

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON WEDNESDAY, MAY 24, 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 May 24, 2023 Regular Council Meeting agenda be approved
as presented*

or

*THAT the May 24, 2023, Regular Council Meeting agenda be approved
with the following amendment(s) (as noted at meeting time)*

3. ADOPTION OF MINUTES - May 11, 2023 Regular Council Meeting

Recommendation:

*THAT the May 11, 2023 Regular Council Meeting minutes be approved
as presented*

or

*THAT the May 11, 2023 Regular Council Meeting minutes be approved
with the following amendment(s) (as noted at meeting time)*

4. APPOINTMENTS/PUBLIC HEARINGS – Cpl Auld – RCMP – 9:35 a.m.

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

Recommendation

THAT Council accept the discussion with Cpl. Auld for information

or

some other direction as given by Council at meeting time

Pg 1-3

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

Recommendation

*THAT Council accept the discussion with CPO Dallas Choma for information
or
some other direction as given by Council at meeting time*

**10:10 a.m. – Dale Johnson, Onoway Economic Development and Tourism
Committee**

Recommendation

*THAT Council accept the discussion with Dale Johnson for information
or
some other direction as given by Council at meeting time*

5. FINANCIAL REPORTS – n/a

6. POLICIES & BYLAWS

- Pg 4-12*
- a) Bylaw 802-23 – Chief Administrative Officer Bylaw – A Request for Decision is attached

Recommendation:

THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be given second reading.

THAT Bylaw # 802-23 the Chief Administrative Officer Bylaw be given third reading and adopted.

or

some other direction as given by Council at meeting time

Pg 13-18

- b) Bylaw 803-23 – Property Tax Penalties Bylaw – A Request for Decision is attached

Recommendation:

THAT Bylaw # 803-23 the Property Tax Penalties Bylaw be given first reading

THAT Bylaw # 803-23 the Property Tax Penalties Bylaw be given second reading.

THAT Bylaw # 803-23 the Property Tax Penalties Bylaw be considered for third reading at this meeting.

THAT Bylaw # 803-23 the Property Tax Penalties Bylaw be given third reading and adopted.

or

some other direction as given by Council at meeting time

Pg 19-23

- c) C-TRA-ROA-2 – Road Closure Requests Policy – A Request for Decision is attached

Recommendation:

THAT Council rescind Policy C-TRA-ROA-2, Road Closure Requests as Bylaw 795-22 The Traffic Bylaw addresses the matter of road closures.

or

some other direction as given by Council at meeting time

Pg 24-29

- d) C-COU-UFP-1 – Utility Fiscal Policy – A Request for Decision is attached

Recommendation:

THAT Council approve Policy C-COU-UFP-1, Utility Fiscal Policy as presented

or

some other direction as given by Council at meeting time

7. ACTION ITEMS

- Pg 30-33 a) FCSS – A Request for Decision is attached

Recommendation:

THAT funding be provided to organizations as determined by Council at meeting time

- Pg 34-35 b) 2023 Centennial Celebration Events – A Request for Decision is attached

Recommendation:

THAT Council accepts the information presented regarding the 2023 Centennial Events

or

some other direction as given by Council at meeting time

- Pg 36 c) Spruce Trees Donation for Onoway's Centennial – Request by Councillor Robin Murray for Council Discussion

Recommendation:

Direction as given by Council at meeting time

- Pg 37 d) Onoway Public Library Financial Reviewer – A Request for Decision is attached

Recommendation:

THAT Council appoint Trail Accounting of Onoway, AB to complete the 2022 Financial Review of the Onoway Public Library

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)
- d) Chief Administrative Officer Report – n/a
- e) Corporate and Community Services Director's Report – n/a
- f) Public Works Report – n/a
- Pg 38-39 g) Economic Development and Tourism Committee Report

Recommendation:

THAT the Council, Chief Administrative Officer, Corporate and Community Services, Public Works and Committee written and verbal reports be accepted for information as presented

or

some other direction as given by Council at meeting time

9. INFORMATION ITEMS

- Pg 40-52 a) Alberta Health Services Together 4 Health – May 5, 2023 newsletter
- Pg 53-57 b) Public Library Services Branch Update – April 2023
- c)

Recommendation:

THAT Council accept the above noted items for information

10. CLOSED SESSION – n/a

11. ADJOURNMENT

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MAY 11, 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>2 members of the public joined the meeting via Zoom 1 member 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 #147/23	<p>MOVED by Councillor Robert Winterford that Council adopt the agenda of the Regular Council meeting of Thursday, May 11, 2023 as presented.</p> <p style="text-align: right;">CARRIED</p>
3.	MINUTES Motion #148/23	<p>MOVED by Councillor Bridgitte Coninx that the April 13, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
	Motion #149/23	<p>MOVED by Councillor Robin Murray that the April 24, 2023 Special Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
	Motion #150/23	<p>MOVED by Deputy Mayor Lisa Johnson that the April 26, 2023 Regular Council Meeting minutes be approved as presented.</p> <p style="text-align: right;">CARRIED</p>
4.	APPOINTMENTS/PUBLIC HEARINGS	n/a
5.	FINANCIAL REPORTS Motion #151/23	<p>MOVED by Councillor Robin Murray that the May 4, 2023 Revenue and Expense 2023 Q1 Financial Report be accepted for information.</p> <p style="text-align: right;">CARRIED</p>



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MAY 11, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

6.	POLICIES AND BYLAWS Motion #152/23	MOVED by Councillor Bridgitte Coninx that Bylaw 802-23, the Chief Administrative Officer Bylaw, be given first reading. CARRIED
7.	ACTION ITEMS Motion #153/23	MOVED by Councillor Robert Winterford that Council consent to update the Master Fire Services Agreement, bylaws, mutual aid agreements and all documentation recommended by legal counsel to change the name of the service provider from North West Fire Rescue – Onoway Ltd. to Fire Rescue International Ltd., a non-profit entity with all costs to be borne by North West Fire Rescue – Onoway Ltd/Fire Rescue International Ltd. pending agreement from all member municipalities of Onoway Regional Fire Services. CARRIED
	Motion #154/23	MOVED by Deputy Mayor Lisa Johnson that Council approve the Town of Onoway Safety Codes Quality Management Plan as presented and execute as presented. CARRIED
	Motion #155/23	MOVED by Councillor Bridgitte Coninx that Council cancel the following Regular Meetings of Council: June 22, 2023; July 27, 2023 and August 24, 2023. CARRIED
	Motion #156/23	MOVED by Deputy Mayor Lisa Johnson that Council accept the update on Beautification from Councillor Coninx for information. CARRIED
8.	COUNCIL, COMMITTEE AND STAFF REPORTS Motion #157/23	MOVED by Councillor Bridgitte Coninx that the Council, Chief Administrative Officer, Corporate and Community Services and Public Works written and verbal reports be accepted for information. CARRIED
9.	INFORMATION ITEMS Motion #158/23	MOVED by Councillor Robin Murray that Council accept the following items for information: a) Alberta Community Development – April 25, 2023 email regarding spring 2023 webinars for non-profits



TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, MAY 11, 2023
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM

		<ul style="list-style-type: none"> b) Development Officer Report – Tony Sonnleitner - Town of Onoway – March 2023 c) 2023 Minister's Awards for Municipal and Public Library Excellence – April 19, 2023 letter from Honourable Rebecca Schulz, Minister of Municipal Affairs d) Alberta Health Services Together 4 Health – April 21, 2023 newsletter e) Alberta Health Services – April 28, 2023 Update on Improvements to the EMS System in Alberta f) Alberta Recreation and Parks Association - April 12, 2023 letter regarding awards for leadership and excellence g) Recycling Council of Alberta Circular Economy Conference – October 18-20, 2023 in Lake Louise h) Sturgeon County Mayor's Golf Tournament – June 16, 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 10:35 a.m.																					
12.	UPCOMING EVENTS	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">May 17, 2023</td> <td style="width: 40%;">Library 50th Anniversary</td> <td style="width: 30%;">11:00 a.m.</td> </tr> <tr> <td>May 18, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td>May 24, 2023*</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>May 25, 2023</td> <td>Asset Management Workshop</td> <td>Edmonton</td> </tr> <tr> <td>May 25, 2023</td> <td>Strategic Planning EOEP</td> <td>3:00 p.m.</td> </tr> <tr> <td>June 8, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> <tr> <td>July 13, 2023</td> <td>Regular Council Meeting</td> <td>9:30 a.m.</td> </tr> </table> <p>*note date change</p>	May 17, 2023	Library 50 th Anniversary	11:00 a.m.	May 18, 2023	Strategic Planning EOEP	3:00 p.m.	May 24, 2023*	Regular Council Meeting	9:30 a.m.	May 25, 2023	Asset Management Workshop	Edmonton	May 25, 2023	Strategic Planning EOEP	3:00 p.m.	June 8, 2023	Regular Council Meeting	9:30 a.m.	July 13, 2023	Regular Council Meeting	9:30 a.m.
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Mayor Lenard Kwasny

Debbie Giroux, Recording Secretary



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 11, 2023 and May 24, 2023
Submitted By:	Gino Damo, Director of Corporate and Community Services
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	Chief Administrative Officer Bylaw # 802-23

BACKGROUND / PROPOSAL

Bylaw # 600-03 Chief Administrative Officer Position Bylaw was passed by Council on April 22, 2003.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward to Council the attached draft Chief Administrative Officer Bylaw as the current Bylaw No. 600-03 Chief Administrative Officer requires updating.

