of the date of this document. Pembina does not undertake any obligation to publicly update or revise any forward-looking statements or information contained herein, except as required by applicable laws. The forward-looking statements contained in this document are expressly qualified by this cautionary statement.

Call or click before you dig

Personnel are required to contact area One Call Centres by phone or online to arrange for marking of the location of buried facilities prior to any ground disturbance.

For assets where Pembina is the owner and the operator of underground infrastructure, Pembina is a member of the One Call Centre applicable to those assets.



Alberta
1-800-242-3447
utilitysafety.ca



British Columbia
1-800-474-6886
bc1c.ca



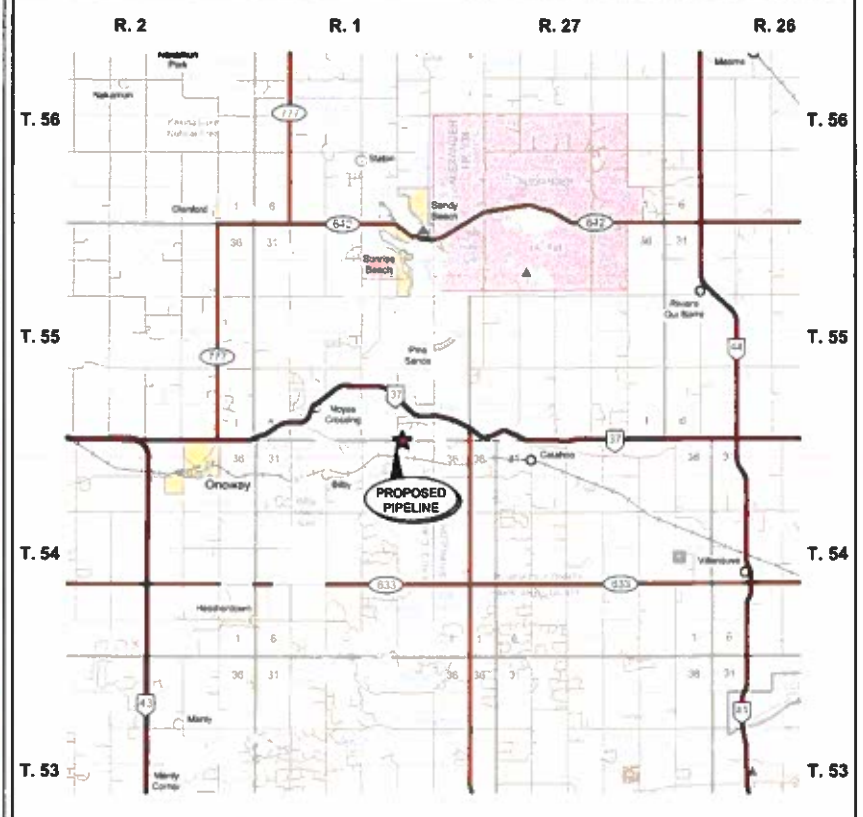
Saskatchewan
1-866-828-4888
www.sask1stcall.com

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LOCATION PLAN: (1:10000)



ACCESS SKETCH: (1:250,000)



Primary Highway: 56
 Secondary Highway: 55
 Road / Trail:
 Railroad:

The QR Code will show you the point of interest in Google Maps® (Internet service required)
 1. Download a QR code reader for your mobile device.
 2. Open the reader and scan the QR code using the camera on your mobile device.



LAND TITLES:			
ID.	Location	Title No.	Owner(s)
A	N.E. 2-55-1 W.5M.	162 338 801	JOHN WARREN ADY, YVONNE MARIE ADY, ALBERTA SAFETY EXPERTS INC.
B	S.E. 2-55-1 W.5M.	162 338 801	JOHN WARREN ADY, YVONNE MARIE ADY, ALBERTA SAFETY EXPERTS INC.
C	S.W. 2-55-1 W.5M.	062 577 022 +3	GARTH HATCH, DEBBIE HATCH
D	LOT 1, BLOCK 1, PLAN 062 8177	212 235 458	KURTIS CAMPBELL, BRITITNY HENSCH
E	S.E. 3-55-1 W.5M.	192 105 999	RYAN DESROSIERS
F	S.E. 3-55-1 W.5M.	952 227 962	HARVEY J RENAUD, LOUISE L RENAUD
G	NE 3-55-1 W.5M.	122 098 545	CHRISTINE FRANCES ANACKER, JOSEPH JOHN GUY VIVIER
H	NE 3-55-1 W.5M.	022 102 545	CLINTON GORDON BELL, PEGGY KATHLEEN BELL
I	LOT 19, BLOCK 2, PLAN 782 2726	032 172 527	DAVID READER
J	LOT 18, BLOCK 2, PLAN 782 2726	042 180 024	CHEVY JAMES BURNS, SARAH MELISSA BURNS
K	LOT 17, BLOCK 2, PLAN 782 2726	172 191 087	ROBERT HARRIS, EDNA HARRIS
L	LOT 16, BLOCK 2, PLAN 782 2726	122 286 549	LARISSA ANDREANA TRACHUK
M	LOT 15, BLOCK 2, PLAN 782 2726	072 010 963	GREGORY PAUL HENSCH, COLETTE ELISE MARIE HENSCH
N	LOT 14, BLOCK 2, PLAN 782 2726	102 290 028	SHAWN ANDREW GOULD, CHRISTY-LEE KAY GOULD
O	LOT 13, BLOCK 2, PLAN 782 2726	182 206 853	COREY CARLSON
P	LOT 12, BLOCK 2, PLAN 782 2726	202 282 209	STEVEN J VANROSSUM
Q	LOT 11, BLOCK 2, PLAN 782 2726	182 245 457	JAMES J BOND
R	LOT 10, BLOCK 2, PLAN 782 2726	812 027 494	CHARLES EDGAR CALLIHOOD, DONNA JOYCE CALLIHOOD
S	LOT 9, BLOCK 2, PLAN 782 2726	182 188 811	AMY KIRKEBY, DENIS LAPOINTE
T	LOT 8, BLOCK 2, PLAN 782 2726	092 142 594	SHELDON K WELLS, LANCE G WELLS

