

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, MARCH 23, 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 March 23, 2023 Regular Council Meeting agenda be approved as presented

or

THAT the March 23, 2023, Regular Council Meeting agenda be approved with the following amendment(s) (as noted at meeting time)

3. ADOPTION OF MINUTES – March 9, 2023 Regular Council Meeting

Recommendation:

THAT the March 9, 2023 Regular Council Meeting minutes be approved as presented

or

THAT the March 9, 2023 Regular Council Meeting minutes be approved with the following amendment(s) (as noted at meeting time)

4. APPOINTMENTS/PUBLIC HEARINGS

a) 9:35 a.m. – Karen Mcconaghy, Onoway Ball Association

Recommendation:

THAT Council accept the discussion with Karen Mcconaghy, Onoway Ball Association for information

or

some other direction as given by Council at meeting time

Pg 6

b) 9:50 a.m. – Michelle Jones – Community Futures Yellowhead East (CFYE) Annual Council Presentation

Recommendation:

THAT Council accept the discussion with Michelle Jones, CFYE for information
or
some other direction as given by Council at meeting time

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS – n/a

7. ACTION ITEMS

Pg 7-27

a) Enforcement Services (CPO Services) Update – A Request for Decision is attached

Recommendation:

THAT Council authorize Administration to negotiate an agreement with Lac Ste. Anne County for Enforcement Services
or
some other direction as given by Council at meeting time

Pg 28-32

b) Elected Officials Training Program (EOEP) Courses – A Request for Decision is attached.

Recommendation:

- 1) *THAT Council approve Councillor(s) _____ to take the Council's Role in Land Use and Development Approvals EOEP Course via Zoom on: April 5, April 12, April 19 and April 26, 2023 from 2:30 pm to 4:30 pm, with expenses to be reimbursed as per policy.*

2) *THAT Council approve for Councillor(s) _____ to take the Council's Role in Strategic Planning EOEP Course via Zoom on May 4, May 11, May 18 and May 25, 2023 from 3:00 pm to 5:00 pm, with expenses to be reimbursed as per policy.*

3) *THAT Council approve for Councillor(s) _____ to take the Council's Role in Public Engagement EOEP Course via Zoom on October 4, October 11, October 16 and October 25 from 2:00 pm to 4:00 pm, with expenses to be reimbursed as per policy.*

P933-36 c) Lemonade Day – Saturday, June 17, 2023 – A Request for Decision is attached

Recommendation:

THAT Council approve \$500.00 Entrepreneur of the year, provide free training space, provide 3 volunteer judges; provide business licenses to participants; allow entrepreneurs to register for licenses at the office; provide a staff member as main liaison

or

some other direction as given by Council at meeting time

P937-45 d) Asset Management Roadmap Proposal – A Request for Decision is attached

Recommendation:

THAT Council commit to Asset Management in 2023 with funding to be provided through MSI Capital Funding/CCBF

or

some other direction as given by Council at meeting time.

e)

f)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)
- P946 d) Chief Administrative Officer Report
- e) Corporate and Community Services Director's Report
- f) Public Works Report

Recommendation:

THAT the Council, Chief Administrative Officer, Corporate and Community Services 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

- P947-51 a) West Inter Lake District (WILD) Regional Water Services Commission – Update to Phase III and IV Requisitions – March 1, 2023 letter from Dwight Moskalyk, Commission Manager
- P952-53 b) West Inter Lake District (WILD) Regional Water Services Commission – March 6, 2023 letter advising of the 2023 Annual General Meeting on Saturday, April 22, 2023 at 11:00 am at the Alberta Beach Agliplex
- P954-55 c) Lac Ste. Anne County – February 27, 2023 letter to Alberta Finance Minister Travis Toews, regarding Equitable Distribution of Casino Funds and Process
- P956 d) Onoway Public Library – 50th Anniversary celebration on Wednesday, May 17, 2023
- P957-58 e) Lac Ste. Anne Foundation – December 21, 2022 meeting minutes
- P959-69 f) Alberta Health Services Together 4 Health – March 10, 2023 newsletter
- g)

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION – n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- March 29-31, 2023 – AB Munis President Summit and Caucus Edmonton
- April 13, 2023 – Regular Council Meeting 9:30 a.m.
- **April 26, 2023*** – Regular Council Meeting 9:30 a.m.
- May 25, 2023 – Elected Officials Asset Management Workshop Edmonton

* **Note date change from April 27, 2023**

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 9, 2023
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</p> <p>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 2 members of the public joined the meeting in person</p>
1.	CALL TO ORDER	Mayor Lenard Kwasny called the meeting to order at 9:30 a.m. and advised that the meeting will be recorded. Mayor Kwasny acknowledged that the meeting was being held on Treaty 6 Land.
2.	AGENDA Motion #074/23	<p>MOVED by Deputy Mayor Lisa Johnson that Council adopt the agenda of the Regular Council meeting of Thursday, March 9, 2023 with the following amendments:</p> <p>7f) State of the Region Address invitation – March 16, 2023 (requested by Mayor Kwasny)</p> <p>7g) Centennial Events and Parade (requested by Mayor Kwasny)</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #075/23	<p>MOVED by Councillor Bridgitte Coninx that the February 23, 2023 Regular Meeting minutes be approved with the following amendment:</p> <p>Motion 057/23 – an extra “that” needs to be removed from the Motion. The Motion should read “MOVED by Councillor Bridgitte Coninx that 2022 Budget Actuals Response and Reserve Report be brought forward to a future meeting”.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	Grant Johnson, Onoway Chamber of Commerce, attended the meeting from 9:32 a.m. until 9:40 a.m.



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 9, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	Motion #076/23	MOVED by Councillor Bridgitte Coninx that Council accept the discussion with Grant Johnson, Onoway Chamber, for information. At 9:40 a.m. Council moved to 6) Policies. CARRIED
6.	POLICIES AND BYLAWS Motion #077/23	MOVED by Councillor Robin Murray that Council approve Policy C-COU-REM-1 Councillor, Committee and Board Member Remuneration Policy, as presented. Council returned to Appointments at 9:50 a.m. CARRIED
4.	APPOINTMENTS/PUBLIC HEARINGS Motion #078/23	Merle Isaacson, Connect Mobility, attended the meeting from 9:50 a.m. until 10:25 a.m. MOVED by Robert Winterford that Council accept the discussion with Merle Isaacson, Connect Mobility, regarding broadband for information. CARRIED
5.	FINANCIAL REPORTS	n/a
6.	POLICIES AND BYLAWS Motion #079/23	MOVED by Deputy Mayor Lisa Johnson that Council approve Policy C-FIN-REI-1 Reimbursement and Expense Claims Policy, as presented. CARRIED
7.	ACTION ITEMS Motion #080/23 Motion #081/23	MOVED by Councillor Bridgitte Coninx that Council authorize administration to negotiate an agreement with Associated Engineering for Engineering and Professional Services. CARRIED MOVED by Councillor Robin Murray that the Town of Onoway move the April 27, 2023 Council meeting to Wednesday, April 26, 2023 and the May 25, 2023 meeting to Wednesday, May 24, 2023. CARRIED Council recessed from 10:40 a.m. until 10:45 a.m. Council adjusted the order of the agenda and moved to item 7g). Glenn Jensen, Special Events Coordinator presented an update to Council on scheduled Centennial events.

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MARCH 9, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

	<p>Motion #082/23 MOVED by Councillor Bridgitte Coninx that Council accept the information presented by Glenn Jensen regarding 2023 Planned Centennial Celebration events.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #083/23 MOVED by Deputy Mayor Lisa Johnson that Council authorize administration to submit an expression of interest for the Climate Resilience Capacity Building Program.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #084/23 MOVED by Deputy Mayor Lisa Johnson that Council authorize administration to submit an application for the Climate Resilience Capacity Building Program.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #085/23 MOVED by Deputy Mayor Lisa Johnson that Council approve the Infrastructure Construction Drawings/Subdivision Plan for Block A, Plan 4114TR subdivision adding DD-22D006-04 Storm Water Management Plan, as final submission.</p> <p style="text-align: right;">CARRIED</p> <p>Motion #086/23 MOVED by Councillor Bridgitte Coninx that Mayor Kwasny be authorized to attend the March 16 State of the Region Address, held by Greater Parkland Regional Chamber of Commerce with expenses to be reimbursed as per policy.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE AND STAFF REPORTS</p> <p>Motion #087/23 MOVED by Councillor Robin Murray that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information.</p> <p style="text-align: right;">CARRIED</p>
9.	<p>INFORMATION ITEMS</p> <p>Motion #088/23 MOVED by Councillor Robert Winterford that Council accept the following items for information:</p> <ul style="list-style-type: none"> a) Alberta Municipal Affairs – 2023 Budget information – undated letter from Minister Rebecca Schulz b) Alberta Municipal Affairs – MSI capital funding – undated letter from Minister Rebecca Schulz c) Tony Sonnleitner Onoway Development Officer - February Report

TOWN OF ONOWAY
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> d) Town of Onoway Development Permit No 23DP01-24 – Temporary Placement of an Electrical Shed to supply power for an existing fuel cardlock system e) AHS – February 27, 2023 Official Administrator’s Report f) Community Futures Yellowhead East – Small Business Needs Assessment 2022 g) East End Bus (EEB) Society Annual Meeting – Tuesday, March 21, 2023 	CARRIED
10.	CLOSED SESSION	n/a	
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Lenard Kwasny declared the regular council meeting adjourned at 12:05 p.m.	
12.	UPCOMING EVENTS	March 20, 2023 Fire Services All municipalities 2:00 p.m. March 23, 2023 Regular Council Meeting 9:30 a.m. March 29-31, 2023 AB Munis Edmonton April 13, 2023 Regular Council Meeting 9:30 a.m. April 27, 2023 Regular Council Meeting 9:30 a.m. May 24, 2023 Asset Management Workshop Edmonton	

 Mayor Lenard Kwasny

 Debbie Giroux
 Recording Secretary

(4)

debbie@onoway.ca

From: Onoway Ball Association
Sent: February 27, 2023 11:06 AM
To: Debbie@onoway.ca
Subject: Council meeting.

Hi Debbie.

My name is Karen and I am with the Onoway ball Association. I would like to be added to the agenda for the next council meeting if possible, we just want to discuss the grant that was allotted to our association last time we were in the council meeting.

Thank you
Karen Mcconaghy
Ball Coordinator.

To: Town CAO <cao@townofswanhills.com>; Jennifer Sunderman <cao@mayerthorpe.ca>; Jennifer Thompson <cao@onoway.ca>; ! KRISTEN <kristen@foxcreek.ca>; Wendy Davidson <wendydavidson@whitecourt.ca>; Gordon Frank <Gordon.frank@woodlands.ab.ca>; Bert Roach <Bert.Roach@woodlands.ab.ca>; Mike Primeau <mprimeau@lsac.ca>; Ed LeBlanc <eleblanc@barrhead.ca>; Debbie Oyarzun <DOyarzun@countybarrhead.ab.ca>
Cc: Lillian Wisser <adminCFYE@albertacf.com>; Matthew Hartney <mhartney@albertacf.com>
Subject: Community Futures Yellowhead East - Annual Council Presentation

Good afternoon and Happy New Year.

We are starting to plan our Annual Council Presentations with each of our Municipalities and were hoping that you could supply us with your regular scheduled meeting dates in both late March and April. Once we have had a chance to review the dates with our own schedules, we will reach out again with a request to present to council as per our stakeholder commitment.

Our presentations are generally 20 minutes in length with the option to present either virtually or in person, depending on the schedule.

If you could provide me with the most suitable council meeting date in either late March and or Early April, we hope to get back to you with confirmation of our presentation.

Thank you, we look forward to hearing from you. Feel free to reach out if you have any questions.

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

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Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 23, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Enforcement Services Agreement with Lac Ste. Anne County

BACKGROUND / PROPOSAL

The Town signed an Enforcement Services Agreement with Lac Ste. Anne County (LSAC) on June 1, 2019. Notable terms are as follows:

Section 4.1(b) – 60 hours of enforcement services to the Town per month, subject to peace officer availability. Time spent investigating, court duties and disciplinary proceedings stemming from Enforcement Services is included in the calculation of hours.

Section 5.1 - \$62.50 / hour

On January 1, 2022 a new Agreement was entered into with LSAC with an increase of \$26.50 / hour = \$88.50 / hour

Parties agree such rates will be updated for 2023 and future years as per section 5.1(b)

Termination of the Agreement is 60 days' notice in writing.

On November 22, 2022 the Town was notified in writing by LSAC that the County is providing notification to terminate this Agreement effective January 31, 2023. The County is requesting a long-term commitment from the Town in order to sustain operational and capital demands.

Provisions in the Proposed 2023 Agreement were:

- \$107.23/hour (was 88.50 = \$18.73 / hour increase).
- 3% annual increase to rates.
- Five-year term; penalty of one year service fees for early termination.
- Hours of service to be negotiated.

The previous agreement with LSAC expired on January 31, 2023.