As drafted, this bylaw lays the groundwork for a solid administrative policy framework, including delegation of signing authority policy, procurement policy, and a sick leave/vacation administrative policy. The drafted bylaw also includes the following:

- Authority for the CAO to develop policy on matters that are administrative in nature.
- Clear financial authority and clarification around CAO spending authority for emergent events.
- Clear delegation to the CAO, and parameters around the CAO's delegation of authority.

Administration requests that Council review the highlighted amount of \$10,000 in Sections 6.1.7, 6.2.2, 6.2.3 & 6.3 and amend if required.

STRATEGIC ALIGNMENT

Good Governance

COSTS / SOURCE OF FUNDING

N/A

RECOMMENDED ACTION

- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be given second reading.
- That Bylaw # 802-23 the Chief Administrative Officer Bylaw be given third reading and adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 802-23 – Chief Administrative Officer Bylaw.
- b) Approved Bylaw # 600-03 – Chief Administrative Officer Position Bylaw.

TOWN OF ONOWAY

BYLAW NO 802-23.

BEING A BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to Section 205(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and any amendments, Council must, by Bylaw, establish the position of chief administrative officer to carry out the responsibilities enumerated under the Act;

AND WHEREAS, the Council of the Town of Onoway deems it expedient and advisable to delegate to the chief administrative officer certain powers, duties and functions, and

AND WHEREAS, pursuant to the *Freedom of Information and Protection of Privacy Act*, Revised Statutes of Alberta 2000, Chapter F-25, and any amendments, Council must designate a person as Head of a local government body;

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

1. TITLE

- 1.1 This Bylaw shall be referred to as the "Chief Administrative Officer Bylaw".

2. DEFINITIONS

- 2.1 "Act" means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.
- 2.2 "Administration" means the administrative and operational arm of the municipality comprised of various departments and including all employees who operate under the leadership of the Chief Administrative Officer.
- 2.3 "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Onoway.
- 2.4 "Claim" means any demand, suit, action, or proceeding or part thereof that has or could be advanced, regardless of whether legal process was formally commenced, whereby damages, compensation, or other relief may be sought.
- 2.5 "Council" means the Mayor and Councillors of the Town duly elected pursuant to the provisions of the *Local Authorities Election Act*, RSA 2000 cL-21.
- 2.6 "Enactment" means:
- 2.6.1 an act of the Legislature of Alberta and a regulation made under an act of the Legislature of Alberta; and

2.6.2 an act of the Parliament of Canada and a statutory instrument made under an Act of the Parliament of Canada.

2.7 "Event" means an occurrence, incident, risk or issue that poses an imminent risk to the Town, may be of a mandatory nature, or may be of a nature that the Chief Administrative Officer deems to be in the best interest of the Town to resolve without delay.

3. APPOINTMENTS

3.1 Council hereby establishes the position of Chief Administrative Officer who:

3.1.1 is the administrative head of the Town;

3.1.2 ensures the policies and programs of the Town are implemented;

3.1.3 advises and informs Council on the operation and affairs of the Town; and

3.1.4 performs the duties and exercises the powers and functions delegated to a chief administrative officer by the Act or by this or any other Bylaw or enactment, or as otherwise delegated or assigned by Council.

3.2 Council shall by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of such employment.

3.3 Council may appoint an Interim Chief Administrative Officer in the event of the Chief Administrative Officer's inability to delegate his or her powers, duties, and functions or an unscheduled absence, long-term illness, or other incapacity of the Chief Administrative Officer.

4. GENERAL

4.1 Council, by way of policy direction, shall guide the affairs of the Town through the Chief Administrative Officer.

4.2 Except for purpose of official inquiry or emergency, the Council shall deal with and control the administrative service through the Chief Administrative Officer and Council shall require that its directives be carried out through the offices of the Chief Administrative Officer.

5. RESPONSIBILITY AND AUTHORITY

5.1 The Chief Administrative Officer has all the powers, duties, functions and responsibilities delegated to a chief administrative officer and a designated officer under the *Municipal Government Act, RSA 2000 cM26* and under any other statute or enactment.

5.2 The Chief Administrative Officer shall exercise authority and responsibility in respect to the organization, supervision, and operation of all Town departments and shall:

5.2.1 establish the structure of departments, merge and eliminate departments, and establish a managerial hierarchy where necessary;

- 5.2.2 hire, appoint, promote, transfer, discipline, demote, suspend, evaluate, or remove any Town employee in accordance with administrative policy;
 - 5.2.3 determine salaries, benefits, hours of work, and other working conditions of Town employees in accordance with established administrative policy; and
 - 5.2.4 direct, supervise and review the performance of the administration of all Town departments and Town employees.
- 5.3 The Chief Administrative Officer is authorized to:
- 5.3.1 attend, or be represented by a delegate, all meetings of Council and any established Council Committees;
 - 5.3.2 attend meetings of any boards, authorities, tribunals, and other bodies as required by Council;
 - 5.3.3 establish and implement all policies and programs as set out by Council;
 - 5.3.4 prepare administrative consolidations of Bylaws;
 - 5.3.5 develop, approve, and implement administrative policies, procedures and practices;
 - 5.3.6 develop and recommend for Council approval policies dealing with matters within Council's authority as directed by Council, or at the initiation of the Chief Administrative Officer;
 - 5.3.7 retain, instruct, and pay for legal counsel to provide legal services to the Town; and
 - 5.3.8 grant an application for a leave of absence without pay to an employee seeking to run in a municipal election, pursuant to the Local Authorities Election Act, RSA 2000 cF25.

6. FINANCIAL AUTHORITY

- 6.1 The Chief Administrative Officer is authorized to:
- 6.1.1 prepare and submit to Council for approval proposed annual operating and capital budgets, and interim or special budgets as required by Council;
 - 6.1.2 monitor, report on, and control expenditures within the budgets approved by Council, and is authorized to approve the transfer of funds between departments or between budgeted projects or programs to maintain the operations and affairs of the town within approved budgeted limits provided that:
 - (i) any funds transferred are to be used for a purpose similar to the purpose for which the funds were budgeted for in the budget approved by Council; and

- (ii) any action taken by the Chief Administrative Officer pursuant to subsection 6.1.2(i) shall not have the effect of altering the total amount of a budget approved by Council.
 - 6.1.3 designate the financial institution(s) to be used by the Town in accordance with the Act, and open and close accounts on behalf of the Town;
 - 6.1.4 invest money on behalf of the Town as permitted by the Act and any other statute, enactment, Bylaw or Town policy;
 - 6.1.5 recommend an external auditor for appointment by Council pursuant to section 280(1) of the Act, and procure the services of the auditor appointed by Council; and
 - 6.1.6 pay any amounts which the Town is legally required to pay pursuant to an Order or Judgment of a Court, Board or other tribunal of competent jurisdiction, relating to an action against the Town;
 - 6.1.7 take any actions or measures on behalf of the Town that the Chief Administrative Officer determines to be necessary when there is an unforeseen and unbudgeted event that requires immediate action. The Chief Administrative Officer is authorized to make expenditures of no more than \$10,000 per event. Such expenditures shall be reported to Council as soon as reasonably practicable and no later than the next regular council meeting following the conclusion of the Event.
- 6.2 The Chief Administrative Officer is authorized to approve the settlement of:
- 6.2.1 any insured claim advanced by or against the Town;
 - 6.2.2 uninsured claims against the Town where the amount payable by the Town does not exceed \$10,000 in addition to judgment interest and legal costs;
 - 6.2.3 uninsured claims advanced by the Town where the difference between the amount claimed and recovered does not exceed \$10,000 in addition to judgment interest and legal costs.
- 6.3 The Chief Administrative Officer shall report on an annual basis to Council, for information, any other claims, grievances, or lawsuits the settlement of which is in excess of \$10,000.