NOTES:
 Imagery provided by Bing.
 SCALE 1:10000

LEGEND:
 200.0 Radius:
 Proposed Right of Way:
 Parcel Identifier:

OPERATOR:

AER NOTIFICATION SKETCH SHOWING:

Notification Radius for:
PEMBINA PIPELINE CORPORATION
 Pipeline Right of Way
 Within
Sec.2 and S.E.1/4 Sec.3
Twp.55 Rge.1 W.5M.
 Lac Ste. Anne County

PROJECT NAME: CSA CLASS LOCATION SITE 2 NOYSE				AFE No.: PC22051			
	MIDWEST SURVEYS INC.	No.	DATE	REVISION / ISSUED	STATUS	JOB No.	PAGE 1 OF 1
	2827 SUNRIDGE BLVD NE CALGARY, AB T1Y 6G1 TEL: 403-244-7471	00 01 02	OCT 1, 2021 SEP 13, 2022 SEP 16, 2022	PLAN ISSUED PLAN REVISED REVISED PROJECT NAME	IFU IFU IFU	PA-0035-21 PA-0035-21 PA-0035-21	02
Document No.: PA-0035-21-J3-NOT-0001_02							

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debbie@onoway.ca

From: penny@onoway.ca
Sent: December 22, 2022 11:00 AM
To: debbie@onoway.ca
Subject: FW: Non-Ambulance Transfer Announcement

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: December 21, 2022 3:46 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: Non-Ambulance Transfer Announcement



Good afternoon,

Today Dr. John Cowell provided an update to media on his first 30 days as AHS's Official Administrator. His focus has been on four priority areas:

- Improving EMS response times
- Decreasing emergency department wait times
- Reducing wait times for surgeries
- Improving patient flow throughout the system

As part of Improving EMS response times, Premier Smith, Minister Copping and Dr. Cowell spoke to the decision to reduce EMS transports of medically stable patients. The non-ambulance transfer (NAT) program has been piloted in Calgary, Bonnyville, Valleyview, Athabasca and St. Paul for six months. Evaluation of those pilots suggests that adoption of this algorithm could divert 15 per cent of transports from emergency medical services. This is already happening in many places across the province, and [this policy](#) formalizes this expectation.

We are now expanding the program across the province.

In his comments to media, Dr. Cowell identified non-ambulance transfer as a service Health Advisory Councils have requested in their communities and have deemed a high priority for Albertans.

AHS Zone leaders will be working to identify options for supporting patients for whom getting a ride from a family member or friend is not an option. Alternative transportation options may include community shuttles, wheelchair-accessible taxis and other locally available options. AHS will cover the cost of transportation for patients who express they are financially unable to do so.

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Community partners and operators interested in learning about how to join the preferred vendor list Dr. Cowell referenced in his remarks can contact AHS at cpsm.customersupport@albertahealthservices.ca or 1-877-595-0007.

This program supports using EMS when their skillset is truly required and will support patient flow, allowing for safe, faster discharges for medically stable patients, which can then provide other patients access to a hospital bed sooner. Read the full [News Release](#) here.

We plan to host a virtual session with you, our community partners, to provide further information and to answer your questions. Please watch for an invitation to that conversation early in the New Year.

Dr. Cowell also provided updates on each of the four priority areas. I have included summaries of those updates below for your information.

As we head into the holiday season, I want to thank you for your commitment to your communities, and your passion for healthcare. I look forward to meeting with you in the New Year as we continue to strive to improve Alberta's healthcare system, together.

Sincerely,

Mauro Chies
Interim President and CEO



Summary of AHS' progress on our 4 Priority Areas:

Improving EMS response times

Nineteen new ambulances have been added this year and we are aggressively working to recruit and retain EMS staff. Initiatives like the NAT program will help keep our ambulances and skilled crews on the roads. We will shortly be able to widely support our paramedics to treat patients on scene without transporting people to hospital, if clinically appropriate.