The following motions was made during the February 23, 2023 Council Meeting:

Motion #061/23 **MOVED** by Councillor Bridgitte Coninx that administration approach Lac Ste. Anne County and make an inquiry for interim community peace officer services and to provide Council with service level information at a future meeting.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration has approached LSAC and made an inquiry for interim community peace officer services. Administration has received a draft agreement from the LSAC. Below is a table that provides a comparison between the draft agreement terms provided and the previous agreement:

	Previous Agreement	Proposed 2023 Agreement (November 22 2022)	Proposed Current Agreement
Monthly Hours	60	60 however negotiable	80
Hourly Rate	Full- Time Level 1 Community Peace Officer - \$88.50	Full- Time Level 1 Community Peace Officer - \$107.23	Full- Time Level 1 Community Peace Officer -\$140.00
Term	No Term Indicated	5 Year Term	3-month term- April 1-June 30, 2023
Termination Upon Notice	60 day's advance written notice	60 day's advance written notice	30 day's advance written notice

STRATEGIC ALIGNMENT

Safe Communities

COSTS / SOURCE OF FUNDING

Based on 80 Hours as per draft agreement

	Previous Agreement	Proposed 2023 Agreement (November 2022)	Proposed Current Agreement
<i>Monthly Hours</i>	60	60	80
<i>Hourly Rate</i>	\$ 88.50	\$ 107.23	\$ 140.00
<i>Monthly Total</i>	\$ 5,310.00	\$ 6,433.80	\$ 11,200.00
<i>Monthly Total Variance from previous agreement</i>	\$ -	\$ 1,123.80	\$ 4,766.20

Based on 60 Hours

	Previous Agreement	Proposed 2023 Agreement (November 2022)	Proposed Current Agreement
<i>Monthly Hours</i>	60	60	60
<i>Hourly Rate</i>	\$ 88.50	\$ 107.23	\$ 140.00
<i>Monthly Total</i>	\$ 5,310.00	\$ 6,433.80	\$ 8,400.00
<i>Monthly Total Variance from previous agreement</i>	\$ -	\$ 1,123.80	\$ 1,966.20

RECOMMENDED ACTION

- That Council authorize Administration to negotiate an agreement with the Lac Ste. Anne County for Enforcement Services.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- Lac Ste Anne Enforcement Services Agreement (Effective June 1st 2019).
- Lac Ste Anne Enforcement Services Amended Agreement (Effective January 1st 2022).
- Lac Ste Anne Enforcement Services Proposed Agreement.
- LSAC Enforcement Services Agreement Letter November 22, 2022.

THIS AGREEMENT made effective the 1st day of June 2019

BETWEEN:

LAC STE. ANNE COUNTY
(the "County")

AND

TOWN OF ONOWAY
(the "Town")

ENFORCEMENT SERVICES AGREEMENT

Whereas Section 54 of the *Municipal Government Act*, RSA 2000, c. M-26, allows a municipality to provide a service in another municipality with an agreement of the other municipality;

And Whereas the Town desires to have the County provide Enforcement Services related to Community Peace Officers and Municipal Bylaw Services, within the Designated Area;

And Whereas the County agrees to provide the Town with Enforcement Services related to Community Peace Officers and Municipal Bylaw Services within the Designated Area, on the terms and conditions contained herein;

And Whereas the County is authorized under the *Peace Officer Act*, SA 2006, c. P-35, to employ Peace Officers having jurisdiction to enforce the Provincial Legislation with Alberta, subject to the restrictions set out in the County's Authorization;

And Whereas the Peace Officers employed by the County have been duly appointed under the *Peace Officer Act*, SA 2006, c.P-35, as having jurisdiction to enforce the Provincial Legislation within Alberta, subject to the restrictions set out in the Peace Officer Appointments;

Now Therefore in Consideration of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

ARTICLE 1

1.1 Definitions

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- a) "Agreement" means this Enforcement Services Agreement between the County and the Town;
- b) "County's Authorization" means the County's authorization to employ or engage Peace Officers, as amended or replaced from time to time, issued pursuant to the *Peace Officer Act*, SA 2006, c.P-35;
- c) "Designated Area" means the area contained within the legal municipal boundaries of the Town;

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- d) **“Effective Date”** means the date first written above, regardless of the date of endorsement;
- e) **“Enforcement Revenue”** means all income, in any form, that is generated by, or arises from, the provision of the Enforcement Services during the Term. Without restricting the generality of the foregoing, this shall include any funds arising from the enforcement of the Provincial Legislation within the Designated Area, including fines and penalties, funds generated by tickets or tags, and proceeds arising from prosecution of offences;
- f) **“Peace Officer”** means a person that has been appointed as a peace officer under the *Peace Officer Act*, SA 2006, c.P-35, as amended or repealed and replaced from time to time;
- g) **“Peace Officer Appointment”** means the appointment(s) of Peace Officer(s) employed or engaged by the County, as amended or replaced from time to time, made pursuant to the *Peace Officer Act*, SA 2006, c.P-35;
- h) **“Enforcement Services”** means those activities reasonably related to the enforcement of the Provincial Legislation within the Designated Area, excluding any portions of the Designated Area that fall outside other jurisdiction prescribed in the County’s Authorization or the Peace Officer Appointments, and shall include the enforcement of the Town’s municipal bylaws. The level of service shall be similar to that provided by the Peace Officers to the County;
- i) **“Provincial Legislation”** means
- i) **Animal Protection Act;**
 - ii) **Dangerous Dogs Act;**
 - iii) **Environmental Protection and Enhancement Act (Part 9. Division 2);**
 - iv) **Fuel Tax Act;**
 - v) **Gaming, Liquor and Cannabis Act - restricted to sections 83, 84, 87, 89, 90.24, 90.25, 90.26, 90.27, 90.28, 90.29, 107, 108 and section 115 subject to section 53 of the *Police Act*);**

Authority to enforce the Gaming, Liquor and Cannabis Regulation is restricted to Section 87.1;
 - vi) **Highways Development and Protection Act – restricted to local roads only;**
 - vii) **Innkeepers Act;**
 - viii) **Petty Trespass Act;**
 - ix) **Provincial Offences Procedure Act;**
 - x) **Tobacco and Smoking Reduction Act;**
 - xi) **Traffic Safety Act; and**



xii) **Trespass to Premises Act;**

as amended or repealed and replaced, from time to time.

ARTICLE 2

2.1 Engagement

The Town hereby engages the County to provide the Town with Enforcement Services within the Designated Area, and the County hereby agrees to provide the Town with Enforcement Services within the Designated Area.

2.2 Term

This agreement shall come into force and effect from the Effective Date, until one or both parties hereto withdraws from this Agreement in accordance with the provisions of this Agreement.

ARTICLE 3

3.1 Enforcement Revenue

Under the circumstances where the municipality is entitled to receipt of such fines or penalties, the Town shall receive all fines or penalties relating to the enforcement of Provincial Statutes and Municipal Bylaws as generated from the Enforcement Services supplied to the Town by the County pursuant to this Agreement.

ARTICLE 4

4.1 Covenants of the County

The County will:

- a) provide Enforcement Services within the Designated Area during the Term;
- b) provide sixty (60) hours of Enforcement Services to the Town per month, subject to availability of Peace Officer(s). Time spent during the performance of investigations, court duties, and disciplinary proceedings stemming Enforcement Services shall be included in the calculation of hours;
- c) pay all costs and expenses incurred to perform the Enforcement Services including, but not limited to, office supplies, Peace Officers' equipment, Peace Officer training and education, uniforms, travel and salary and benefits of County employees;
- d) provide the Town with monthly reports on all Enforcement Services supplied by the County to the Town. These monthly reports shall include the number of patrols made in the Designated Area, the number of tickets, tags or warnings issued and the monetary amount of fines issued (including tickets and tags); and

- e) perform all administrative, accounting and record-keeping functions related to the proper discharge of its obligations under this Agreement.

ARTICLE 5

5.1 Fee for Service

- a) During the calendar year, the Town agrees to pay the County for the Enforcement services supplied to the Town by the County at a rate as agreed upon annually. For the 2019 calendar year, the rate for Enforcement Services shall be a maximum of \$62.50 for each hour. This rate is based on the County's estimated \$125,000 annual cost to employ one (1) full-time Level 1 Community Peace Officer.
- b) The rates shall be negotiated by both parties and such negotiations are to be completed by October 1st of each year, for the rates for the following year.
- c) The County shall invoice the Town monthly and the Town shall pay the billed amount within thirty (30) days of the billing date.

ARTICLE 6

6.1 Complaints

Any complaint that the Town received in relation to the provision of Enforcement Services pursuant to this Agreement, shall immediately be forwarded by the Town to the Chief Administrative Officer of the County.

6.2 Peace Officer Discipline

- a) The County shall be solely responsible for addressing complaints received in relation to the provision of Enforcement Services, and for any disciplinary action taken against Peace Officers.
- b) Any disciplinary action that the County takes against one of its Peace Officers will be in accordance with the Public Security Peace Officer Program: Policy and Procedures Manual.

ARTICLE 7

7.1 Termination Upon Notice

This Agreement may be terminated by either party giving sixty (60) days' notice in writing to the other party of the intention to terminate the Agreement and such termination is to be effective sixty (60) days after the delivery of the written notice of the intention to terminate.

7.2 Automatic Termination

Notwithstanding anything in the Agreement to the contrary, this Agreement shall terminate automatically and immediately in the event that the County's Authorization or Peace Officer Appointment(s) is/are terminated, cancelled, revoked, suspended, or otherwise cease to have effect.

ARTICLE 8

8.1 Insurance

The County shall obtain and maintain in force during the Term:

- a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and
- b) auto liability insurance for all motor vehicles used by the County hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any (1) accident or occurrence.

Each policy for general and comprehensive liability shall name the Town as an additional named insured except for coverage for the County's own personal property and equipment.

ARTICLE 9

9.1 Indemnity

Each of the parties hereto shall be responsible for an indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

9.2 Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act of failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

9.3 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent to the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term,

covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

9.4 Entire Agreement

This agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

9.5 Amendments

This Agreement may be altered or amended in any of its provision when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

9.6 Further Assistance

The parties hereto and each of them do hereby covenant and agree to do such things that execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

9.7 Relationship Between the Parties

Nothing contained herein shall be deemed or construed by the parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties, it being understood and agreed that none of the provision contained herein nor any act of the parties shall be deemed to create any relationship between the parties other than an independent service agreement between the two parties at arm's length.

9.8 Notices

Whether or not so stipulated herein, 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. A personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- b) by telecopier, email, 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, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
 - ii. at the commencement of the next business day following transmission with answer back confirmation thereof; or

- c) by mailing via first class registered post, postage prepaid, to the party to 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 or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- d) Except as herein otherwise provided, Notice required to be given pursuant to the Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, of five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

i. the County

Lac Ste. Anne County
Box 219
Sangudo, AB T0E 2A0

Phone: (780) 785-3411
Fax: (780) 785-2359
Email: LSAC@LSAC.ca

Attention: County Manager

ii. the Town

Town of Onoway
Box 540
Onoway, AB T0E 1V0

Phone: 780-967-5338
Fax: 780-967-3226
Email: cao@onoway.ca

Attention: Chief Administrative Officer

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

9.9 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision hereof.

9.10 Singular, Plural and Gender

Wherever singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine or neutral, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one

party.

9.11 Assignment

This Agreement is not assignable, in whole or in part, by either party hereto.

9.12 Enurement

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

9.13 Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.

9.14 Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term and shall not be merged therein or therewith.

In Witness Whereof the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.

Lac Ste. Anne County

Per: 

Per: 

Town of Onoway

Per: 

Per: 

MEMORANDUM OF AGREEMENT effective this 1st day of January, 2022

BETWEEN:

LAC STE. ANNE COUNTY

(hereinafter referred to as the "County")

OF THE FIRST PART,

- and -

TOWN OF ONOWAY

(hereinafter referred to as the "Town")

OF THE SECOND PART.

AMENDING AGREEMENT

WHEREAS pursuant to the terms contained in the Enforcement Services Agreement effective the 1st day of June, 2019 between the County and the Town (hereinafter referred to as the "Original Agreement") the County agreed to provide the Town with Enforcement Services related to Community Peace Officers and Municipal Bylaw Services within the Designated Area, on the terms and conditions set out in the Original Agreement;

AND WHEREAS the County and the Town wish to provide for the continuation of the Original Agreement as amended on the terms and subject to the conditions hereinafter set forth.

NOW THEREFORE THIS AGREEMENT WITNESSETH that the parties hereto in consideration of the mutual covenants and agreements hereinafter set forth covenant and agree with each other as follows:

1. Notwithstanding section 5.1(a) of the Original Agreement, the parties agree that for 2022 the applicable rate for Enforcement Services shall be \$88.50 per hour. The parties agree that such rate will be updated for 2023 and future years in accordance with section 5.1(b).
2. Except as otherwise set out in this Amending Agreement, the Original Agreement shall remain in full force and effect and binding in accordance with its terms.

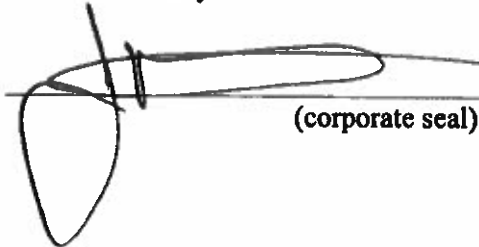
IN WITNESS HEREOF the County and the Town have executed this Amending Agreement on the day and year first written above.