7. SIGNING AUTHORITY

- 7.1 The Chief Administrative Officer is authorized to sign agreements, cheques and other negotiable instruments for expenditures within approved budgets or authorized by Council resolution.
- 7.2 The Chief Administrative Officer may delegate signing authority, with controls, to Town employees. Expenditures requiring Council approval shall be co-signed by the any member of Council.
- 7.3 The Chief Administrative Officer signature, and the signatures of any other employee or designated officer with delegated signing authority may be printed, lithographed, or

otherwise reproduced, including an electronic signature as defined in the *Electronic Transactions Act* SA 2001 cE5.5.

8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

- 8.1 The Chief Administrative Officer is appointed as the Head under the *Freedom of Information and Protection of Privacy Act*, RSA 2000 cF25.
- 8.2 The Chief Administrative Officer is authorized to delegate in writing any duty, power, or function of the Head under the *Freedom of Information and Protection of Privacy Act*, RSA 2000 cF25, except the power to delegate.

9. DELEGATION BY THE CHIEF ADMINISTRATIVE OFFICER

- 9.1 The Chief Administrative Officer is authorized to further delegate any power, duty, or function delegated by Council to the Chief Administrative Officer and is authorized to permit or prohibit further delegations of any power, duty, or function delegated by Council to the Chief Administrative Officer.
- 9.2 Notwithstanding any delegation of power by the Chief Administrative Officer pursuant to this section, the Chief Administrative Officer shall remain responsible to Council for the exercising of any powers and responsibilities conferred by this Bylaw.

10. CODE OF ETHICS

- 10.1 The Chief Administrative Officer holds a position of trust and therefore is required to demonstrate the highest standards of ethics and behaviour as a steward of the Town.
- 10.2 The Code of Ethics of the International City/County Management Association is hereby adopted as reference as Appendix "A" attached hereto, revised from time to time by the ICMA, with the intent that this shall be the code of professional behaviour expected of the CAO.
- 10.3 The Chief Administrative Officer shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Town of Onoway Council and Administration.

11. EVALUATION

- 11.1 In conjunction with the finalization of the annual budget, the Council or a committee thereof shall establish with the CAO, the goals and objectives for the coming appraisal year. At the end of each year the Council or a committee thereof, may evaluate the performance of the CAO, making such recommendations as may be deemed necessary. Such review will be documented and will also consider the rate of remuneration for the CAO and the non-salary and fringe benefits received.

12. INDEMNIFICATION

12.1 The Town shall indemnify the Chief Administrative Officer, provided that the Chief Administrative Officer acts in the course and scope of their employment, and acts in good faith to comply with any applicable bylaw, statute or enactment.

13. SEVERABILITY

13.1 If any provision of this Bylaw is for any reason declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

14. ENACTMENT

14.1 This bylaw shall come into full force and effect when it receives third reading and is duly signed.

15. REPEAL

15.1 Bylaw 002/16 Chief Administrative Officer Bylaw is hereby repealed.

READ a FIRST time this 11th Day of May 2023

READ a SECOND time this 24th Day of May 2023

UNANIMOUS CONSENT to proceed to third reading this day 24th of May, 2023

READ a THIRD and FINAL time this 24th Day of May 2023.

SIGNED this 24th day of May, 2023

Mayor Len Kwasny

Jennifer Thompson, Chief Administrative Officer



VILLAGE OF ONOWAY

BYLAW NO 600-03.

BEING A BYLAW OF THE VILLAGE OF ONOWAY, IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER.

WHEREAS Section 205 of the Municipal Government Act, being Chapter M-26 of RSA 2000 and any amendments thereto, directs that a municipality shall establish the position of Chief Administrative Officer;

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

1. There shall be in and for the Village of Onoway a Chief Administrative Officer.
2. The Chief Administrative Officer shall be appointed by resolution and may be engaged by an Employment Contract.
3. All aspects of employment not addressed by the Employment Contract shall be addressed by the Personnel Policy.
4. The Council may, by resolution, appoint an acting Chief Administrative Officer and prescribe his/her duties, who shall act during illness, absence or other incapacity that may prevent the Manager from performing the duties of his/her office."

Bylaw 435-92 shall be rescinded upon final passing of this bylaw.

Read A First Time This 22nd Day Of April, 2003.

Read a Second Time This 22nd Day Of April, 2003.

Unanimously Consented To And Read A Third And Final Time This 22nd Day Of April, 2003.

Signed By Hazel Bourke
MAYOR

Signed By Catherine Dunn
MUNICIPAL MANAGER



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 24, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Property Tax Penalties Bylaw # 803-23

BACKGROUND / PROPOSAL

During the May 7, 2020 Council Meeting, Council made the following motions regarding the Town of Onoway Property Tax Penalties Bylaw #773-20:

Motion #129/20	MOVED by Deputy Mayor Lynne Tonita that Bylaw 773-20, a bylaw for the purpose of imposing penalties on unpaid taxes for the 2020 year, be given first reading. CARRIED
Motion #130/20	MOVED by Councillor Lisa Johnson that Bylaw 773-20 be given second reading. CARRIED
Motion #131/20	MOVED by Councillor Jeff Mickde that Bylaw 773-20 be considered for third reading. CARRIED UNANIMOUSLY
Motion #132/20	MOVED by Councillor Pat St. Hilaire that Bylaw 773-20 be given third and final reading CARRIED

This was in response to the pandemic to provide relief for businesses and residents.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

In the last couple of years, property tax notices were mailed later than the normal timeframe in May. In 2023, property tax notices were **mailed on Wednesday May 17**. In addition, important dates are below:

Notice of Assessment (As per MGA s.308(1)): Thursday, May 25.

Due Date: Friday, June 30.

Assessment Complaint Date (As per MGA s.284(4)): Monday, July 24.

As a result, the proposed Property Tax Penalties Bylaw is effective January 1, 2023, aligns with the above dates and repeals Property Tax Penalties Bylaw #773-20. Below are the days the penalties will be levied:

- 10% on the first day of July. (Current Levy)

- 2% on the first day of August. (Current Levy)
- 2% on the first day of September. (Current Levy)
- 2% on the first day of October. (Current Levy)
- 2% on the first day of November. (Current Levy)
- 2% on the first day of December. (Current Levy)
- 15% on the first day of January. (All Outstanding Taxes)

It is important to note that property tax penalties do not apply to owners enrolled in the preauthorized tax payment plan.

STRATEGIC ALIGNMENT

Fiscal Sustainability

COSTS / SOURCE OF FUNDING

In the 2023 approved operating budget, property tax penalties revenue amount is forecasted to be \$24,340 however this revenue is difficult to forecast since it is difficult to anticipate if payments will be made before or after due date.

RECOMMENDED ACTION

- That Bylaw # 803-23 the Property Tax Penalties Bylaw be given first reading.
- That Bylaw # 803-23 the Property Tax Penalties Bylaw be given second reading.
- That Bylaw # 803-23 the Property Tax Penalties Bylaw be considered for third reading at this meeting.
- That Bylaw # 803-23 the Property Tax Penalties be given third reading and adopted.
- (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- a) Proposed Bylaw # 803-23 – Property Tax Penalties Bylaw.
- b) Approved Bylaw # 773-20 – Property Tax Penalties Bylaw.

**A BYLAW FOR THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF IMPOSING PENALTIES ON UNPAID TAXES**

WHEREAS, Section 344 and 345 of the Municipal Government Act, being Chapter M-26, RSA 2000, permits Council to pass a bylaw to impose penalties on unpaid taxes, and

WHEREAS, the Council of the Town of Onoway, in the Province of Alberta, deems it expedient to impose penalties on unpaid taxes;

NOW THEREFORE, the Council of the Town of Onoway enacts as follows:

- 1) The Taxes in the Town of Onoway are due and payable on June 30 for the year in which the taxes are levied.

- 2) Where any taxes levied for the current year remain unpaid after June 30, these outstanding taxes are subject to a penalty thereon in the amount as follows:
 - 10% on the first day of July.
 - 2% on the first day of August.
 - 2% on the first day of September.
 - 2% on the first day of October.
 - 2% on the first day of November.
 - 2% on the first day of December.

- 3) For the purpose of section (2), a reference to "the outstanding taxes" shall be deemed not to include the amount of any penalties thereon.

- 4) Any taxes that are not paid on or before the 31st day of December of the current year, shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty of 15% on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes and applicable penalties that are levied but remain unpaid as of the 31st day of December, and

BYLAW NO. 803-23
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Section 344 and 345

to all taxes which may hereafter be deemed to be in arrears in accordance with section 345 of the Municipal Government Act.

5) That Bylaw No 773-20 is hereby repealed.