Decreasing emergency department wait times

For Emergency Departments, we have taken actions including expanding hours for non-urgent pediatric clinics, increasing supports in the ED to support assessment and discharge of elderly and frail patients and working with community partners to facilitate safe discharge for individuals experiencing homelessness. Dr. Cowell has met with the Alberta Medical Association, and they are jointly working to increase the availability of primary care for Albertans. This would, in turn, take some of the pressure off AHS, which becomes the only option for care in some communities on the weekend and in the evenings at times.

Reducing wait times for surgeries

Surgical activity provincewide is at 99 per cent of pre-pandemic levels. We continue to focus on surgical prioritization, central access and intake and Rapid Access Clinics for orthopedic patients. The province has expanded the number of surgeries performed at Chartered Surgical Facilities. We are working directly with surgeons who have longer waitlists to address this challenge. In the longer term, we are exploring ways to optimize surgical activity at rural sites. Learn more about the [Alberta Surgical Initiative](#).

Improving patient flow throughout the system.

Patient flow is critical to our system, and it's critical to patient care. We are working to ensure that we have good flow across all our sites. Next year, 1,150 continuing care spaces will be added to our system. This creates more opportunity to quickly place patients who are assessed and ready to move into continuing care, making an acute care space available to someone who needs that level of care.

These are ambitious goals and these actions and measures are highlights of a series of strategic actions being put in place to better serve Albertans. AHS cannot achieve these targets alone and will therefore continue to look to you – our community partners – as we work to improve the healthcare system for all Albertans. Learn more here: [Community Partners & Stakeholders](#).



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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
November 22, 2022
Pleasant View Lodge – Community Center
1:00 p.m.**

Present: Ross Bohnet, Sandy Morton, Bernie Poulin, Paul Chauvet, Jeremy Wilhelm, Marge Hanssen, Daryl Weber & Len Kwasny

Absent: Jeremy Wilhelm

Staff: Dena Krysik - CAO, Robin Strome - Finance Officer & Kristine Klause - Admin Clerk

1. Call to Order- 1:00 p.m. by Ross Bohnet

2. Approval of Agenda

Board Member Paul Chauvet moves:

Motion #22-053: The Board approves the agenda for November 22, 2022 as presented.

Carried

3. Organizational Meeting

Board Member Bernie Poulin moves:

Motion #22-054: That the Board appoints Ross Bohnet as Chair for the Lac Ste. Anne Foundation.

Carried

Board Member Marge Hanssen moves:

Motion #22-055: That the Board appoints Sandy Morton as Vice-Chair for the Lac Ste. Anne Foundation.

Carried

Board Member Bernie Poulin moves:

Motion #22-056: That the Board moves to keep the following individuals as signing authorities for the Lac Ste. Anne Foundation.

Carried

4. Minutes

Board Member Len Kwasny moves:

Motion #22-057: That the Board approves the September 28, 2022 Board meeting minutes as presented.

Carried

5. Financial

Board Member Len Kwasny moves:

Motion #22-058: The Board approves the 2023 Foundation Budget as presented.

Carried

Board Member Bernie Poulin moves:

Motion #22-059: The Board approves the 2023 Personal Care Budget as presented.

Carried

Board Member Marge Hanssen moves:

Motion #22-060: The Board approves the 2023 Capital Budget as presented.

Carried

Board Member Len Kwasny moves:

Motion #22-061: The Board approves the 2023 Quarter 3 Financial Report as presented.

Carried

6. New/Other Business

Board Member Len Kwasny moves:

Motion #22-062: That the Board directs the Chief Administrative Officer to communicate with the partner municipalities in obtaining support for the LSAF to conduct a regional needs assessment to determine current and future housing needs within our communities on their behalf.

Carried

Board Member Bernie Poulin moves:

Motion #22-063: That the Board approves to ratify the decision via email on October 12, 2022 to proceed with a partial roof replacement as presented in the amount of \$63,978 to be allocated from 2022 surplus requisition funds.

Carried

Board Member Sandy Morton moves:

Motion #22-064: The Board accepts the Onoway Land Purchase presentation as information.

Carried

7. Policy Review

Board Member Paul Chauvet moves:

Motion #22-065: That the Board has reviewed and approved the LSAF Board Governance Policy & Procedures manual as presented with amendments.

Carried

8. Information Items

Board Member Bernie Poulin moves:

Motion #22-066: The Board accepts items 8a & 8b for the November 22, 2022 meeting as information.

Carried

9. In Camera

Board Member Marge Hannsen moves:

Motion #22-067: The Board moves to go in camera at 2:35pm

Carried

Board Member Paul Chauvet moves:

Motion #22-068: The Board moves to come out of camera at 2:43pm

Carried

Board Member Daryl Weber moves:

Motion #22-069: That the Board approves to ratify the Chief Administrative Officers contract as presented.

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

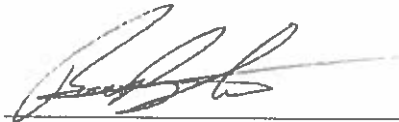
Motion #22-070: The next Board Meeting will be held on December 21, 2022 at the Pleasant View Lodge Community Center

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 2:48pm.

Carried



Chairperson

Dec 21/22
Date



Chief Administrator Officer

Dec 21/22
Date