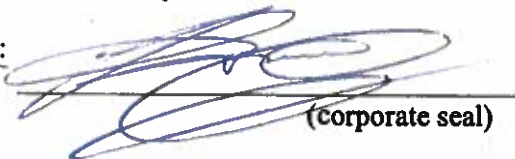
Lac Ste. Anne County

Town of Onoway

Per:

Per:


(corporate seal)


(corporate seal)

THIS AGREEMENT made effective the 1st day of April 2023

BETWEEN:

**LAC STE. ANNE COUNTY
("LSAC")**

AND

**Town of Onoway
("Onoway")**

ENFORCEMENT SERVICES AGREEMENT

Whereas Section 54 of the *Municipal Government Act*, RSA 2000, c. M-26, allows a municipality to provide a service in another municipality with an agreement of the other municipality;

And Whereas Onoway desires to have LSAC provide Enforcement Services related to Community Peace Officers and Municipal Bylaw Services, within the Designated Area;

And Whereas LSAC agrees to provide Onoway with Enforcement Services related to Community Peace Officers and Municipal Bylaw Services within the Designated Area, on the terms and conditions contained herein;

And Whereas LSAC is authorized under the *Peace Officer Act*, SA 2006, c. P-35, to employ Peace Officers having jurisdiction to enforce the Provincial Legislation with Alberta, subject to the restrictions set out in LSAC's Authorization;

And Whereas the Peace Officers employed by LSAC have been duly appointed under the *Peace Officer Act*, SA 2006, c.P-35, as having jurisdiction to enforce the Provincial Legislation within Alberta, subject to the restrictions set out in the Peace Officer Appointments;

Now Therefore in Consideration of the mutual covenants, terms and conditions contained herein, the parties hereto agree as follows:

ARTICLE 1

1.1 Definitions

In this Agreement the following words and expressions shall have the meanings herein set forth unless inconsistent with the subject matter or context:

- a) "Agreement" means this Enforcement Services Agreement between LSAC and Onoway;
- b) "County's Authorization" means LSAC's authorization to employ or engage Peace Officers, as amended or replaced from time to time, issued pursuant to the *Peace Officer Act*, SA 2006, c.P-35;
- c) "Designated Area" means the area contained within the legal municipal boundaries of Onoway;

- d) "Effective Date" means the date first written above, regardless of the date of endorsement;
- e) "Enforcement Revenue" means all income, in any form, that is generated by, or arises from, the provision of the Enforcement Services during the Term. Without restricting the generality of the foregoing, this shall include any funds arising from the enforcement of the Provincial Legislation within the Designated Area, including fines and penalties, funds generated by tickets or tags, and proceeds arising from prosecution of offences;
- f) "Peace Officer" means a person that has been appointed as a peace officer under the *Peace Officer Act, SA 2006, c.P-35*, as amended or repealed and replaced from time to time. Notwithstanding the foregoing, Onoway acknowledges that certain Enforcement Services may be provided by bylaw officers to the extent permitted by applicable laws as described in the definition of Enforcement Services, in which case obligations of Peace Officers shall apply to Bylaw Officers to the extent applicable;
- g) "Peace Officer Appointment" means the appointment(s) of Peace Officer(s) employed or engaged by LSAC, as amended or replaced from time to time, made pursuant to the *Peace Officer Act, SA 2006, c.P-35*;
- h) "Enforcement Services" means those activities reasonably related to the enforcement of the Provincial Legislation within the Designated Area, excluding any portions of the Designated Area that fall outside other jurisdiction prescribed in LSAC's Authorization or the Peace Officer Appointments, and shall include the enforcement of Onoway' municipal bylaws, and shall include any support functions and related services provided by bylaw officers that are not required to be provided by Peace Officers under applicable legislation. The level of service shall be similar to that provided by the Peace Officers to LSAC;
- i) "Provincial Legislation" means
- i. Animal Protection Act;
 - ii. Dangerous Dogs Act;
 - iii. Environmental Protection and Enhancement Act (Part 9. Division 2);
 - iv. Fuel Tax Act;
 - v. Gaming, Liquor and Cannabis Act - restricted to sections 83, 84, 87, 89, 90.24, 90.25, 90.26, 90.27, 90.28, 90.29, 107, 108 and section 115 subject to section 53 of the *Police Act*);

Authority to enforce the Gaming, Liquor and Cannabis Regulation is restricted to Section 87.1;
 - vi. Highways Development and Protection Act — restricted to local roads only;
 - vii. Innkeepers Act;

- viii. Petty Trespass Act;
- ix. Provincial Offences Procedure Act;
- x. Tobacco and Smoking Reduction Act;
- xi. Traffic Safety Act; and
- xii. Trespass to Premises Act;

as amended or repealed and replaced, from time to time.

ARTICLE 2

2.1 Engagement

Onoway hereby engages LSAC to provide Onoway with Enforcement Services within the Designated Area, and LSAC hereby agrees to provide Onoway with Enforcement Services within the Designated Area.

2.2 Term

This agreement shall be in force for a period of **five (5) years** from the Effective Date.

ARTICLE 3

3.1 Enforcement Revenue

Under the circumstances where the municipality is entitled to receipt of such fines or penalties, Onoway shall receive all fines or penalties relating to the enforcement of Provincial Statutes and Municipal Bylaws as generated from the Enforcement Services supplied to Onoway by LSAC pursuant to this Agreement.

ARTICLE 4

4.1 Covenants of LSAC

LSAC will:

- a) provide Enforcement Services within the Designated Area during the Term;
- b) provide **eighty (80) hours** of Enforcement Services to Onoway per month, subject to availability of Peace Officer(s). Time spent during the performance of investigations, court duties, and disciplinary proceedings stemming Enforcement Services shall be included in the calculation of hours. **Additional hours may be accommodated subject to both parties' mutual consent, and can be changed at any time by mutual agreement of the Parties. In the event of issues with staffing or unforeseen circumstances that prevent LSAC from providing the full eighty (80) hours per month or other hours agreed to, Onoway acknowledges and agrees that LSAC may reduce the hours of Enforcement Services as**

required, provided that the corresponding Fee paid by Onoway will be based on such reduced hours during any affected periods.

- c) pay all costs and expenses incurred to perform the Enforcement Services including, but not limited to, office supplies, Peace Officers' equipment, Peace Officer training and education, uniforms, travel and salary and benefits of County employees;
- d) provide Onoway with monthly reports on all Enforcement Services supplied by LSAC to Onoway. These monthly reports shall include the number of patrols made in the Designated Area, the number of tickets, tags or warnings issued and the monetary amount of fines issued (including tickets and tags); and
- e) perform all administrative, accounting and record-keeping functions related to the proper discharge of its obligations under this Agreement.

ARTICLE 5

5.1 Fee for Service and Term

- a) During the calendar year, Onoway agrees to pay LSAC for the Enforcement services supplied to Onoway by LSAC at a rate as agreed upon annually. For the 2023 calendar year, the annual rate for Enforcement Services shall **\$140.00 per hour**.
- b) The term of this contract shall be three months commencing **April 1st 2023 and terminating on June 31 2023**.
- c) LSAC shall invoice Onoway monthly and Onoway shall pay the invoiced amount within thirty (30) days of the billing date.

ARTICLE 6

6.1 Complaints

Any complaint that Onoway received in relation to the provision of Enforcement Services pursuant to this Agreement, shall immediately be forwarded by Onoway to the Chief Administrative Officer of LSAC.

6.2 Peace Officer Discipline

- a) LSAC shall be solely responsible for addressing complaints received in relation to the provision of Enforcement Services, and for any disciplinary action taken against Peace Officers.
- b) Any disciplinary action that LSAC takes against one of its Peace Officers will be in accordance with the Public Security Peace Officer Program: Policy and Procedures Manual.

ARTICLE 7

7.1 Termination Upon Notice

This Agreement may be terminated by either party giving 30 day's advance written notice in writing of its intention to terminate the Agreement and such termination is to be effective one year after delivery of the written notice to terminate. During such notice period, Onoway shall remain responsible for payment of all applicable Fees under this Agreement.

7.2 Automatic Termination

Notwithstanding anything in the Agreement to the contrary, this Agreement shall terminate automatically and immediately in the event that LSAC's Authorization or Peace Officer Appointment(s) is/are terminated, cancelled, revoked, suspended, or otherwise cease to have effect.

ARTICLE 8

8.1 Insurance

LSAC shall obtain and maintain in force during the Term:

- a) commercial general liability insurance in the amount of not less than Five Million (\$5,000,000.00) Dollars inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof; and
- b) auto liability insurance for all motor vehicles used by LSAC hereunder with limits of not less than Five Million (\$5,000,000.00) Dollars for accidental injury or death to one or more persons, or damage to or destruction of property as a result of any (1) accident or occurrence.

Each policy for general and comprehensive liability shall name Onoway as an additional named insured except for coverage for LSAC's own personal property and equipment.

ARTICLE 9

9.1 Indemnity

Each of the parties hereto shall be responsible for an indemnify and save harmless the other party, for any damages or losses (including legal fees on a solicitor and his own client full indemnity basis), injuries or loss of life, resulting from the acts or omissions of their respective employees, servants, agents or contractors which may occur in the performance, purported performance, or non-performance of their respective obligations under this Agreement; provided that, such indemnity shall be limited to an amount in proportion to the degree to which the indemnifying party, its employees, servants, agents or contractors are at fault or otherwise held responsible in law.

The indemnifications set forth above, hereof, will survive the expiration of the Term or the termination of this Agreement for whatever cause and any renewal or extension of the Term, as the case may be.

9.2 Waiver

No consent or waiver, express or implied, by either party to or of any breach or default by the other party in the performance by the other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such party hereunder. Failure on the part of either party to complain of any act of failure to act of the other party or to declare the other party in default, irrespective of how long such failure continues, shall not constitute a waiver by such party of its rights hereunder.

9.3 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent to the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

9.4 Entire Agreement

This agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

9.5 Amendments

This Agreement may be altered or amended in any of its provision when any such changes are reduced to writing and signed by the parties hereto but not otherwise.

9.6 Further Assistance

The parties hereto and each of them do hereby covenant and agree to do such things that execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

9.7 Relationship Between the Parties

Nothing contained herein shall be deemed or construed by the parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture between the parties, it being understood and agreed that none of the provision contained herein nor any act of the parties shall be deemed to create any relationship between the parties other than an independent service agreement between the two parties at arm's length.

9.8 Notices

Whether or not so stipulated herein, 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. A personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- b) by telecopier, email, 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, or email receipt confirmation, as the case may be, if received within the normal working hours of the business day; or
 - ii. at the commencement of the next business day following transmission with answer back confirmation thereof; or
- c) by mailing via first class registered post, postage prepaid, to the party to 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 or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.
- d) Except as herein otherwise provided, Notice required to be given pursuant to the Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, of five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:
 - i. LSAC
Lac Ste. Anne County
Box 219
Sangudo, AB TOE 2A0

Phone: (780) 785-3411
Fax: (780) 785-2359
[Email: LSAC@LSAC.ca](mailto:LSAC@LSAC.ca)

Attention: County Manager
 - ii. Onoway

Town of Onoway
xxx
xxx
Phone: 780-

25

Fax: 780-

[Email:](#)

Attention: Chief Administrative Officer

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

9.9 Headings

The headings in this Agreement have been inserted for reference and as a matter of convenience only and in no way define, limit, or enlarge the scope or meaning of this Agreement or any provision hereof.

9.10 Singular, Plural and Gender

Wherever singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine or neutral, body politic or body corporate where the fact or context so requires and the provisions hereof and all covenants herein shall be construed to be joint and several when applicable to more than one party.

9.11 Assignment

This Agreement is not assignable, in whole or in part, by either party hereto.

9.12 Enurement

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

9.13 Governing Law and Submission to Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the parties hereto hereby submit to the jurisdiction of the Courts in the Province of Alberta.

9.14 Survival

The parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the termination or expiry of the Term and shall not be merged therein or therewith.

In Witness Whereof the parties have set their seals and hands of their proper officers in that behalf on the day and year first above written.



November 22, 2022

Town of Onoway
Box 540
Onoway, AB T0E 1V0



Re: Enforcement Services Agreement, January 1, 2022 Lac Ste. Anne County/Town of Onoway

In accordance with 7.1 Termination Upon Notice, of the above noted agreement, Lac Ste. Anne County is providing notification to terminate same, effective January 31, 2023.

A long-term commitment is required to sustain operational and capital demands necessary to provide service. With this, Lac Ste. Anne County may consider negotiating a new Enforcement Services Agreement, with the following provisions:

- 2023 rates established at \$107.23 (as per notification dated September 26, 2022);
- 3% annual increase to rates;
- Five (5) year term; penalty of one year service fees for early termination;
- Hours of service to be negotiated.

Should you wish to proceed with a new service agreement, your response will be required by December 31, 2022 in order to prepare a new agreement to commence February 1, 2023.

As always, should you wish to discuss this further, please connect with our office.

Regards,

A handwritten signature in blue ink that reads "Trista Court".

Trista Court
General Manager of Community & Protective Services

c.c. Lac Ste. Anne County Council
Mike Primeau, Lac Ste. Anne County Manager
Dallas Choma, Lac Ste. Anne County Enforcement Services Manager

27



Town of Onoway Request for Decision

Meeting: Council Meeting
Meeting Date: March 23, 2023
Presented By: Jennifer Thompson, Chief Administrative Officer
Title: Upcoming Elected Officials Education Programs

BACKGROUND / PROPOSAL

The Elected Officials Education Program (EOEP) is jointly owned and operated by the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AUMA). The EOEP was formed in 2007 to provide Alberta's municipal elected officials with professional development opportunities and ensure that they are well-positioned to serve their communities effectively.