READ a first time this 24th day of May, 2023

READ a second time this 24th day of May, 2023

UNANIMOUS CONSENT to proceed to third reading this 24th day of May, 2023

READ a third time this 24th day of May, 2023

SIGNED this 24th day of May, 2023

Mayor Len Kwasny

Jennifer Thompson, Chief Administrative Officer

**A BYLAW FOR THE TOWN OF ONOWAY IN THE PROVINCE OF ALBERTA, FOR
THE PURPOSE OF IMPOSING PENALTIES ON UNPAID TAXES**

WHEREAS, Section 344 and 345 of the Municipal Government Act, being Chapter M-26, RSA 2000, permits Council to pass a bylaw to impose penalties on unpaid taxes, and

WHEREAS, the Council of the Town of Onoway, in the Province of Alberta, deems it expedient to impose penalties on unpaid taxes;

NOW THEREFORE, the Council of the Town of Onoway enacts as follows:

- 1) The Taxes in the Town of Onoway are due and payable on September 30th for the year in which the taxes are levied.
- 2) Where any taxes levied for the current year remain unpaid after September 30, these outstanding taxes are subject to a penalty thereon in the amount of 10% on the first day of October; 5% on the first day of November, 5% on the first day of December, 2020.
- 3) For the purpose of section (2), a reference to "the outstanding taxes" shall be deemed not to include the amount of any penalties thereon.
- 4) Any taxes that are not paid on or before the 31st day of December of the current year, shall be deemed to be in arrears and shall be in each subsequent calendar year, subject to a penalty of 15% on the 1st day of January with respect to the amount of taxes so in arrears. This provision applies to any taxes and applicable penalties that are levied but remain unpaid as of the 31st day of December, and to all taxes which may hereafter be deemed to be in arrears in accordance with section 345 of the Municipal Government Act.
- 5) That Bylaw No 704-11 is hereby repealed.
- 6) That this Bylaw shall come into force and have effect on the date of third and final reading.

BYLAW NO. 773-20
Town of Onoway
Municipal Government Act RSA 2000 Chapter M-26
Section 344 and 345

READ a first time this 7th day of May, 2020

READ a second time this 7th day of May, 2020

UNANIMOUS CONSENT to proceed to third reading this 7th day of May, 2020

READ a third time this 7th day of May, 2020

SIGNED this 7th day of May, 2020



Mayor Judy Tracy



Wendy Wildman, Chief Administrative Officer



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 24, 2023
Presented By:	Jennifer Thompson, CAO
Title:	C-TRA-ROA-2 Road Closure Requests Policy

BACKGROUND / PROPOSAL

Staff received a request to temporarily close a road for an event being held on June 10th, 2023. While reviewing the criteria and previous practice of the Town of Onoway, staff noted that there is a policy that is out of date and staff are required to follow Bylaw 795-22 The Traffic Bylaw.

There is a current policy in place, C-TRA-ROA-2 Road Closure Requests where temporary road closures are to be brought to Council as a whole at a regularly scheduled Council meeting. Bylaw 795-22 The Traffic Bylaw delegates that authority to the CAO. The appropriate excerpts are below.

Bylaw 795-22 The Traffic Bylaw

"Section 6.03 TEMPORARY HIGHWAY CLOSING

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

Section 1.01 Definitions

1.22 "**HIGHWAY**" means any thoroughfare, street, road, trail, avenue, parkway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place, whether public alley or privately owned, and part of which the public is ordinarily entitled or permitted to use for the passage or parking of Vehicles, and includes:

- a) A sidewalk, including boulevard portion;
- b) If a ditch lies adjacent to and parallel with, the highway, the ditch, and;
- c) If a highway right of way is contained between fences or between a fence and one side of the highway, all the land between the fences, or all the land between the fence and the edge of the highway as the case may be, but does not include a place declared by regulation not to be a highway.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is requesting Council rescind the policy as it creates confusion of process when the Bylaw takes authority over policy.

Administration is working to ensure that bylaws and policy are current and do not contradict which creates a more harmonious environment for decisions and for fair and equitable application of bylaws and policy.

STRATEGIC ALIGNMENT

Good governance.

COSTS / SOURCE OF FUNDING

None.

RECOMMENDED ACTION

THAT Council rescind Policy C-TRA-ROA-2 Road Closure Requests as Bylaw 795-22 The Traffic Bylaw addresses the matter of road closures.

Or

Other direction provided by Council.

ATTACHMENTS

C-TRA-ROA-2 Road Closure Requests



Town of Onoway

Council Policy

Number	Title		
C-TRA-ROA-2 (1.5)	Road Closure Requests		
Approval	Originally Approved		Last Revised
(CAO initials)	Resolution No:		Resolution No: 472/18
	Date:	Sept. 10, 2001	Date: Dec. 19, 2018

Purpose

There are annual events for which Council annually authorizes road closure (Heritage Days). Additional events have requested closure of a road. Businesses in the area have expressed concern about additional closures and therefore Council requires that all requests be brought to a regularly scheduled Council meeting for approval.

Policy Statement

Any request to close a road must be made to Council as a whole at a regularly scheduled Council meeting at least 2 weeks prior to the event.

Responsibilities

The organization requesting the road closure is to be responsible to pick up and return all barricades and signs used to close the street. Sufficient notice must be given to the Public Works department to ensure that the signs and/or barricades are available.

Standards

Council may require a form, indicating the time and duration of the street closure be circulated to all businesses and residents on the street that could be affected by the closure. If there are any objections to the closure, they should be noted on the form. This form will be provided to Council for review.



Town of Onoway

Council Policy

Legal References:

Cross References:

Revisions:

Resolution Number	MM/DD/YY
397/16	11/03/16
007/15	01/15/15
	09/10/01

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Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 24, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	Utility Fiscal Policy

BACKGROUND / PROPOSAL

The Town of Onoway owns, operates, and maintains the water and wastewater/sewer utilities within municipal property however this excludes utilities on private property. Utilities include water meters and infrastructure such as pipes and pumping stations.

As owner and operator, the municipality establishes all customer rates, as well as the policies and procedures for administering these rates.

Council approves the yearly budget for utilities as part of the operating budget. The approved budget determines the amount of revenue the municipality must recover through utility rates.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration proposes a utility fiscal policy that minimizes utility rate fluctuations, provides transparency in rate setting, and addresses funding for future capital projects when required.

Also, this policy provides the town a foundation and guidelines moving forward to ensure that utilities are close to self-funded so that the property tax base is not subsidizing it.

Additionally, this policy takes the current rate setting practice and further enhances it and takes into consideration municipal best practice.

Administration recommends that the policy be reviewed every four years as well as considering adding overhead.

STRATEGIC ALIGNMENT

Fiscal Sustainability
Strategic Governance

COSTS / SOURCE OF FUNDING

No financial impact to 2023 operational or capital budgets.

RECOMMENDED ACTION

1. That Council approve the Policy C-COU-UFP-1 - Utility Fiscal Policy as presented.

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

ATTACHMENTS

- Draft Utility Fiscal Policy (C-COU-UFP-1).



Town of Onoway

Council Policy

Nistration

Number	Title			
C-COU-UFP-1 1.2, 3.1, 3.6	Utility Fiscal Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:		Resolution No:	
	Date:		Date:	
			Resolution No:	
			Date:	
			Resolution No:	
			Date:	

Purpose

To establish a policy for the Town of Onoway’s two utilities (water and wastewater (sewer)) that minimizes utility rate fluctuations, provides transparency in rate setting, and addresses funding for future capital projects.

Policy Statement

The Town of Onoway recognizes the importance of a comprehensive Utility Fiscal Policy to govern the Town’s utility services that is based on the Utility Guiding Principles (listed below).

Definitions

For the purposes of this policy:

- a) “Chief Administrative Office” means the Chief Administrative Officer as appointed by Council or the Chief Administrative Officer’s designate.
- b) “Council” means the duly elected Council of the Town of Onoway, as defined by the Alberta Municipal Government Act.
- c) “RMR” means Repair, Maintain and Replace.
- d) “Town” means the Town of Onoway.

- e) "Utility Capital Plan" means a projection of utility infrastructure costs for the future.
- f) "WILD" means West Inter Lake District Water Commission.

Service Standards/ Expectations

1. Sustainable Entity

- a. The philosophy of Onoway's approach to utilities operation is that they shall be financially sustainable.
- b. The rate model outlined in Schedule 1 is designed to produce cost recovery for variable operating, fixed operating, and capital costs for utility RMR which are required to maintain service levels for existing customers.
- c. Grants will be used to help offset future infrastructure costs.

2. Rate Setting

The setting of annual utility rates will be based on the Utility Rate Model – see Schedule A.