The EOEP offers seven courses on topics that are most relevant to elected officials. Each course has been developed by subject matter experts and adult learning specialists, to ensure that both course content and delivery methods reflect the fact that elected officials have limited time to dedicate to professional development. All courses are designed to be:

- **Relevant:** Applicable to elected officials from all municipal types and sizes
- **Timely:** Best practices and content are current
- **Interactive:** Discuss key concepts and ideas with your peers
- **Applicable:** Consider how materials would relate to your own municipality

COURSES TAKEN:

	Council's Role in Service Delivery	Munis 101	Regional Partnerships and Collaboration	Council's Role in Public Engagement	Municipal Corporate Planning and Finance	Council's Role in Strategic Planning	Land Use and Development Approvals
Lenard Kwasny	√	√					
Lisa Johnson	√	√	√	√			
Bridgette Coninx	√	√	√		√		
Robin Murray	√	√	√				
Robert Winterford	√	√	√				

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

There are three EOEP Zoom opportunities for Council's consideration for education, relationship building and knowledge listed below for Council's consideration:

- Council's Role in Land Use and Development Approvals
- Council's Role in Strategic Planning
- Council's Role in Public Engagement

STRATEGIC ALIGNMENT

Municipal collaboration, community enhancement

COSTS / SOURCE OF FUNDING

2-11-00-141 Council Development 2023 Preliminary Budget \$8,000
The cost to register - \$295.00/course/person

Attachments:

1. Council's Role in Land Use and Development Approvals information
2. Council's Role in Strategic Planning information
3. Council's Role in Public Engagement information

RECOMMENDED ACTION

- 1) THAT Council approve Councillor(s) _____ to take the Council's Role in Land Use and Development Approvals EOEP Course via Zoom on: April 5, April 12, April 19 and April 26, 2023 from 2:30 pm to 4:30 pm, with expenses to be reimbursed as per policy.
- 2) THAT Council approve for Councillor(s) _____ to take the Council's Role in Strategic Planning EOEP Course via Zoom on May 4, May 11, May 18 and May 25, 2023 from 3:00 pm to 5:00 pm, with expenses to be reimbursed as per policy.
- 3) THAT Council approve for Councillor(s) _____ to take the Council's Role in Public Engagement EOEP Course via Zoom on October 4, October 11, October 16 and October 25 from 2:00 pm to 4:00 pm, with expenses to be reimbursed as per policy.

Land Use and Development Approvals - Zoom

“Good planning” is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people’s needs, and to support the development of local communities and to improve the quality of life for all.

Four sessions equal one course:

April 5, 2023 from 2:30pm – 4:30pm

April 12, 2023 from 2:30pm – 4:30pm

April 19, 2023 from 2:30pm – 4:30pm

April 26, 2023 from 2:30pm – 4:30pm

Session 1 : The Role of Council in Land Use Planning and Development

After completing this module, participants will be able to:

- Identify indirect and direct municipal services
- Understand service delivery providers and the role of municipal government
- Identify contextual changes and impacts to service delivery

Session 2: Work Effectively Within Alberta's Statutory Land Use Planning Process

After completing this module, participants will be able to:

- Identify Council's Role in service delivery
- Understand the CAO's and Staff's role in service delivery

Session 3: Continuation of Working Effectively Within Alberta's Statutory Land Use Planning Process

Session 3: The Land Use Application Process – Subdivision and Development Permits

After completing this module, participants will be able to:

- Define levels of service and understand why setting clear levels of service is important
- Identify what defined service levels look like and how to set those levels

Session 4: Continuation of The Land Use Application Process – Subdivision and Development Permits

Refund Policy

- One month or more prior to course date: full refund
- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: no refund

Council's Role in Strategic Planning - Zoom

The role of elected officials is to lead. They determine the long-term goals and priorities of their municipality. Doing this effectively takes skill, and an understanding of how to separate the day-to-day from the big picture. The EOEP's Council's Role in Strategic Planning course will explain the important role that strategic planning plays in building municipal sustainability, how councils can work together to set realistic goals, the basic elements of a strategic plan, how to set and assess strategic priorities, the roles of council and staff in strategic planning, and other information that will support you and your municipality in planning strategically for both the short- and long-term.

Session 1: May 4 from 3:00 pm to 5:00pm

Session 2: May 11 from 3:00 pm to 5:00pm

Session 3: May 18 from 3:00 pm to 5:00pm

Session 4: May 25 from 3:00 pm to 5:00pm

Module 1 : The Importance of Strategic Planning

After completing this module, participants will:

- Understand the legislative role of strategic planning, what the process is, and what it means in your world

Module 2: Initiating the Process

After completing this module, participants will be able to:

- Get organized, analyze the situation and assess strategic content
- Review municipal profile and capacity, understand a SWOT analysis and identify issues and opportunities

Module 3: Setting the Course

After completing this module, participants will be able to:

- Establish direction and measure performance

Module 4: Moving Forward

After completing this module, participants will be able to:

- Set priorities, understand responsibilities and manage priorities

Refund Policy

- One month or more prior to course date: full refund
- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: no refund

Council's Role in Public Engagement -Zoom

Municipal councils are elected to make decisions on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's Council's Role in Public Engagement course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Four sessions equal one course:

October 4, 2023 from 2:00pm – 4:00pm

October 11, 2023 from 2:00 – 4:00pm

October 16, 2023 from 2:00 – 4:00pm

October 25, 2023 from 2:00 – 4:00pm

Session 1: Module 1: Introduction to Public Engagement, Module 2: Public Engagement System Overview and Module 3: The Outer Ring

After completing this module, participants will be able to:

- Evaluate the value and challenges of public engagement in their communities
- Understand what public engagement is and what it is not
- Learn what the role of the elected official is in public engagement
- Understand systems thinking around public engagement
- Understand systems thinking around public engagement and the types of decision making that are required for effective public engagement

Session 2: Module 3: The Outer Ring Continued and Module 4: The Middle Ring and Bullseye

After completing this module, participants will be able to:

- Learn what the role of the elected official is in public engagement policies, implementation and decision making

Session 3: Cornerstone Activity and Module 5: Supporting Elements

After completing this module, participants will be able to:

- Understand how to put the pieces together to create a successful public engagement plan

Session 4: Capstone Activity and Wrap-up

Refund Policy

- One month or more prior to course date: full refund
- Two weeks prior to course date or less: \$75 administration fee
- One week prior to course date: 50% administration fee
- Less than one week prior to course date or no-show: no refund



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 23, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Northern Alberta Lemonade Day – Saturday, June 17, 2023

BACKGROUND / PROPOSAL

Community Futures Yellowhead East (CFYE) plans to host Lemonade Day on Saturday June 17, 2023 and is requesting Onoway to be a host community partner again.

Lemonade Day is a free, fun and educational experience that teaches youth to start, own and operate their own business. Youth participation has increased each year and the community has come out to support the booths on Lemonade Day.

Onoway has participated since 2019 and has previously provided space in Council chambers for training and the Lemonade Tasting Contest. In 2022 the Onoway Chamber provided one of the 3 judges, and 2 members of Council also judged.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

The commitments for the host community partner are:

- 1) \$500.00 Entrepreneur of the Year sponsorship
- 2) Free training space to train the entrepreneurs
- 3) 3 volunteer judges (minimum) to assist with the Lemonade Tasting Contest and on Lemonade Day to judge the other award categories
- 4) Business licenses to be provided
- 5) Participants be allowed to register for their licensing at the Town office
- 6) A staff member to be the main liaison between CFYE Lemonade Day staff and the Town

STRATEGIC ALIGNMENT

Community engagement

COSTS / SOURCE OF FUNDING

\$500.00 for sponsoring the Entrepreneur of the Year

RECOMMENDED ACTION

THAT the Town of Onoway agree to the request from CFYE to be a host community partner and provide support as requested:

- 1) \$500.00 Entrepreneur of the Year sponsorship
- 2) Free training space to train the entrepreneurs
- 3) 3 volunteer judges (minimum) to assist with the Lemonade Tasting Contest and on Lemonade Day to judge the other award categories
- 4) Business licenses to be provided
- 5) Participants be allowed to register for their licensing at the Town office
- 6) A staff member to be the main liaison between CFYE Lemonade day staff and the Town

Or

Defer a decision until a sponsorship policy is drafted and accepted by Council

Or

Some other direction as given by Council at meeting time.

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: March 8, 2023 8:18 AM
To: debbie@onoway.ca
Subject: FW: SAVE THE DATE - NORTHERN ALBERTA LEMONADE DAY - SATURDAY JUNE 17, 2023 - COMING TO A COMMUNITY NEAR YOU!

Importance: High

For Agenda please.

From: Michelle Jones <mjones@albertacf.com>
Sent: March 7, 2023 2:37 PM
To: Economic Development Officer <edo@mayerthorpe.ca>; Ed LeBlanc <eleblanc@barrhead.ca>; Town CAO <cao@townofswanhills.com>; Jennifer Sunderman <cao@mayerthorpe.ca>; Jennifer Thompson <cao@onoway.ca>; aboffice@albertabeach.com; Debbie Oyarzun <DOyarzun@countybarrhead.ab.ca>; Jenny Bruns <JBruns@countybarrhead.ab.ca>; Jennifer Pederson <JPederson@barrhead.ca>; Wendy Davidson <wendydavidson@whitecourt.ca>; Rhonda Woods <RhondaWoods@Whitecourt.ca>; ! KRISTEN <kristen@foxcreek.ca>; Cindy Suter <csuter@lsac.ca>; Bert Roach <Bert.Roach@woodlands.ab.ca>; Bruce Prestidge <bruce.prestidge@woodlands.ab.ca>; Gordon Frank <Gordon.frank@woodlands.ab.ca>
Cc: Lillian Wisser <adminCFYE@albertacf.com>
Subject: SAVE THE DATE - NORTHERN ALBERTA LEMONADE DAY - SATURDAY JUNE 17, 2023 - COMING TO A COMMUNITY NEAR YOU!
Importance: High

Good afternoon, on behalf of Community Futures Yellowhead East (CFYE), we are pleased to inform you that we will once again be hosting the Northern Alberta Lemonade Day Program, on Saturday, June 17, 2023, within the CFYE Region.

As a past host community partner, we are reaching out to inquire about your interest in once again be a host community partner. CFYE will also be doing a formal detailed presentation at our upcoming annual council presentation, however we were hoping to get an idea of how many municipalities are interested in hosting Lemonade Day in their community, so that we can start to arrange for training sessions etc.

Many of the same commitments will still be required of each host community, such as;

- Request for \$500 Entrepreneur of the Year sponsorship
- Request to provide free training space within your community to train this year's entrepreneurs
- A minimum of 3 volunteer judges to assist with both the Lemonade Tasting Contest and on Lemonade Day to just the other award categories.
- Continue to provide business licenses to participants registering for the program. (all material will be provided to you by CFYE)
- Allow participants to register for their licensing at the town office
- provide a staff member as the main liaison between CFYE lemonade day staff and your municipality.

Recognizing that you may require council approval, we are hoping to at least get an expression of interest in being a host community, based on recognizing and understanding the above commitment that will be

required of each host community. If you have a council meeting prior to our annual presentation, please put this request on your agenda, for approval, this will allow us more lead time with our organizational plans.

If you have any questions or concerns, please feel free to reach out directly to this years Lemonade Day Coordinator; Lilian Wiser, CFYE at admincfye@albertacf.com

Thank you for your consideration to this request and your anticipated response.

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

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Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	March 23, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Asset Management Roadmap Proposal

BACKGROUND / PROPOSAL

Council has discussed the importance of asset management for sustainability and future growth. It is a more productive and effective approach to asset renewal, expansion and growth. The asset management plan is a portfolio of assets the Town owns and will asset in capital replacement planning once a condition is determined of assets the Town owns.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

What is asset management?

Is an integrated approach to manage existing and new assets to deliver services to customers. The intent is to maximize benefits, reduce risks and provide satisfactory levels of service in a sustainable manner.

Asset management allows the community to assess infrastructure condition, service levels, risk exposure, required projects, available resource and financial budgets.

As this is a strategic priority of Council, Administration met with Associated Engineering to discuss opportunities for asset management with their assistance.

The project roadmap is attached as well as the proposal from Associated Engineering.

The Climate Change Resilience Capacity Building program has been over subscribed and there is a low chance of funding at this time, although administration is submitting the application prior to March 31, 2023, this process would have assisted in the asset management process while determining the readiness of Onoway to manage climate change.

Does the community have service & infrastructure challenges?

Do these sound familiar?

- Do you now if you are spending too much or too little on your infrastructure to deliver services?
- Is your investment in new infrastructure versus maintaining old infrastructure balanced?
- Are you struggling to match citizen taxes and rate increases with your investment needs and financial budgets?
- Are you missing key pieces of information to make decisions?

The asset management plan will help understand the asset condition, remaining life and replacement cost. With the age of the infrastructure in Onoway the asset management plan will assist in prioritizing replacement based on age and condition of infrastructure.

While the Tangible Capital Asset (TCA) Policy and schedule is a good starting point, it is a listing of assets owned by the Town. The Asset Management program will provide the condition, useful life and estimated replacement of the assets. Investing in asset management at this time will help position Onoway into the future.

NOTE:

The 2019 Canadian Infrastructure Report Card—produced by FCM and seven partner organizations—examines the state of Canada’s public infrastructure. Among the key findings:

- Nearly 40 percent of roads and bridges are in fair, poor or very poor condition, with roughly 80 percent being more than 20 years old.
- Between 30 and 35 percent of recreational and cultural facilities are in fair, poor or very poor condition. In some categories (such as pools, libraries and community centres), more than 60 percent are at least 20 years old.
- 30 percent of water infrastructure (such as watermains and sewers) are in fair, poor or very poor condition.

<http://canadianinfrastructure.ca/downloads/canadian-infrastructure-report-card-2019.pdf>

Attachments

Onoway Road Map for Asset Management

STRATEGIC ALIGNMENT

Asset management, fiscal management, and sustainable community.

COSTS / SOURCE OF FUNDING

Year 1 fee \$25,360 which would be funded with MSI Capital Funding/CCBF.
Communications and awareness training \$9,940 (2024)

RECOMMENDED ACTION

- 1) THAT Council commit to Asset Management in 2023 with funding to be provided through MSI Capital Funding/CCBF.

¹ Asset Management 101 – The What, Why and How for Your Community



**Associated
Engineering**

*GLOBAL PERSPECTIVE.
LOCAL FOCUS.*

Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue NW
Edmonton, AB T5J 5C6 Canada
www.ae.ca

February 2, 2023
File: P23-00244

TEL: 780.451.7666

Jennifer Thompson
Chief Administrative Officer
Town of Onoway
P.O. Box 540
4815 - 51 St
Onoway, AB
T0E 1V0

Re: PROPOSAL FOR THE TOWN OF ONOWAY ASSET MANAGEMENT ROADMAP

Dear Jennifer:

Further to our discussion on January 13, 2023, Associated Engineering is pleased to provide this proposal, based on our understanding of the Town of Onoway's (Town's) Asset Management needs.

The practice of Asset Management has become an increasingly important discipline in the management of municipal assets. It provides a more effective approach to the delivery of services to stakeholders, residents, businesses, regulatory bodies and the municipality itself. The implementation of a robust asset management system will support the Town in the identification of infrastructure needs and future funding requirements.

An Asset Management System is the combination of the organization's objectives and plans for the management of a portfolio of assets together with the systems, activities, processes and organizational structures for their development, implementation and continuous improvement.

Asset Management Systems are unique to an organization. They reflect priorities, level of complexity of the assets and the resources available to manage them. Developing and maturing in asset management is a multi-year process that builds from existing capacity and processes. The design and implementation process should be iterative, requiring continuous improvements that align with stakeholder objectives.

1 PROJECT UNDERSTANDING

We understand that the Town would like to implement an Asset Management Plan for its municipal infrastructure. The Town is seeking advice on the development of a comprehensive asset management plan. A recommended first step in developing asset management systems is the assessment of the organization's current practices, followed by a roadmap.

The asset management roadmap will be foundational to achievement of a number of goals and will ultimately accomplish the following:





- Provide guidance for internal decision-making processes
- Set high-level asset management goals
- Identify specific actions for asset management
- Identify responsibilities (departments and personnel)
- Support the communication of asset management to Council
- Outline how to include risk information into asset data and influence decision making

2 WORK PLAN AND METHODOLOGY

The development of a roadmap, that is bought into and supported, requires involvement and engagement throughout the process. We have developed a simple three-phase process that includes the following:

1. Engagement with relevant stakeholders and assessment of the current and future requirements.
2. Development of an Asset Management Roadmap for the Town.
3. Optional communication and awareness training.

2.1 PROJECT MANAGEMENT AND INITIATION

This task will include the following:

- Project Initiation meeting to confirm requirements, expectations, deliverables and schedule.
- Project Management Plan
- Communications and liaison
- Invoicing and reporting

2.2 PHASE 1 - ENGAGEMENT & ASSESSMENT

Awareness Session

We will deliver an in-person awareness session that will set a foundation for understanding subsequent engagement and the development of the roadmap. This will take the form of a one-hour awareness session with relevant staff to introduce common terms and provide information on the expectations for the project.

The goal of this assignment is to create the asset management roadmap, including providing awareness training to administration.

Once completed, the asset management roadmap will provide a framework to further achieve the goals of the Town. This includes decision making processes and setting measurable goals.

Interviews

Our approach is to use the FCM assessment of readiness as the foundation for the development of the roadmap. However, we will validate the findings of the readiness assessment through a series of 45-minute interviews with key Town staff to understand some of the current issues and challenges. We will also evaluate the appetite for roles, responsibilities, defined targets, current communication, knowledge sharing mechanisms and awareness of existing policy and strategy. The interviews will be conducted on the same day as the awareness session. Additional phone interviews will be arranged with participants that are unavailable on the day of the in-person interviews. **Figure 1-1** presents an example of the summary of results from Assessment of Readiness for Innisfail.

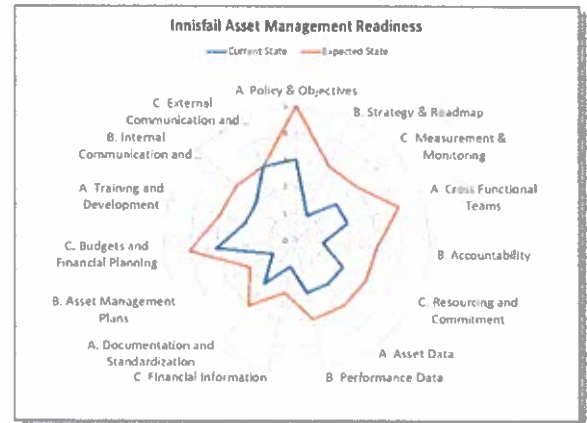


Figure 1-1: Example of Assessment of Readiness Results from Innisfail

Information Review

Associated will undertake a thorough review of the existing information and documentation to determine the existing frameworks, processes and objectives that can be used or will be impacted by the development of the asset management roadmap.

The results of Phase 1 will feed into the development of the asset management roadmap.

2.3 PHASE 2 – ASSET MANAGEMENT ROADMAP

Drawing on the information obtained from existing documentation and engagement with Town staff, we will summarize the rationale for asset management, the benefits, the high-level framework for asset management within the Town and responsibility for key areas and activities. We will also collate and document relevant goals for asset management activities and service outcomes from the Town's existing strategic plans or master plans. This will form the basis of a level of service framework (LOS) and risk framework that can be developed in subsequent phases.

We will draft a roadmap, which will be an action plan that forms a guiding strategy for asset management initiatives. The roadmap will include estimated resource requirements, costs, timing, responsibilities and descriptions of the activities required to achieve the target expectations for level of asset management practice. The actions will be based on the experience and expertise of the project team, with an opportunity for the Town to provide input into the action plan. Actions that are expected to provide the most benefit for the required cost to implement will be prioritized.



Additionally, actions that are perceived to be the most critical to subsequent activities or supporting other initiatives within the Town will also be prioritized.

2.4 PHASE 3 - COMMUNICATION & AWARENESS TRAINING (OPTIONAL)

The following optional tasks are not included in the project scope, but will be delivered, if deemed necessary by the Town.

Internal Awareness Training

We will deliver a four-hour internal awareness training session to Town staff. This will reinforce some of the principles of asset management and how it is being applied within the Town. The training will also provide an overview of the roadmap and make the linkage with the roles of participants to achieving the goals. We present our training in an interactive way that enables staff to connect their day-to-day activities with asset management through case studies and exercises and then seek commitment for action following the training session. The materials for the training session will be provided for subsequent training use and reference by Town staff.

Council Awareness Training

It is important for senior leadership to buy into and support asset management efforts within the Town. For many municipalities, this support needs to come from Council. We propose to run a two-hour awareness session for Council focusing on some of the key terms and benefits of asset management. We will also focus on Council's role in the process and what they can expect to see in terms of reviewing asset management outputs, such as capital plans and requests. The awareness session will also provide an overview of the roadmap developed.



3 TEAM

We have assembled a team that can be supported by many other professionals, as required. Our Asset Management National Practice Lead, Owen James, M.Sc., CEnv, CWEM, MIAM, will provide technical leadership. He is a seasoned professional and industry-known Asset Management Specialist. Owen will be supported by our Project Manager, Tonderai Chakanyuka, MBA, P.ENG., PMP, C.ENG., and Graham Lang, P.Eng., our Asset Management Specialist. Owen, Tonderai and Graham have successfully delivered multiple asset management projects. We are committed to helping the Town succeed in its asset management journey. Team bios are provided below.

Graham Sterparn, P.Eng. – Client Services Manager

Graham has supported the Town of Onoway for over 20 years on various infrastructure projects and system assessments. He has over 40 years experience in municipal infrastructure planning, design and construction. He has a good understanding of the Town's infrastructure and governance. Graham will be the Client Services Manager for this project ensuring that it aligns with the Town's expectations and requirements.



OWEN JAMES, M.Sc., CEnv, CWEM, MIAM – Technical Lead/Asset Management Specialist

Owen James is Associated's National Practice Leader for Asset Management who will act as the overall project lead. Owen brings 30 years of experience developing and implementing Asset Management capability in Canada and the UK.



Owen offers a considerable depth of experience in the following:

- Policy and Strategy Development
- Asset Inventory Architecture, Information Management and Maintenance Systems
- Levels of service and performance framework development
- Whole Life Costing/Risk Analyses and Investment Decision Making for Capital Asset Planning
- ISO 55000 Asset Management Systems and other management systems
- Business Change Management.

Owen continues to be actively involved by representing Canada in the ongoing development of ISO 55000 - the international standard on asset management systems. He brings a client-side perspective to his projects gained from previous roles as a manager within a utility organization



responsible for strategy development, capital program management, engineering standards and business improvement.

Owen will provide technical leadership and guidance to the project team and the Town.

TONDERAI CHAKANYUKA, MBA, P.ENG., PMP, C.ENG. – Project Manager

Tonderai has over 19 years experience in engineering consultancy in Canada, the UK, and Africa. His strengths are in infrastructure assessment, rehabilitation, design, project management and business management. He has managed various multi-disciplinary projects in water, wastewater, transportation, and surface water drainage infrastructure. Tonderai has extensive experience in infrastructure asset management and has delivered various projects for municipal clients in Alberta.



Tonderai will be responsible for the day-to-day oversight on the project. He will be the primary point of contact between the Town and our project team, ensuring that the project stays on time and budget. He will coordinate all activities and deliverables. He will provide leadership, technical guidance and support to the project team.

GRAHAM LANG, P.ENG. –Asset Management Specialist

Graham is a Professional Engineer and Asset Management Specialist with over 35 years of experience in water, wastewater and infrastructure projects. He has managed the conceptual planning, feasibility, procurement, contract administration, construction and commissioning stages for many water and wastewater projects. He has been involved in asset management practice throughout his engineering career.



As an Asset Management Specialist, Graham has assisted a range of clients in the development of asset management practices, business process, asset management planning, lifecycle strategies, risk assessment and investment planning and prioritization.

Graham will provide will be responsible for the development of the asset management roadmap.



CRAIG MACDONALD, E.I.T – Junior Engineer

Craig has 5 years experience in municipal asset management. His experience includes strategy formulation, data analysis, risk assessment and development of asset management plans.

Craig will assist with background information review and development of the roadmap.



4 FEE ESTIMATE

A summary of our fee estimate is presented in Table 4-1 below. Additionally, Table 4-2 presents a detailed breakdown of our fee estimate. We propose to complete this work on time and disbursement basis. Invoicing will be monthly, based on a percentage completion basis for each stage.

Table 4-1:
Summary of Fee Estimate

Task	Fee Estimate (excl GST)
Project Initiation & Management	\$3,510
Phase 1 - Engagement & Assessment	\$8,350
Phase 2 - Asset Management Roadmap	\$13,500
Total Fee (excluding GST)	\$25,360
Phase 3 - Communication & Awareness Training (Optional)	\$9,940



Platinum member

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Town of Onoway CAO REPORT

Meeting:	Council Meeting
Meeting Date:	March 23, 2023
Presented By:	Jennifer Thompson, Chief Administrative Officer

Timeframe – March 3 – March 17, 2023

Fire Services Executive Meeting held March 17

Attended the Rural Education Symposium March 5-7

Municipal Climate Change Expression of Interest

Year end for Library, East End Bus and Town completed

Capital Budget

Audit scheduled for the week of March 20

Continued work with NWFR

Budget for NWFR and EEB

Sewer blockage policy (still in progress)

Council Reports

Economic Development Committee Inaugural Meeting

Promotional Items – pins and pens

Asset Management Research and meetings

Broadband meetings and reports

Administration will detail more information in the future as this is a living document to provide Council and residents with details of some of highlights of matters being handled in the Administration office.

**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0
Ph: 780-967-0271 Fax: 780-967-0431
Email: wildwatercommission@gmail.com

March 1st, 2023

TO: ALL COMMISSION MEMBERS

(Sent by E-Mail)

Dear Member,

Re: WILD Water Commission – Update to Phase III and Phase IV Requisitions

Further to the correspondence sent on November 10th, 2022, I am providing this update to verify the Phase III and Phase IV capital costs, as well as summarize the total WILD Water requisitions for the 2023 for your budget deliberations. Since the November 2022 report, the Commission has now received approval of the Phase III and Phase IV debentures. As payment of these capital costs ultimately falls on the members of the Commission, we want to provide as much notice of the resulting actual costs as possible, as well as confirm repayment options.

Attached is an updated (condensed) report outlining the operating and capital costs for our members in 2023. I have included the summary sheet, and the updated Phase III and Phase IV sheets. As a result of higher borrowing costs (interest rates), the debenture payments related to these new capital costs are higher than our previous estimates, and the allowance for upfront payments is subject to a market premium, as directed by the Board. Appreciating the fact our members are also facing unique budgetary pressures, the Commission feels that the options provided ensure fair and equitable repayment options for all our members.

This update is for your budget purposes only. Invoices for the referenced requisitions will be forwarded in due course, as respective obligations become due. In the meantime, if you have any questions on this update, or want to discuss any aspect of the operation of the WILD Water Commission, please contact me to discuss further.