- a. The incremental costs of goods/services purchased in water (WILD) will be added to their respective variable/flat rates. As consumption by each customer can vary, linking the quantity to variable rates minimizes variances.
- b. A capital contribution to reserves that is produced in each of the two utilities (water and wastewater (sewer)) may be supplemented with available government grants (based on Council direction) and compared to their respective capital plans forecasted in the Council approved 5-year Capital Plan.

3. Capital Planning

Capital reserve contributions will be reviewed annually based on the outcome of the 5-year Capital Plan.

4. Government Grants

Utility capital plans will utilize qualifying utility specific grants that become available as well as an annual allocation of federal and provincial grants.

5. Debt Financing

Long-term debt may be considered for utility projects as approved by Council. Funding sources for any required debt servicing should be collected from utility rates and/or municipal contributions.

6. *Policy Review*

This policy will be reviewed on a four-year basis by Administration with any changes being recommended to Council for approval.

Attachments

- 1. Schedule A-Utility Rate Model

Revisions:

Resolution Number	MM/DD/YY

DRAFT

Schedule "A"

Utility Rate Model

1. Assumptions

The initial Utility Rate Model uses the previous year as a base rate to calculate future annual rate increases.

2. Water Rate Model

- Flat Rate: Annual Increase equals:
Any increases pertaining to RMR (if applicable) and capital contribution (if applicable).
- Variable Rate: Annual Increase equals:
The increase in the cost of water from WILD (if applicable).

3. Wastewater (Sewer) Rate Model

- Flat Rate: Annual increase equals:
Any increases pertaining to RMR (if applicable) and capital contribution (if applicable).
- Wastewater Variable Rate Annual increase equals:
The increase in the cost of wastewater treatment (if applicable).



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 24, 2023
Presented By:	Gino Damo, Director of Corporate and Community Services
Title:	2023 Family & Community Support Services (FCSS) Applications Round 1

BACKGROUND / PROPOSAL

As stated on the Province of Alberta website the Family & Community Support Services or FCSS program is an 80/20 funding partnership between the Government of Alberta and participating municipalities or Metis settlements. Provincially, the FCSS Program receives its mandate from the FCSS Act and Regulation. The Act describes what the province and municipality/Metis Settlement can do to provide preventive social services.

The Family and Community Support Services (FCSS) program promotes and enhances the well-being of Albertans, families, and communities. The Town of Onoway administers Family & Community Support Services (FCSS) funding for the following areas:

- Alberta Beach
- Summer Village of Castle Island
- Summer Village of Sunset Point
- Summer Village of Val Quentin
- Summer Village of Yellowstone
- Town of Onoway

In 2022, Lac Ste. Anne County provided Home Support to the Town however opted out of preventative counselling subsidy programming.

During the January 26, 2023 Council meeting, Council made the following motion to opt into FCSS Preventative Counselling Subsidy programming.

Motion #024/23

MOVED by Councillor Bridgitte Coninx that Council approves Lac Ste. Anne County's proposal to continue to offer the services outlined in Schedule A in the signed Memorandum of Agreement between the Town of Onoway and Lac Ste. Anne County dated September 29, 2022 and that Council provide FCSS Preventative Counselling Subsidy programming to Town of Onoway residents, and authorizes Administration to negotiate an agreement.

CARRIED

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration is bringing forward Round 1 Family & Community Support Services (FCSS) Applications for 2023. It is important to note that Administration is only bringing forward requests made by application.

Tri-Village Committee Round 1 and 2 approved funding amounts is provided along with Lac Ste Anne County request amounts only as they have yet to be approved.

Town of Onoway Centennial Event requested amount of \$12,500 is made up of \$10,000 allocated by Council from 2022 and \$2500 for promotional material.

Home Support and Preventative Counselling Subsidy programming

The 2022 allocation was \$4,000 for Home Support only. The 2023 proposed allocation is \$2,000 for both Home Support and Preventative Counselling Subsidy programming. This is based on LSAC's recommendation of \$500 per quarter or \$2,000 for the year. Q1 2023 actuals was \$390 for Home Support only and April 2023 was \$130 for Home Support only.

STRATEGIC ALIGNMENT

Safe Community

COSTS / SOURCE OF FUNDING

2023 operating budget.

RECOMMENDED ACTION

That Council approve the 2023 FCSS Funding Round 1 amount of \$.... towards the FCSS grant applicants in the attached 2023 FCCS Tracking Spreadsheet Round 1.

ATTACHMENTS

- 2023 FCSS Tracking Spreadsheet Round 1.
- Historical Town of Onoway FCSS Funding.

2023 FCSS Applications

Organization Name	Project/Program Name	Expected Project/Program Completion Date	Council Meeting Date Presented	Town of Onoway		Lac St Anne County		Tri-Village		Total Funding Approved	Notes
				Application Funding Amount Requested	Council Funding Amount Approved	Lac St Anne County Funding Amount Requested	Lac St Anne County Approved Funding Amount	Tri-Village Funding Amount Requested	Tri-Village Approved Funding Amount		
Onoway United Church Thrift Store	Volunteer Appreciation Dinner	May 26, 2023	May 24, 2023	\$ 1,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Grasmere School Programs	Volunteer Lunches	June 5, 2023	May 24, 2023	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 600.00	Tri-Village Committee has given \$600 or 100% of requested amount.
Northern Gateway Public School	National Indigenous Peoples Day Celebration for Onoway Schools	June 21, 2023	May 24, 2023	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	Tri-Village Committee has given \$1000 or 50% of requested amount.
Onoway & District Historical Guild	Onoway Quilts 2023	June 24, 2023	May 24, 2023	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	As per letter, Last year applied for \$2,050 and was approved by Council however declined \$1050 as this portion was applicable in 2023 and accepted \$1,000.
Onoway & District Historical Guild	Fall Harvest Festival	September 16, 2023	May 24, 2023	\$ 1,000.00	\$ -	\$ 500.00	\$ -	\$ 1,000.00	\$ 250.00	\$ 250.00	Tri-Village Committee has given \$250 or 25% requested amount.
Alberta Beach and District Museum and Archives Society	Penny Carnival	September 31, 2023	May 24, 2023	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	Tri-Village Committee has given \$500 or 100% of requested amount.
Onoway Public Library	Storytime & Craft Takeaway Kits	December 31, 2023	May 24, 2023	\$ 2,500.00	\$ -	\$ 2,000.00	\$ -	\$ 2,500.00	\$ 1,000.00	\$ 1,000.00	Tri-Village Committee has allocated \$1000 or 40% of requested amount.
Cherished Memories Parents and Tots	Annual program	December 31, 2023	May 24, 2023	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 750.00	\$ 2,000.00	\$ 2,000.00	Tri-Village Committee has given \$2000 or 50% requested amount. Requesting \$2000 from Town of Onoway.
Lac St. Anne East End Bus Society	Seniors In Motion 2023	December 31, 2023	May 24, 2023	\$ 6,500.00	\$ -	\$ 12,500.00	\$ -	\$ 6,500.00	\$ 2,500.00	\$ 2,500.00	Tri-Village Committee has given \$2500 or 38% requested amount.
Family and Community Twinning Society	FACTS Tri-Smart Summer Program (Onoway)	December 31, 2023	May 24, 2023	\$ 26,500.00	\$ -	\$ -	\$ -	\$ 26,500.00	\$ -	\$ -	
Onoway Community Care	Meals On Wheels	December 31, 2023	May 24, 2023	\$ 1,500.00	\$ -	\$ 500.00	\$ -	\$ 1,500.00	\$ -	\$ -	
Chateau Lac Ste Anne		December 31, 2023	May 24, 2023	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Onoway Golden Club	2023 Seniors Christmas Dinner	December 31, 2023	May 24, 2023	\$ 1,000.00	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	
Onoway Facility Enhancement Association	Annual Seniors Tea, Halloween Event & Kids Christmas Party	December 31, 2023	May 24, 2023	\$ 2,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Town of Onoway	Centennial Event	December 31, 2023		\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$10,000 2023 Allocation. \$2,500 for promotional material.
Grasmere School Programs	Leadership Lunches	December 31, 2023	May 24, 2023	\$ 640.00	\$ -	\$ -	\$ -	\$ 640.00	\$ 640.00	\$ 640.00	
Home Support & Preventative Counselling				\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	The invoice for the first quarter for Town of Onoway residents was \$390, all of which was Home Support Subsidy. Home Support Subsidy for April was \$130, which will be invoiced to the Town at the end of the 2nd quarter along with May & June subsidies. Currently have no new Town of Onoway Home Support application nor any requests for the Preventative Counselling Subsidy from Town residents. LSAC recommends estimating \$500 per quarter or \$2000 for the year. Last year \$4000 was for Home Support only.
2023 Allocation		\$	34,453.00	Total	\$ 64,820.00	\$ -	\$ 20,000.00	\$ -	\$ 42,490.00	\$ 8,490.00	\$ 8,490.00
2022 Allocation				Surplus/(Shortfall)	\$ (30,367)	\$	34,453				

TOWN OF ONOWAY	Paid (Y/N)	Pay Date	Amount Paid	2022 Allocation	2021 Allocation	2020 Allocation	2019 Allocation
EAST END BUS	Y	May 10, 2022	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 800.00
MEALS ON WHEELS (HAZEL BOURKE)	Y	May 10, 2022	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 260.00
ONOWAY & DISTRICT HISTORICAL GUILD	Y	May 10, 2022	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
CHRISTMAS PARTY (SHELIA DOKA)	Y	May 10, 2022	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00
HERITAGE DAYS - HERITAGE SOCIETY	Y	May 10, 2022	\$ 4,000.00	\$ 4,000.00			
LSAC HOME SUPPORT PROGRAM	Y	May 10, 2022	\$ 468.00	\$ 4,000.00			
RIDE FOR MOM	Y	May 10, 2022	\$ 500.00	\$ 500.00			
CHATEAU (SENIORS) - LSAC?	Y	June 8, 2022	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 500.00
QUILT CLUB	Y	June 8, 2022	\$ 800.00	\$ 800.00			
Alberta Beach & District Lions Club	Y	November 2, 2022	\$ 750.00				
Alberta Beach & District Lions Club	Y	November 2, 2022	\$ 3,000.00				
Alberta Beach Seniors Club	Y	November 2, 2022	\$ 600.00				
Onoway Facility Enhancement Association (OFEA)	Y	November 2, 2022	\$ 2,200.00				
Onoway Library	Y	November 2, 2022	\$ 2,900.00		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
ODAS	Y	November 2, 2022	\$ 4,000.00		\$ 2,500.00	\$ 5,000.00	\$ 4,500.00
ONOWAY MOM AND TOTS	Y	November 2, 2022	\$ 1,000.00		\$ 750.00	\$ 1,500.00	\$ 1,500.00
ONOWAY GOLDEN CLUB	Y	November 2, 2022	\$ 350.00		\$ 200.00	\$ 200.00	\$ 200.00
ONOWAY FACILITY (ONOWAY HALL)	Y	December 20, 2022			\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
Onoway Parents Educational Fundraising Association (OPEFA)	Y	December 21, 2022	\$ 675.00				
ODAS	Y	December 21, 2022	\$ 1,900.00				
FOOD BANK	Y	December 21, 2022	\$ 807.00		\$ 1,000.00	\$ 500.00	\$ 500.00
ONOWAY GOLDEN CLUB	Y	December 21, 2022	\$ 150.00				
Onoway Santa's Helpers	Y	December 7, 2022	\$ 1,085.05				
BEAUTIFICATION	N				\$ 1,145.06	\$ -	\$ 500.00
CADETS	N				\$ 500.00	\$ -	\$ 500.00
CURLING CLUB LITTLE ROCKS	N				\$ 500.00	\$ 1,000.00	\$ 1,000.00
DARTS	N					\$ -	\$ 450.00
ODAS FARMERS MARKET - LSAC?	N				\$ 275.00	\$ -	\$ 500.00
FISH N' GAME	N				\$ 500.00	\$ -	\$ 850.00
GIRL GUIDES	N				\$ 500.00	\$ 500.00	\$ 500.00
LEGION	N				\$ 1,000.00	\$ 100.00	\$ 100.00
ONOWAY HERITAGE TRAIL COMMITTEE	N					\$ -	\$ 500.00
ONOWAY HIGH SCHOOL	N				\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
ONOWAY PARENTS ELEMENTARY	N				\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
SCOUTS	N				\$ 500.00	\$ -	\$ 500.00
PLAYSCHOOL	N					\$ -	\$ 2,900.00
ADULT VOLLEY BALL	N				\$ -	\$ 225.05	\$ 225.05
SUMMER PROGRAMS	N				\$ -	\$ -	\$ 2,500.00
YOUTH GROUP THE FOUNDRY	N				\$ 4,000.00	\$ 4,500.00	\$ 1,500.00
ONOWAY SKATING CLUB	N				\$ 750.00	\$ 1,500.00	\$ -
TOWN OF ONOWAY SOUND SYSTEM	N				\$ 199.99		
LIBRARY CHRISTMAS PARTY	N				\$ 900.00	\$ 900.00	\$ 900.00
SENIOR WISH LIST	N				\$ 425.00		
PLAYSCHOOL AND OUT OF SCHOOL CARE	N				\$ 1,000.00		
TOWN OF ONOWAY LIGHT UP	N				\$ 1,100.00		
CHRISTMAS DINNER SHELIA DOKA - #2	N				\$ 500.00		
HERITAGE TREE BURNING	N				\$ 500.00		
VOLUNTEER FIRE DEPARTMENT APPRECIATE MEAL	N				\$ 3,000.00		
CENTENNIAL (100 YEARS)	N			\$ 10,000.00			
TOTAL			\$ 29,285.05	\$ 23,400.00	\$ 24,245.05	\$ 16,125.05	\$ 24,825.05
CARRY OVER					\$ 3,160.00		
Total FCSS Money Left to spend			\$ -		\$ 8,200.00	\$ 3,160.00	
TOTAL FCSS MONEY AVAILABLE:			\$ 29,285.05	\$ 29,285.05	\$ 32,445.05	\$ 29,285.05	\$ 29,285.05



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 25, 2023
Created By:	Glenn Jensen, Centennial Special Events Coordinator
Presented By:	Jennifer Thompson, Chief Administrative Officer
Title:	2023 Centennial Celebration Events

BACKGROUND / PROPOSAL

2023 Centennial Celebration Events

Administration is providing to Council a list of events the Centennial Committee has planned and confirmed so that Mayor and Council may continue to promote events.

While operational details are still to be finalized, the weekend's planned events are confirmed (weather permitting) and contained in the attached centennial festivities program. The program lists the event description, times, and location in a clear and concise manner.

Invitations have been sent to the Lieutenant Governor's Office, Local MPs office, Local MLAs office, and various local councils inviting them to participate in the festivities.

A visual map of Onoway showing the locations, description, and the time of the events is currently being created and will be released when finalized. Specific event posters are also being created and will be promoted on the Town of Onoway's social media sites, website, and through local media outlets starting next week.

STRATEGIC ALIGNMENT

N/A

COSTS / SOURCE OF FUNDING

The overall expense for the Centennial Celebration is still under the approved 2023 budget.

RECOMMENDED ACTION

1. That Council accepts the information presented regarding the 2023 Centennial Celebration Events.
2. (Or some other direction as given by Council at meeting time).

ATTACHMENTS

- 2023 Centennial Festivities Program.



Centennial Festivities

JUNE 23, 24 & 25, 2023 - ITINERARY

Friday

7AM-8AM	Chamber Breakfast-Community Hall
6PM	Dinner at the Legion, doors open @3.30pm
7PM	Centennial Stars Talent Search-Arena Stage
SUNSET	Drive In Movie- Ruth Cust Park
ALL WEEKEND	U12 Ball Tournament

Saturday

7AM-9AM	Fish & Game Pancake Breakfast-Community Hall
10AM-11AM	Centennial Parade
10AM-4PM	Art Sculpture-Behind Amazing Millions
10AM-5PM	Quilt show - Museum \$5 Admission
11AM-3PM	Farmers Market-Arena
11AM-3PM	Alberta Model Engineer Society Train Ride-The Joe
11AM-4.30PM	Legion#132 Open House
11AM-4.30PM	Food Trucks-Variou Locations
11AM-11.45AM	Circus Variety Show Performers-Centennial Park
11.45AM-12.30PM	Centennial Ceremonies-Centennial Park Main Stage
12PM-4PM	Indigenous Dancers, Drummers-Community Hall
12AM-4PM	Chateau Lac Ste Anne Anniversary Activities
12PM-4PM	Kid Zone-Across from Community Hall
12PM-4PM	Art Display-Heritage Center
12PM-4.30PM	Soapbox Derby-Veteran's Way/ 50th Street
12PM-5PM	Classic Car Show & Shine-Lac Ste Anne Trail
12.30PM	RCAF Flyover CF18s-Weather Permitting
12.30PM-3.15PM	Roving Animation Performers-Core & Farmers Market
2PM-3PM	Lord Strathcona Horse Troop-Bretzlaff Park
3.15PM-4PM	Circus Variety Show Performers-Centennial Park
4.30PM-6.30PM	Perogy Dinner-Community Hall
7PM-12AM	DJ Dance-Community Hall
6PM-10.30PM	Main Stage Live Music- Centennial Park
SUNSET	Fireworks at Sunset - conditions permitting