Regards,



Dwight Darren Moskalyk
Commission Manager
WILD Water Commission

Encl: Member Requisition and Debenture Estimates 2023 – Updated March 1st, 2023 (3 Pages)

WILD Water Commission - Projected Budget Requisitions per Member (2023)
Table of Established 2023 Fees and Debentures - Final

Member	Admin and Governance	Phase I Deb.	Phase II Deb.	Phase III Deb.	Phase IV Deb.	Total Requisitions 2023
Alberta Beach	\$ 13,086.93	\$ 24,710.12	\$ 16,159.14	\$ 17,768.59	\$ 14,045.18	\$ 85,769.95
Alexis Nakota Sioux Nation	\$ 9,899.22	\$ -	\$ -	\$ 13,440.53	\$ 10,624.06	\$ 33,963.80
Lac Ste. Anne County	\$ 7,877.31	\$ 14,873.57	\$ 9,726.54	\$ 10,695.31	\$ 8,454.10	\$ 51,626.85
Parkland County	\$ 11,510.89	\$ -	\$ -	\$ 15,628.75	\$ 12,353.74	\$ 39,493.38
Parkland County (Wabamun)	\$ 8,968.76	\$ -	\$ 11,074.21	\$ 12,177.21	\$ 9,625.47	\$ 41,845.65
Paul First Nation	\$ 12,971.04	\$ -	\$ -	\$ 17,611.25	\$ 13,920.80	\$ 44,503.09
S.V. of Castle Island	\$ 118.43	\$ -	\$ -	\$ 160.80	\$ 127.10	\$ 406.33
S.V. of Kapsiwin	\$ 107.40	\$ -	\$ -	\$ 145.82	\$ 115.26	\$ 368.48
S.V. of Lake View	\$ 290.18	\$ 547.90	\$ 358.30	\$ 393.99	\$ 311.43	\$ 1,901.80
S.V. of Nakamun Park	\$ 709.39	\$ 1,339.44	\$ -	\$ 963.16	\$ 761.33	\$ 3,773.32
S.V. of Ross Haven	\$ 1,596.10	\$ 3,013.68	\$ 1,970.79	\$ 2,167.08	\$ 1,712.97	\$ 10,460.61
S.V. of Sandy Beach	\$ 1,926.62	\$ 3,637.75	\$ 2,378.90	\$ 2,615.84	\$ 2,067.69	\$ 12,626.81
S.V. of Seba Beach	\$ 1,636.39	\$ 3,089.75	\$ 2,020.53	\$ 2,221.78	\$ 1,756.21	\$ 10,724.66
S.V. of Sunrise Beach	\$ 1,370.38	\$ 2,587.49	\$ 1,692.08	\$ 1,860.61	\$ 1,470.72	\$ 8,981.28
S.V. of Sunset Point	\$ 1,950.79	\$ 3,683.40	\$ 2,408.75	\$ 2,648.66	\$ 2,093.63	\$ 12,785.24
S.V. of Val Quentin	\$ 1,459.07	\$ 2,754.94	\$ 1,801.59	\$ 1,981.03	\$ 1,565.90	\$ 9,562.52
S.V. of West Cove	\$ 1,362.32	\$ 2,572.27	\$ -	\$ 1,849.67	\$ 1,462.07	\$ 7,246.34
S.V. of Yellowstone	\$ 1,370.38	\$ -	\$ -	\$ 1,860.61	\$ 1,470.72	\$ 4,701.71
Town of Onoway	\$ 13,038.42	\$ 24,618.53	\$ 16,099.24	\$ 17,702.73	\$ 13,993.12	\$ 85,452.04
Total	\$ 91,250.00	\$ 87,428.84	\$ 65,690.08	\$ 123,893.44	\$ 97,931.50	\$ 466,193.86

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WILD Water Commission - Projected Budget Requisitions per Member (2023)

Phase III Capital Costs - Prospective 2023 Payments

Member	% Allocation	Phase III Capital Cost*	Or	Phase III Debenture*
Alberta Beach	14.34%	\$ 323,838.67		\$ 17,768.59
Alexis Nakota Sioux Nation	10.85%	\$ 244,958.17		\$ 13,440.53
Lac Ste. Anne County	8.63%	\$ 194,925.71		\$ 10,695.31
Parkland County	12.61%	\$ 284,839.34		\$ 15,628.75
Parkland County (Wabamun)	9.83%	\$ 221,933.79		\$ 12,177.21
Paul First Nation	14.21%	\$ 320,970.99		\$ 17,611.25
S.V. of Castle Island	0.13%	\$ 2,930.57		\$ 160.80
S.V. of Kapsiwin	0.12%	\$ 2,657.59		\$ 145.82
S.V. of Lake View	0.32%	\$ 7,180.57		\$ 393.99
S.V. of Nakamun Park	0.78%	\$ 17,553.98		\$ 963.16
S.V. of Ross Haven	1.75%	\$ 39,495.78		\$ 2,167.08
S.V. of Sandy Beach	2.11%	\$ 47,674.62		\$ 2,615.84
S.V. of Seba Beach	1.79%	\$ 40,492.71		\$ 2,221.78
S.V. of Sunrise Beach	1.50%	\$ 33,910.31		\$ 1,860.61
S.V. of Sunset Point	2.14%	\$ 48,272.77		\$ 2,648.66
S.V. of Val Quentin	1.60%	\$ 36,104.89		\$ 1,981.03
S.V. of West Cove	1.49%	\$ 33,710.92		\$ 1,849.67
S.V. of Yellowstone	1.50%	\$ 33,910.31		\$ 1,860.61
Town of Onoway	14.29%	\$ 322,638.34		\$ 17,702.73

* Note: The Commission will allow either payment of member portion upfront, or to debenture the member portion through the Commission (with annual payments), as in the past. For those members choosing to pay upfront, the amount owing is adjusted to reflect a market premium and cost of financing as directed by the Board (Motion 15-23).

WILD Water Commission - Projected Budget Requisitions per Member (2023)

Phase IV Capital Costs - Prospective 2023 Payments

Member	% Allocation	Phase IV Capital Cost*	Or	Phase IV Debenture*
Alberta Beach	14.34%	\$ 256,001.78		\$ 14,045.18
Alexis Nakota Sioux Nation	10.85%	\$ 193,644.96		\$ 10,624.06
Lac Ste. Anne County	8.63%	\$ 154,093.18		\$ 8,454.10
Parkland County	12.61%	\$ 225,171.93		\$ 12,353.74
Parkland County (Wabamun)	9.83%	\$ 175,443.67		\$ 9,625.47
Paul First Nation	14.21%	\$ 253,734.82		\$ 13,920.80
S.V. of Castle Island	0.13%	\$ 2,316.68		\$ 127.10
S.V. of Kapasiwin	0.12%	\$ 2,100.88		\$ 115.26
S.V. of Lake View	0.32%	\$ 5,676.40		\$ 311.43
S.V. of Nakamun Park	0.78%	\$ 13,876.82		\$ 761.33
S.V. of Ross Haven	1.75%	\$ 31,222.31		\$ 1,712.97
S.V. of Sandy Beach	2.11%	\$ 37,687.86		\$ 2,067.69
S.V. of Seba Beach	1.79%	\$ 32,010.40		\$ 1,756.21
S.V. of Sunrise Beach	1.50%	\$ 26,806.86		\$ 1,470.72
S.V. of Sunset Point	2.14%	\$ 38,160.72		\$ 2,093.63
S.V. of Val Quentin	1.60%	\$ 28,541.73		\$ 1,565.90
S.V. of West Cove	1.49%	\$ 26,649.24		\$ 1,462.07
S.V. of Yellowstone	1.50%	\$ 26,806.86		\$ 1,470.72
Town of Onoway	14.29%	\$ 255,052.89		\$ 13,993.12

Note: The Commission will allow either payment of member portion upfront, or to debenture the member portion through the Commission (with annual payments), as in the past. For those members choosing to pay upfront, the amount owing is adjusted to reflect a market premium and cost of financing as directed by the Board (Motion 15-23).

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: March 10, 2023 1:50 PM
To: debbie@onoway.ca
Subject: FW: 2023 Requisitions and Payments
Attachments: WILD Water - Letter to Members - Final 2023 Requisitions (Updated III and IV) - March 1 2023 Update .pdf

For agenda please

From: Jennifer Thompson <cao@onoway.ca>
Sent: March 5, 2023 9:07 AM
To: Gino Damo <gino@onoway.ca>
Subject: FW: 2023 Requisitions and Payments

For budget 2023. We will have to reconcile the new numbers.

Jennifer

From: WILD Water Commission <wildwatercommission@gmail.com>
Sent: March 3, 2023 5:48 PM
To: Wendy Wildman <cao@onoway.ca>; Alberta Beach <aboffice@albertabeach.com>; Summer Village West Cove <svwestcove@outlook.com>; robert.mcgowan@parklandcounty.com; mprimeau@lsac.ca; office@svyellowstone.ca; melindapotts@live.ca; chief@ansn.ca; publicworks@ansn.ca; duane.kootenay@ansn.ca; robin.rainbird@paulfirstnation.com; micheal.rain@paulfirstnation.com; cao@rosshaven.ca; svseba@telusplanet.net; Shelley Marsh CAO- Castle Island <svcastle@telus.net>; cao@svnakamun.com; Summer Village Administration <svsandyb@xplor.net>; svsunrisebeach@wildwillowenterprises.com; Sunset Point Office <office@sunsetpoint.ca>; cao@valquentin.ca; cao@lakeview.ca; emily@milestonemunicipalservices.ca
Subject: 2023 Requisitions and Payments

Good afternoon members,

Please see the attached correspondence from the WILD Water Commission regarding 2023 requisitions and fees. Please give some consideration to whether or not your municipality/community would like to pay upfront or pay their portion of the debenture costs for Phase III and IV, and forward same (by return email) to the Commission at your earliest convenience. Invoices for the referenced costs will be issued in due course.

Thank you,

Administration

**WEST INTER LAKE DISTRICT (WILD)
REGIONAL WATER SERVICES COMMISSION**

Box 8 Alberta Beach, AB. T0E 0A0
Ph: 780-967-0271 Fax: 780-967-0431
Email: wildwatercommission@gmail.com

March 6th, 2023

TO: ALL COMMISSION MEMBERS
(Sent by Email)

Dear Member,

Re: WILD Water Commission - 2023 Annual General Meeting

Please be advised that the Board of Directors scheduled the 2023 Annual General Meeting to be held on April 22nd, 2023 at 11:00 a.m. at the Alberta Beach Agliplex located at 4811-46a avenue.

Members and guests are invited to stay after the meeting for a light lunch and refreshments. Please RSVP to Administration at wildwatercommission@gmail.com by 4:00pm on April 11th, 2023 that would be much appreciated.

On behalf of the Board of Directors and commission staff, thank you to all our members and stakeholders who continue to share in our successes. We look forward to another year of growth – as a regional utility and as a community partner.

Lorne Olsvik
Chairman
Director for Lac Ste. Anne County
WILD Water Commission

cc:  Members
Board of Directors
Commission Manager

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: March 10, 2023 9:45 AM
To: debbie@onoway.ca
Subject: FW: WILD AGM - April 22nd, 2023
Attachments: April 22,2023 WILD AGM - letter to Members.pdf

For agenda please.

Jennifer

From: WILD Water Commission <wildwatercommission@gmail.com>
Sent: March 10, 2023 9:17 AM
To: emily@milestonemunicipalservices.ca; cao@lakeview.ca; cao@valquentin.ca; Sunset Point Office <office@sunsetpoint.ca>; svsunrisebeach@wildwillowenterprises.com; Summer Village Administration <svsandyb@xplornet.ca>; cao@svnakamun.com; Shelley Marsh CAO- Castle Island <svcastle@telus.net>; svseba@telusplanet.net; cao@rosshaven.ca; robin.rainbird@paulfirstnation.com; micheal.rain@paulfirstnation.com; duane.kootenay@ansn.ca; publicworks@ansn.ca; chief@ansn.ca; melindapotts@live.ca; office@svyellowstone.ca; mprimeau@lsac.ca; robert.mcgowan@parklandcounty.com; Summer Village West Cove <svwestcove@outlook.com>; Alberta Beach <aboffice@albertabeach.com>; Wendy Wildman <cao@onoway.ca>
Subject: WILD AGM - April 22nd, 2023

Good morning Members,

Please pass along the invitation to the WILD AGM being held on April 22nd, 2023 to your elected officials.

Have a great weekend!

Administration



February 27, 2023

Honourable Travis Toews
President of Treasury Board and
Minister of Finance
Members of Executive Council
Executive Branch
208 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Via Email: tbf.minister@gov.ab.ca

Honourable Travis Toews,

Re: Alberta Gaming & Liquor Commission – Equitable Distribution of Casino Funds and Process

You should already be familiar with the biased urban versus rural processes within Alberta's charitable gaming model, specifically related to casinos. But the application to AGLC by the Camrose Resort & Casino to relocate their facility into the city of Edmonton, and subsequent AGLC decision to deny it, has initiated conversation throughout rural Alberta. Lac Ste. Anne County takes particular interest in the outcome of the relocation request, as we lie within the Camrose/St. Albert gaming region; that decision directly affects the charitable gaming and revenue opportunities for multiple community groups within our municipal borders.

However this letter is to connect with you on the crux of the issue that has intrigued rural community organizations and municipal councils across the province – that is the inadequacy of the gaming model that promotes inequality between urbans and rurals once again. We hear the messages about supporting all Albertans, the messages to ensure equal opportunities for all Albertans, the messages to improve the quality of life for all Albertans, and, and, and ... for all Albertans. This is exemplified in Premier Danielle Smith delegation to the Rural Municipalities of Alberta (RMA) ... "I'm very much aware of some of the challenges that you deal with everyday and I have some idea about how the province should work with you (rural municipalities) ... In point of fact, we're all serving the same people; we're all working together to make sure rural Alberta is stronger, healthier and more prosperous, for everyone."

<https://www.youtube.com/watch?v=qZvdEsobIqY>

And although Premier Smith was not speaking directly to the AGLC matter, the message was clear that rural Alberta is important and deserving – along with all Albertans.

Yet the charitable gaming model for distribution of casino revenues is a prime example of where the model is failing – and community organizations in rural areas are seeing less funding and longer wait times than the equivalent community organization in the larger urban municipalities.

Of course, the proposed relocation of the Camrose Resort & Casino will not remedy the overarching issue with casino modelling, but the ask from Camrose Resort & Casino would support recommendations made within the AGLC's own Charitable Gaming Review (2021) – which is essentially to explore alternatives that would support a system with more equitable distribution of gaming funds and processes province-wide. Again, substantiated by the expressions of Albertans through a survey conducted within the noted Review, reporting the primary dispute is:

"Regional Disparity

A significant number of organizations reported that there are regional disparities in these three areas:

- Wait times for casino events;
- The amount of the proceeds warned from those events; and
- The benefits of being in on regional pool versus another.