Sunday

9.30AM-10.30AM	Pancake Breakfast-Onoway Baptist Church/Food Bank
10.30AM	Regional Ministerial Church Service-Baptist Church
10AM	MAD Fitness-5km Walk/Run
2 PM	Cadet Corp Review-Heritage Centre

Subject to change- May vary dependant upon Weather Conditions

Town of Onoway

debbie@onoway.ca

From: Jennifer Thompson <cao@onoway.ca>
Sent: May 18, 2023 8:37 AM
To: debbie@onoway.ca
Subject: FW: Spruce Trees

For Agenda please

Jennifer

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

From: Robin Murray <rmurray@onoway.ca>
Sent: May 17, 2023 9:13 PM
To: Jennifer Thompson <cao@onoway.ca>
Cc: Len Kwasny <lkwasny@onoway.ca>; Lisa Johnson <ljohnson@onoway.ca>; Bridgitte Coninx <bconinx@onoway.ca>; Robert Winterford <rwinterford@onoway.ca>
Subject: Spruce Trees

I was approached by a resident this evening after the Historical Guild meeting, that would like to donate 100 Spruce trees for our 100th Birthday. They range in size from 2' to 4' and are already in pots. I think this is a very generous offer and we should consider accepting. We could discuss at our next meeting?

Cheers,
Robin

> This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply should be deleted or destroyed.
>



Town of Onoway Request for Decision

Meeting:	Council Meeting
Meeting Date:	May 24, 2023
Presented By:	Jennifer Thompson, CAO
Title:	Onoway Public Library Financial Reviewer

BACKGROUND / PROPOSAL

The Libraries Act states that a person must be approved by municipal Council to review the financial records of the public library. As administration is responsible for the financial records of the Onoway Public Library, administration is not able to review and approve the financial statement as required in legislation.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES

Administration requested the Trail Accounting of Onoway, AB review the financial statements of the Onoway Public Library. Previous practice has been to have this completed outside of the administration of the Town of Onoway however, the review was not approved by Council as per legislation. Best practice is to have Council approve the financial reviewer and not administration.

Administration is requesting that Council appoint Trail Accounting of Onoway, AB as the financial reviewer of Onoway Public Library.

Applicable excerpt of *the Libraries Act*

Accounts

9 The municipal board shall

(a) keep accounts of its receipts, payments, credits and liabilities,

(b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and

(c) submit the financial report to council immediately after its completion.

STRATEGIC ALIGNMENT

Legislative requirements

COSTS / SOURCE OF FUNDING

None.

RECOMMENDED ACTION

THAT Council appoint Trail Accounting of Onoway, AB to complete the 2022 Financial Review of the Onoway Public Library.

Or

Other direction provided by Council.

TOWN OF ONOWAY

ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

Inaugural meeting held on March 15, 2023 at 9:30 AM in Town of Onoway Council Chambers.

PRESENT:

Mayor Lenard Kwasny
Councillor Robert Winterford
Dale Johnson

ADMINISTRATION:

Jennifer Thompson, Chief Administrative Officer

CALL TO ORDER:

The meeting was CALLED TO ORDER at 9:30 AM by Jennifer Thompson.

APPOINTMENT OF CHAIR:

The Committee chose Dale Johnson as Acting Chair of the Committee.

Mr. Johnson assumed the Chair role for the remainder of the meeting.

DISCUSSION ITEMS:

- 1) Review of the Terms of Reference
 - Discussion regarding Council appointing the chair of the committee.
 - Administration advised the Terms of Reference would need to be changed however the current bylaw for Economic Development as a stand alone without tourism will need to be updated.
- 2) Possibilities – the committee discussed items that have been brought forward by Administration as possible or upcoming investment opportunities
- 3) The Draft Strategic plan was reviewed for reference.
- 4) Budget was discussed.
 - For 2023 the EDTC has an advertising budget only. For 2024 a workplan will be outlined and a request presented to Council for additional funding for the EDTC.
- 5) Going forward:
 - It would be beneficial to have a dedicated space at the Town Office for business meetings for potential investment and development in the Town of Onoway.
 - Business cards will be created for Dale Johnson as well as a dedicated email EcDev@Onoway.ca to be utilized by Mr. Johnson.

- CAO will forward information regarding potential business development
- Dale Johnson and CAO to meet regularly to share information.
- Committee to meet approximately once per month as per the Terms of Reference.

Councillor Robert Winterford left the meeting at 11:40 AM

RECOMMENDATIONS TO COUNCIL:

NONE AT THIS TIME.

Chairperson Johnson ADJOURNED the meeting at 12:30 P.M.

UNAPPROVED

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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 May 19th.*

Today's Update:

- **Things You Need to Know**
 - [Drayton Valley Wildfire Leads to Hospital Evacuation](#)
 - [Wildfire Resources](#)
- **Action on Our Top Priorities**
 - [Improving EMS response times](#)
 - [Decreasing Emergency Department Wait Times](#)
 - [Reducing Wait Times for Surgeries](#)
 - [Improving Patient Flow Throughout the Healthcare Continuum](#)
 - [Workforce Recruitment & Retention](#)
 - [Mental Health and Addiction Recovery](#)
 - [Rural & Indigenous Initiatives and Engagement](#)
- **Innovation in Healthcare**
 - [APP recoveryApp Connects Patients to Care Teams During Recovery](#)
 - [New Research Hub Coming to Alberta Children's Hospital](#)
 - [RESTORE Network Launch](#)
- **Enhance Your Health and Wellbeing**
 - [Mental Wellness Moment — Mental Health Awareness](#)
 - [Online Sessions to Help Residents Sleep Better](#)
 - [Register for Virtual Chronic Disease Management Workshop](#)
 - [Get Heart Wise in Red Deer](#)
 - [Mobile mammography service to visit Vermilion, Viking, Camrose, Consort, Coronation, Frog Lake and Fishing Lake](#)
 - [Find Your Stride Program Supports Active, Healthy Living](#)
 - [Have Your Own Reasons for Healthier Eating](#)

- [South Zone Healthcare Planning](#)
- [AHS Cancer Strategic Clinical Network \(CSCN\) is Inviting You to Participate in a Study](#)
- [Pediatric Rehabilitation: Caregiver Connection Newsletter](#)
- [Help us Improve the MyHealth.Alberta.ca Website for Pediatric Rehabilitation](#)
- **COVID-19 in Alberta**
- **Be Well - Be Kind**
 - [Celebrating our 2023 CMA Award Recipients](#)
 - [Meet Greater Edmonton Health Advisory Council Member Pricilla Coker](#)
 - [Edmonton Stroke Program Garner National Recognition](#)
 - [Emergency Nurses Bring Comfort to Young Patients](#)
 - [Family Caregivers Valued as True Partners in Healthcare](#)
 - [Foundation Good News](#)

Things You Need to Know

Drayton Valley wildfire leads to hospital evacuation

AHS started to evacuate patients from the Drayton Valley Hospital and Care Centre at 4:30 a.m. this morning (May 5) over wildfire concerns, in partnership with continuing care providers. Most patients and residents have been moved already, with full evacuation anticipated this afternoon.

Acute care patients and continuing care residents have been moved to locations in Central and Edmonton zones. Many families assisted in evacuating their loved ones. For others, families of loved ones are being contacted directly to share patient/resident location information.

Where possible, staff have accompanied patients/residents to ensure care continuity. All moves are being coordinated with AHS EMS and municipal colleagues, and include movement by ground and air ambulance, non-ambulance transport vehicles and municipal vehicles, such as buses.

We are extremely grateful for our front-line teams and staff who have come together to support the response across AHS and especially those whose families have been evacuated as well. We continue to work closely with our municipal and provincial partners, and continue to monitor the wildfire and plan our ongoing response.

AHS has response plans in place if other communities, AHS facilities, patients and families across the province are affected by the wildfires occurring in Alberta.

Wildfire Resources

For non-emergency health advice, including information on your healthcare options, call Health Link at 811.

We know that wildfires are a very challenging situation for everyone, and we want people to know that we are here to help and support them. The following information and tools can help you stay safe, plan ahead and remain healthy during the difficult time of wildfire season. The below resources include mental health resources, air quality guidance and health information, and emergency planning kits

AHS has resources in place to support staff and residents. This includes:

- Our [AHS Wildfire Resources webpage](#)
- Our Employee and Family Assistance Program (EFAP) for AHS staff, offering free and confidential service 24/7 to support them and their family.
- If the wildfires are triggering mental health concerns, individuals can call Health Link at 811 or the Mental Health Help Line at 1-877-303-2642 for support.