Some groups, typically outside larger cities, receive much lower proceeds per casino event and wait longer between casino events than groups in larger cities ...

The sense of disparity felt by some groups extends beyond the direct financial proceeds. Various forms of greater 'cost' were identified: rural groups have greater cost of transportation, and the requirements to spend all funds in two years, when there might be three years between casino events."

https://aglc.ca/sites/aglc.ca/files/aglc_files/Charitable%20Gaming%20Review%20-20Survey%20Results%20FINAL.pdf

Finally, when we look at the composition of the AGLC Board Membership, we again see a glaring disproportion of large urban representation with limited rural Alberta representation – we actually suggest from the bios available, that there isn't a single member that is truly rural based. This makeup shapes an instinctive perception that the rural position is once again neglected and casts further doubt that impartial and equitable outcomes are being considered.

There are opportunities for improvement, and the recommendations by Alberta stakeholders are already developed and documented within the Review. So, we implore you to support rural Alberta by encouraging an equitable province-wide resolution to the evidenced inequality in the charitable gaming model. All Alberta.

Regards,



Joe Blakeman
Reeve

c.c. Shane Getson, MLA, Lac Ste. Anne - Parkland
Rural Municipalities of Alberta
Mike Primeau, County Manager, Lac Ste. Anne County
Trista Court, General Manager of Community Engagement, Lac Ste. Anne County

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Onoway Public Library

May 20th, 1978 - May 20th, 2023

You're Invited to join us as we celebrate!

We will be hosting an open house on

Wednesday May 17th, 2023

10:00 a.m. to 6:00 p.m.

Light refreshments will be served.

Greetings & presentations 11:00 a.m.

RSVP by May 1st, 2023

Kelly at 780-967-2445

Or email: onowaylibrary@yrlabca

Location: 4708 Lac Ste. Anne Trail (Heritage Center)

Please indicate when you RSVP if you wish to make a presentation.

If you would like to share your favorite library memory or story, please email it to us at onowaylibrary@yrlabca and we will include it in our slide show presentation.

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**LAC STE. ANNE FOUNDATION
BOARD MEETING MINUTES
December 21, 2022
Whitecourt – Mountain Steak & Pizza
1:00 p.m.**

Present: Ross Bohnet, Sandy Morton, Bernie Poulin, Paul Chauvet, Jeremy Wilhelm, Daryl Weber, & Len Kwasny

Absent: Marge Hanssen

Staff: Dena Krysik - CAO, Robin Strome - Finance Officer & Kristine Klause - Admin Clerk

1. Call to Order- 1:22 p.m. by Ross Bohnet

2. Approval of Agenda

Board Member Paul Chauvet moves:

Motion #22-071: The Board approves the agenda for December 21, 2022 as presented.

Carried

3. Minutes

Board Member Len Kwasny moves:

Motion #22-072: The Board approves the November 22, 2022 meeting minutes as presented.

Carried

4. Financial

Board Member Len Kwasny moves:

Motion #22-073: The Board approves the 2023 Municipal Requisition as presented.

Carried

Board Member Bernie Poulin moves:

Motion #22-074: The Board approves to reinvest \$1,916,816.30 of the revenue received from housing sales and investment to GIC for a term of 180 days as presented at 4.35%

Carried

5. New/Other Business

Board Member Len Kwasny moves:

Motion #22-075: That the Board approves the Strategic Plan Summary as presented with amendments.

Carried

7. Information Items

Board Member Paul Chauvet moves:

Motion #22-076: The Board accepts items 7a & 7b for the December 21, 2022 meeting as information.

Carried

9. Date, Place & Time of Next Meeting

All Board members move:

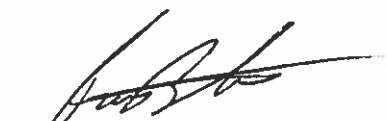
Motion #22-077: The next Board Meeting will be held on February 22, 2023 at the Chateau Lac Ste Anne Lodge in Onoway.

Carried

10. Adjournment

The Chair declares that as all matters have been attended to the meeting is now adjourned at 1:51 pm.

Carried



Chairperson

March 8/23
Date



Chief Administrator Officer

March 8/23
Date

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Together Health Headlines

● HEALTH NEWS YOU CAN USE ●

Welcome to **Together4Health Headlines**, a biweekly e-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 arrives in your inbox every two weeks.
Watch for our next update on March 24.*

Today's Update:

- **Action on Our Top Priorities**
 - [90-Day Report of the AHS Official Administrator](#)
 - [Improving Patient Flow Throughout the Healthcare Continuum](#)
 - [Reducing Wait Times for Surgeries](#)
 - [Workforce Recruitment & Retention](#)
 - [Mental Health and Addiction Recovery](#)
 - [Rural & Indigenous Initiatives and Engagement](#)
 - [Quality & Patient Outcomes](#)
- **A Message from our Interim CEO**
 - [Interim CEO message](#)
- **Innovation in Healthcare**
 - [Foothills Medical Centre global leader in stroke care](#)
 - [Specialized Calgary clinic helps prevent sudden cardiac death](#)
 - [100th kidney transplant completed at Alberta Children's Hospital](#)
 - [Simulation 'delivers' the future of newborn care](#)
- **Enhance Your Health and Wellbeing**
 - [Mental Wellness Moment - mental health and addictions](#)
 - [Review your Respiratory Symptoms Online](#)
 - [Watch for early signs of Myeloma](#)
 - [Help with emotional eating](#)
 - [Mobile mammography service to visit High Prairie](#)
- **COVID-19 in Alberta**
 - [Booster dose guidance updated](#)
- **Join the Conversation**

- [Learn more about Childcare facility inspection reports](#)
- [Upcoming Advisory Council Events](#)
- [Become An Advisory Council Member](#)
- **Be Well - Be Kind**
 - [Social workers complete our healthcare picture](#)
 - [Young stroke patient and his family inspired by AHS Paramedic](#)
 - [Meet Lakeland Communities Health Advisory Council Member Zicki Eludin](#)
 - [Volunteers comfort patients at Rockyview General Hospital](#)
 - [Foundation Good News](#)

Action on Our Top Priorities

We have much to accomplish in several priority areas and want to make sure you have the most current information on the work underway, and on the work ahead. More information is available at www.albertahealthservices.ca

Action on Our 10 Priorities

90-Day Report of the AHS Official Administrator

After 90 days as AHS' Official Administrator, Dr. John Cowell shared a [report](#) on ongoing progress and actions to date. AHS is already seeing progress in these strategic areas:

- Improving EMS response times.
- Decreasing emergency department wait times.
- Reducing wait times for surgeries.
- Improving patient flow throughout the healthcare continuum.

These areas align with the *Government of Alberta Healthcare Action Plan* to enable rapid reforms and improve outcomes in healthcare delivery.

The [90-day report](#) outlines the ongoing significant work and lays the foundation for long-term transformation to improve patient experience and health outcomes.

To learn more, please see the [backgrounder](#) and [government news release](#).

Improving Patient Flow Throughout the Healthcare Continuum

Acute care resources added to help AHS meet offload target

Work is underway by AHS clinical teams and EMS to reduce the amount of time EMS teams are waiting with patients in emergency departments (EDs). The Canadian standard for what's known as EMS offload is 45 minutes, and it will become the AHS standard as well.

AHS is putting in place several supports to ensure that there are appropriate staff, equipment and spaces to take care of patients brought in by EMS. Supports include hiring of staff, acquiring equipment and ensuring appropriate care spaces are available. No patients will be left in EDs by EMS staff without appropriate handover to ED teams. This transition will occur over several weeks beginning on March 15.

The transition will be monitored to adjust processes in real time, supporting the ongoing care of patients



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Health Link launches new line for child development concerns

Parents, guardians and caregivers who have concerns about their child's development and well-being can now receive free advice and guidance through a new phone service launched this month.

By calling [Health Link at 811](#), Albertans with concerns about their child's development - including speech, movement and hearing - can be redirected to the new Pediatric Rehabilitation Line and speak with an occupational therapist or another appropriate allied health professional. Hours of operation are Monday to Friday from 9 a.m. to 5 p.m.

The Pediatric Rehabilitation Line can also help callers who are looking for local services and/or current rehabilitation resources (e.g., links to information or webinars), or need support to help a child or youth recover from COVID-19. Trained healthcare professionals can provide information and guidance to callers who have concerns over their child's development and offer direct support.

Reducing wait times for surgeries

Surgical wait-list update

We're currently at an average of 109 per cent of pre-pandemic surgical volumes, and our total surgical waitlist for adults sits at 69,268. For comparison, in February 2020, before the pandemic, our total waitlist was 68,000. Of those patients waiting, 48.6 per cent are waiting within clinically recommended wait times. Approximately 253,400 surgeries have been completed in the 2022/23 fiscal year.

Priority: Workforce Recruitment & Retention

Healthcare workforce supports designed to attract more healthcare professionals

On February 16, the [Government of Alberta announced a Health Workforce Strategy](#) designed to attract more healthcare professionals to Alberta and provide a healthy work environment. The government will provide \$158 million to support initiatives to recruit and retain healthcare workers. AHS is in the process of developing its own Health Workforce Strategy aligned with government's strategy, to address immediate workforce challenges and plan for longer-term workforce needs. Together, these strategies will guide how we support provincial workforce priorities now and into the future.

AHS earns Canada's Best Diversity Employers and Alberta's Top Employers recognition

Thanks to our people's continued dedication and teamwork, AHS has been named one of [Canada's Best Diversity Employers](#) for the fifth year in a row. AHS has also been selected as one of [Alberta's Top Employers](#) for the sixth year in a row.

We're proud to be recognized for supporting our people and creating workplaces where they feel safe, healthy, valued and included, and able to reach their full potential. These awards bring AHS top of mind for those seeking a career in healthcare as a care provider, support worker or management professional. [Read more](#) about our ongoing efforts in being a more diverse and inclusive organization. Learn more about these recognitions on [ahs.ca](#) and see [Our People Story](#) for a year in review.

Listening to Alberta's Nurses

In fall 2022, AHS embarked on a four-week campaign to hear from nurses, educators and managers about their workforce experiences. In total, we heard from 2,163 people through the survey and 234 joined one of 22 facilitated conversations.

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summarizing what we heard, the work we've accomplished to-date and what our next steps look like for the Nursing Workforce Strategy. Visit [Together4Health](#) to read *What We Heard*.



Mental Health and Addiction Recovery

Connect Care contributes to mental health

Patients experiencing a mental health crisis are being met by staff who have more tools and resources to support them in their care — thanks to [Connect Care](#).

"Staff are meeting the patient with a better background of that person, so we can make a more appropriate treatment plan specifically for them," says Nicola Weber, clinical nurse educator for North Zone Addiction and Mental Health (AMH) Urban. "Connect Care has made things more efficient for us."

Moving to an electronic system for charting means that more than one member of a patient's care team can view the chart at the same time, which helps to prevent double-charting and provides more time for patient care.

Rural & Indigenous Initiatives and Engagement

Wainwright residents can earn a degree in their community

A partnership of the Government of Alberta, AHS, the University of Calgary and Wainwright Economic Development, the Bachelor of Nursing Program – Rural Community launched in 2021 with an intake of eight students, followed by a second intake of eight additional students in September 2022. Residents living within 120 km of Wainwright are eligible to earn a degree in their community.

The program combines a hybrid learning model of virtual course delivery courtesy of UCalgary along with hands-on training at AHS' Wainwright Health Centre. [Learn more about the program.](#)

Quality & Patient Outcomes

New investments in Alberta healthcare facilities

AHS, in partnership with Alberta Infrastructure and Alberta Health, is building and renewing facilities across the province to provide accessible, sustainable, quality healthcare to all Albertans. AHS currently has about 540 maintenance projects underway throughout the province.

- [More than \\$1.5 million has been invested at the Ponoka Hospital and Care Centre](#) to replace the duress alarm system, nurse call system, chiller, waterlines, boiler, and operating room lights.
- [\\$1 million has been invested at the Mannville Care Centre](#), including washroom accessibility upgrades and the installation of new fire alarm and nurse call systems.
- [More than \\$1.5 million in renovations](#) are complete in the Vermilion Health Centre's lab and diagnostic imaging department, creating a dedicated waiting area and patient registration space.
- The Drayton Valley Hospital and Care Centre's emergency department (ED) triage desk is being completely renovated to improve operational efficiency and patient safety. Additionally, [\\$129,000 of Infrastructure Maintenance Program](#) funding has supported other facility upgrades and repairs.
- [More than \\$19.5 million has been invested at the Wetaskiwin Hospital and Care Centre](#) supporting a series of enhancement projects across the site, including a major redesign of the emergency department and upgrades to the medical device reprocessing department.

Community lab services in Lethbridge, Brooks and Medicine Hat transitioned from Alberta Precision Laboratories (APL) to DynaLIFE Medical Labs on February 27. This change, aimed at improving lab services for Albertans and generating savings, is the second phase of the provincial transition of lab services. Labs in the North, Edmonton, Central and Calgary zones of Alberta Health Services (AHS) transitioned to DynaLIFE this past December.

Albertans can book an appointment, and find the closest lab location, online at gme.dynalife.ca or by calling the DynaLIFE appointment booking line at 1-877-702-4486. For more information on lab services in Alberta, as well as this transition, Albertans can visit albertaprecisionlabs.ca and dynalife.ca.

Lifting of masking requirements in non-clinical areas

Effective March 6, 2023, AHS workers who work in areas with no direct contact with patients or patient items (i.e., corporate settings, health records department, clinical sites vacant or not yet commissioned) are no longer required to continuously mask for COVID-19. Workers may wear a mask in these settings if they wish.

AHS still requires continuous masking by workers in AHS facilities/settings where they may come into direct contact with patients, designated family/support persons, or visitors.

As healthcare providers, it is our duty to be vigilant in preventing the spread of any respiratory illness between staff and physicians, as well as the vulnerable patient populations for whom we provide care for at our healthcare facilities and who are at greatest risk for adverse outcomes.

A Message from our Interim CEO

Interim CEO message – addressing taboos in Women's Health

As this past Wednesday was International Women's Day, CEO Mauro Chies felt it was an opportune time to highlight the importance of women's health. Albertans are very fortunate to have the Lois Hole Hospital for Women, which is dedicated to women's health and wellness. It offers specialized services for women under one roof, improving accessibility and quality care for all those who walk through its doors.

Unfortunately, there are some [taboos around women's health](#) that can prevent women from reaching out for the care they need. Joining the AHS Vlog to tell us more about the importance of women's health and how we can address these taboos are:

- Sharlene Rutherford, President and CEO of the Royal Alexandra Hospital Foundation.
- Dr. Jane Schulz, Professor and Chair Dept Obstetrics and Gynecology, Alberta Women's Health Foundation Endowed Chair, Lois Hole Hospital for Women.



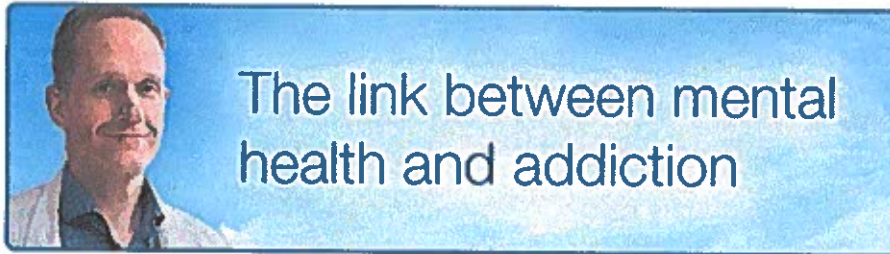
63

- 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](#).

Mental Wellness Moment — mental health and addictions

In this Mental Wellness Moment, Dr. Nicholas Mitchell - Provincial Medical Director of Addictions and Mental Health with Alberta Health Services - talks about the link between mental health and addiction, and how treatment looks if an individual has both mental health and addiction issues.



Watch Video 

Listen as a Podcast 

Review your Respiratory Symptoms Online

Feeling unwell? AHS' online assessment tool provides Albertans with guidance to manage a wide range of respiratory illnesses, how to care for symptoms at home, and when to seek additional care: [Respiratory Illness](#).

Watch for early signs of Myeloma

Unlike most cancers, myeloma doesn't exist as a lump or a tumour; rather, myeloma cells multiply in the bone marrow and interfere with producing healthy red blood cells, white blood cells and platelets. Every day, 11 Canadians are diagnosed with myeloma. The cause or causes have not yet been discovered, and although treatable, it is incurable.

Regular check-ups with your doctor and knowing the symptoms to watch out for can help. Although early stages may offer no signs, some symptoms, such as fatigue, recurrent infections, or back pain, can be vague. Any changes you feel are important to get checked. For more information about myeloma, visit <http://myelomacanada.ca>.

Help with emotional eating

Registration is open for Managing Emotional Eating classes, a program of Alberta Health Services' [Alberta Healthy Living Program](#). Free, in-person workshops will be held this month in Lethbridge and Medicine Hat. The three-part series helps participants learn more about emotional eating and what they can do to manage it. Each session is two and a half hours long. This small group session will use class discussion and materials to closely examine what influences food choices and eating behaviours. Participants will build skills and learn about foods to help manage and reflect on their own emotional eating. For those who prefer Zoom sessions or need an evening option, the next series begins at 6 p.m. on May 11, 2023.

Mobile mammography service to visit High Prairie

High Prairie and area residents are invited to schedule an appointment when a mobile mammography trailer will be stationed at the High Prairie Health Complex (5101 38 Street) on April 3-6 and April 10-11, 2023. Residents can book an appointment or learn more about the program by calling 1-800-667-0604.

Share your advice on colonoscopy or colposcopy education for Albertans

The Cancer Screening Virtual Education Project is creating educational videos for patients referred for a colonoscopy or colposcopy. The goal is to ensure patients know what to expect and how to prepare for each of these medical procedures. Following a survey on [Together4Health](#), the project is hosting focus groups.

Albertans 25 years and older who have received one of these procedures are invited to participate in small Focus Group discussions using Zoom. Each group will include no more than 8-10 persons. Click on your preferred time below to register on Eventbrite or email community.engagement@ahs.ca.

Colonoscopy sessions:

- [March 28, 6-8 pm](#)
- [April 25, 6-8 pm](#)

Colposcopy sessions:

- [April 5, 6-8 pm](#)
- [April 26, 6-8 pm](#)

Experience Camp Courage

Camp Courage Calgary provides an opportunity for young women, girls or gender-diverse youth ages 15-18 to learn about a career as a First Responder. See highlights from last year's camp below and submit your application at: <https://campcourage.ca>.

RhPAP Virtual Information Session: Healthy Aging Alberta

Healthy Aging Alberta is a provincial initiative that brings together a network of community-based senior-serving organizations; it identifies and addresses healthy aging priorities in the community.

Join the virtual session Thursday, Mar 16, 2023 at 11 a.m. to learn more about Healthy Aging Alberta and their work advocating for healthy aging at a systems level. [Register here](#) for the virtual session.

Learn more about Childcare facility inspection reports

Albertans are now able to search and view public health inspection reports for public pools on ahs.ca/inspections, and will soon be able to do the same for personal services and childcare facilities. This additional information will support Albertans in making health and wellness decisions for themselves and their families. This information has always been available through AHS' request for information process; the change to online posting further improves accessibility.

Before we expand the inspection disclosure program, we are hosting online engagement sessions. We invite you to attend one of these sessions to get more information and ask any questions you may have.

Childcare facility engagement sessions: [register here](#)

- Tuesday March 14: 10 am – 10:45 am
- Thursday March 16: 6:30 pm – 7:15 pm

Upcoming Advisory Council Events

You are invited to join the healthcare conversation through events and meetings hosted by AHS Advisory Councils. Learn more about Advisory Councils at ahs.ca/ac. Follow AHS Advisory Councils on [Facebook](#) and [Twitter](#) to stay connected!

Oldman River Health Advisory Council

Join us Thursday, Mar 16 from 12 – 3 pm for an AHS South Zone Leadership update, hear what the health priorities are for the ORHAC, and get the latest update from [Healthy Aging Alberta](#).

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lab service changes in the south zone plus an update from [Healthy Aging Alberta](#).

Become An Advisory Council Member

There are vacancies on a few Councils, particularly with **Lesser Slave Lake** and **True North Health** Advisory Councils in the 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

This past Sunday, Alberta marked the third-year anniversary of the first confirmed case of COVID-19 in the province. This week's COVID-19 update shows the virus continues to take a toll on the health of Albertans. I would like to thank all those providing front-line care, and those who support front-line care, for their overwhelming efforts and sacrifices over the past 36 months to care for patients and their families during this stressful and unprecedented time.

*With gratitude and appreciation,
Mauro Chies, Interim AHS President and CEO*

Booster dose guidance updated

Alberta Health updated its guidance earlier this month related to booster dose eligibility. The Moderna and Pfizer-BioNTech original (monovalent) vaccines will no longer be offered as booster doses. Beyond the primary series of two or more COVID-19 vaccine doses, bivalent Omicron-targeting mRNA COVID-19 vaccines are the preferred booster products.

Eligible individuals 12 years of age and older can receive the bivalent mRNA COVID-19 booster dose at AHS public health clinics, local pharmacies or community medical clinics. Eligible children five to 11 years of age can receive the bivalent mRNA COVID-19 booster dose at AHS public health clinics only. Appointments can be [booked online](#) or by calling Health Link at 811.

Albertans who received a bivalent COVID-19 booster dose on or after Sept. 21, 2022, are considered up to date and are not currently eligible for another booster dose. Visit the [Alberta Health webpage](#) for more information.

Be Well - Be Kind

Social workers complete our healthcare picture

Alberta Health Services (AHS) employs more than 2,400 social workers who help to complete Alberta's healthcare picture by addressing our underlying, non-medical factors. Known as the social determinants of health, these factors include poverty, housing, food security, social support and working conditions — and they profoundly affect overall wellness.

"As far back as I can remember, the social work profession has played an important role in my life. I grew

community services to mobilize support for children.”

Following in the footsteps of those social workers, Picklyk also became a social worker and now is the AHS Director of Engagement and Patient Experience, based in Calgary.

Read more about how [Social workers complete our healthcare picture](#).

Young stroke patient and his family inspired by AHS Paramedic

11-year-old Toby Lagrazon and his family visited the Northwest EMS station to meet inspiring Primary Care Paramedic Andrea Cancilla. Andrea and her team, including mascot Medic Moose, toured Toby and his family through the facility and an ambulance, including a ride in an ambulance.

Toby was 8 years old when he suffered a stroke. His mom, unit clerk Mignon, met Andrea when they were both working at the Misericordia hospital one day. Mignon was very impressed with Andrea's professionalism and confidence. Andrea has a speech impairment, as does Toby following his stroke.

Mignon and Andrea arranged for a meeting, to show Toby that people with speech impairments can achieve any success they want. Andrea provided encouragement for Toby, some advice for how to deal with bullies, and his first positive interaction with an ambulance, far removed from his medical crisis.

Meet Lakeland Communities Health Advisory Council Member Zicki Eludin

Zicki Eludin has sat on every community board at one time or another over his 40 years of service volunteering in Lac La Biche. A member of Lakeland Communities HAC, Zicki was named Lac La Biche Citizen of the Year in 2017.

“I'm passionate about being involved in building things and organizations,” Zicki says. “As a member of the Council, I'm focused on keeping an open dialogue between Alberta Health Services and the community. I'm making sure AHS is aware of my community's needs.”



Visit the [Meet our Members](#) page to learn more about AHS Advisory Council members from across the province.

Volunteers comfort patients at Rockyview General Hospital

Parker La is a dedicated Patient Experience Volunteer who visits with patients on a general medicine unit at the Rockyview General Hospital (RGH).

“I get a lot out of it,” Parker La told CTV News. “I'm in a clinical setting, speaking and interacting with patients one on one, which is really important for their mental health and overall health.”

La is also furthering his career, as he is working towards a medical degree. Volunteer positions aren't exclusive to students, but many in school do pitch in at the hospital to get a taste of what a medical career could be like.

“We're looking to expand the pool of volunteers we have,” coordinator Alejandra Rojas said. “We have roles for everybody. You don't need to have a medical background, you don't need to know anything about health care.”

If you're interested in a part-time position that would include a minimum of three hours a week, learn more on [the AHS website](#). And watch the story on CTV News: [Calgary hospital rebuilding network of volunteers](#).

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](#).

Alberta Cancer Foundation's We Cross Cancer campaign surpasses \$30 million fundraising goal

patients to ensure no one crosses cancer alone.

The campaign had an ambitious goal of raising \$30-million in support of world-class discoveries and innovative research at the Cross Cancer Institute. Now, less than a year later, the Alberta Cancer Foundation has announced that We Cross Cancer not only reached the \$30-million goal - *they surpassed it!*



The funds raised will allow the Cross Cancer Institute to double its capacity for clinical trials and transform the way cancer is prevented, detected and treated. These advancements mean people living with cancer, primarily those in Alberta, continue to have access to the very best cancer treatments and care close to home and for many years to come. This means more lives saved from cancer.

Three-day non-stop hockey game for Ben Stelter Fund wraps up

A continuous hockey game raising funds for charity and paying tribute to the late Ben Stelter wrapped up March 5. Edmonton-area kids were on the ice for three-days in the World's Longest Hockey Game for Kids.



All proceeds raised from the action-packed game at Saiker's Acres in Sherwood Park are going to the Ben Stelter Fund at the Stollery Children's Hospital Foundation for glioblastoma research.

Participants raised \$200,000 by Friday night alone, with almost \$280,000 raised to date.

\$560,000 and counting donated to the University Hospital Foundation for Heart Month

Donors to the University Hospital Foundation (UHF) came out in full force to give more than \$560,000 and counting to this year's Heart Month. The month-long campaign, presented by Freson Bros., focused on raising awareness and funds for the Mazankowski Alberta Heart Institute (Maz) and the fight against Heart Disease.



"Community support is what it will take to defeat heart disease. Our donors and sponsors took great strides in furthering that fight with their generous donations," said Roseanne Carey, CFO of the University Hospital Foundation. "On behalf of the many patients that will receive critical, life-saving new treatments and the healthcare heroes who will be able to continue providing the best in heart care available – thank you."

Thank-you Project Music Video

The Friends of University Hospitals have launched the Thank-You Project Music Video to show our gratitude to the physicians and staff at the University of Alberta Hospitals, and across Alberta, for their dedication over the past three years during the COVID-19 Pandemic. The song features the talents of many Edmonton musicians, including Juno award-winner Maria Dunn. The video stars the amazing healthcare workers at our site who show up to work at the hospital, day after day

Rotary Supports the Scholarship/Award Program

With funds raised from the Holiday 50/50 Raffle this past Christmas, the Nisku-Leduc Rotary Club presented a cheque for \$5,000 to the Leduc Community Hospital Foundation (LCHF).



The funds will be designated to support the Foundation's Scholarship and Awards program, which benefits students and healthcare staff pursuing continued studies in health-related fields. LCHF recognizes the acute shortage of healthcare professionals and promotes the scholarship program with Black Gold and Star Catholic School Divisions, encouraging their students to consider healthcare as a profession and career choice.