Action on Our Top Priorities

www.albertahealthservices.ca

Improving EMS response times

EMS response times have fallen significantly, and more ambulances are staying in their home communities. EMS response times are improving, despite call volume fluctuations of up to 30 per cent at times. Minutes matter when responding to calls seeking help for life-threatening situations.

Since November 2022, EMS response times for the most urgent calls are shorter:

- 12 minutes in metro and urban areas, down from 21.8 minutes in November (a 44 per cent improvement).
- 14.5 minutes in communities with over 3,000 residents, down from 21.5 minutes in November (a 33 per cent improvement).
- 33.2 minutes in rural communities with under 3,000 residents, down from 36 minutes in November (an eight per cent improvement).
- 39.6 minutes in remote communities, down from 63.9 minutes in November (a 38 per cent improvement).

Decreasing Emergency Department Wait Times

ED wait times are coming down. From November 2022 to March 2023:

- ED wait time to see a doctor has been reduced by 17 per cent, from 7.1 hours to 5.9 hours. This measure includes time required for diagnostic investigation.
- Total time spent in the ED for admitted patients has been reduced by 26 per cent, from 42 hours to 31 hours.
- Total time in the ED for discharged patients has been reduced by seven per cent, from 11.9 hours to 11.1 hours. AHS is focusing its measures on the 90th percentile, meaning 90 per cent of the patients experience these times or shorter times.

Reducing Wait Times for Surgeries

There are now less people waiting for surgeries than before the pandemic, and less people waiting longer than clinically recommended. AHS has made significant improvements to the wait list in the 2022/23 fiscal year, and more Albertans are getting their surgeries within clinically recommended timelines. In addition, more cancer patients are getting their surgery faster and within clinically recommended timelines.

Our total surgical wait-list, as of April 24, for adults is 66,297, with 47.7 per cent (or 31,627 adult patients) waiting outside of clinically recommended wait times. For pediatrics, there are 5,797 patients on the wait-list, with 25.4 per cent (or 1,470 pediatric patients) waiting outside of clinically recommended wait times.

AHS has completed approximately 17,780 surgeries this fiscal year to date (April 1-23), representing six per cent of our annual volume target of 310,000 procedures.

Improving Patient Flow Throughout the Healthcare Continuum

More Albertans waiting to be placed into continuing care or more appropriate settings in emergency departments are being transferred faster.

- The number of people waiting at the 14 largest hospitals for continuing care placement dropped 20 per cent from a peak of 299 in September 2022, to 240 at the end of March.
- AHS placed more patients no longer requiring hospital care, but awaiting continuing care, into an appropriate living option within 30 days. The percentage placed from hospital in to continuing care within 30 days increased from 70 per cent in April 2022 to 78 per cent in March 2023.

To learn more about AHS' four priority areas, click [here](#).

DynaLIFE is working hard to improve wait times

DynaLIFE is working hard to improve wait times and is actively recruiting new staff to fill existing vacancies at the Medicine Hat lab. Currently:

- Two additional staff have recently been recruited and are in the process of being trained.

There are a variety of ways to access lab services:

- For non-urgent appointments, book online at qme.dynalife.ca;
- Utilize the "Save My Place" feature within the QMe online booking tool to access same day appointments without the wait.
- Virtually hold your spot in line rather than waiting on site;
- Call the Appointment Booking Line at 1-877-702-4486 to speak with call centre staff that can assist in accessing short-notice appointments for eligible patients.

Providing additional information such as where the requisition came from, what types of testing, and when the blood work needs to be completed can help staff find the best location to ensure blood work is completed in a timely manner.

Connect Care Launch 6 takes place tomorrow

Prescribers, staff and managers "flip the switch" on the sixth launch of Connect Care tomorrow morning (May 6). This launch will involve 208 sites, with 66 fully moving to Connect Care and 142 moving part of their programs or services to Connect Care across all five AHS zones, including seven Covenant Health locations. After Launch 6, there will be nearly 99,000 staff and physicians across the province using Connect Care. With every Connect Care launch, super users help their colleagues, as they learn to work in the clinical information system that supports Connect Care. Thanks to all involved for their hard work to make this a successful and safe launch. Please share your photos and notes of appreciation to the Sharing the Love page.

To see what is ahead for the remaining launches, visit the [Connect Care Implementation Timeline](#).

Joining the AHS Vlog to talk about the upcoming launch are:

- Sean Chilton, Vice President, People, Health Professions and Information Technology.
- Dr. Francois Belanger, Vice President, Quality and Chief Medical Officer.
- Dr. Cliff Sample, Chief Medical Officer for Covenant Health.

Watch Video 

Listen as a Podcast 

Workforce Recruitment & Retention

Family Physician Recruitment

12 of 17 new recruited physicians have begun practicing in the South Zone and three more physicians have recently been interviewed and look promising. If the three applicants are successful, this would fill three out of five newly posted positions on DoctorJobs. To learn about practice opportunities, visit [Doctor Jobs](#) or [Alberta Physician Link](#).

Mental Health and Addiction Recovery

Many AHS resources available to help your mental health

During Mental Health Week (May 1-7), AHS is reminding Albertans the steps they can take towards positive mental health. One in five Canadians experience a mental illness or mental health issue. Mental health impacts how we feel, think and act. It also determines how we handle stress. We all can struggle but know there is help. AHS is here for you.

Resources such as [Text4Hope](#), or courses such as the [Wellness Exchange](#) and [Transform Your Stress](#) are available to help.

Visit [Help in Tough Times](#) for more information. If you need more help, call the Mental Health Help Line at 1-877-303-2642, available 24 hours a day, seven days a week.

Indigenous Peoples in the South Zone now have access to a support line to help them navigate the health system. The toll-free Indigenous Support Line can be reached by calling 1-844-944-4744. The support line is staffed by Indigenous Health Link staff and is available weekdays from noon to 8 p.m. Staff will answer callers' questions, help them access culturally appropriate care and assist them with navigating the healthcare system. Clients can call at any time during their healthcare journey with questions or concerns – whether they are not currently receiving care, about to start care, in care, or discharged from care.

The new service is modelled after an Indigenous Support Line launched last June in the AHS North Zone. Since then, staff have taken more than 2,000 calls. The AHS Wisdom Council & Elder Circle played a key role in the creation of the Indigenous Support Lines in the two zones.

All Albertans are asked to call 911 if they have a medical emergency. Health Link (811) also remains available 24/7 for non-emergency health-related questions. To be redirected to the Indigenous Support Line from 811, please press 7.

Routine school immunization catch-up under way

Due to disruptions in the school immunization program during the 2019/20 and 2020/21 school years, some children may have missed their routine school immunizations. Community Health Centres in the Central Zone are now catching up on those routine immunizations by contacting the families of students now in Grade 12 and who would have missed their Grade 9 immunizations.

Public Health Nurses are reaching out to parents/guardians to discuss eligible vaccines and obtain consent. Immunizations are being offered in school or in clinic settings, depending on student age, available resources and school availability. If vaccine doses are delayed from their routine recommended schedule, they don't have to be restarted, they are offered as soon as able.

Medical Officer of Health Dr. Ifeoma Achebe explained that they hope to increase herd immunity in communities, and using the recent cases of Pertussis as an example, said when a case emerges in a school with a smaller herd immunity, there is likelihood of greater spread. The more people immunized, the less likely the spread when a case is introduced to a school. They also discussed vaccine hesitancy as a result of misinformation about the COVID vaccine – which Public Health is doing its best to educate about its safety whenever it can.

Pertussis Outbreak

Alberta Health Services (AHS) has declared an outbreak of pertussis (whooping cough) in the AHS South Zone, including the communities of Lethbridge, Coaldale, Taber, Vauxhall, Grassy Lake, Bow Island, County of Forty Mile, Seven Persons and Fort Macleod.

Residents are encouraged to ensure that they, and their children, are up-to-date on immunizations.

Pregnant women will continue to be offered the pertussis vaccine in their third trimester of every pregnancy, to protect vulnerable newborns. All Albertans can prevent illness and the spread of disease by following the recommended immunization schedule.

Find quick facts about Pertussis [here](#).

Innovation in Healthcare

As a world class health provider, AHS is committed to leading edge advances in health care for the betterment of all Albertans.

App connects patients to care teams during recovery

Madeleine Hamilton suspected something was amiss during her recovery from breast reconstruction surgery about three days after the procedure.

"I consider myself pretty tough when it comes to post-operative pain, but I felt like I was just getting worse instead of better," says Hamilton, who has also had a double mastectomy and other surgeries. "I felt out of

Because Hamilton was taking part in a research study testing the safety and effectiveness of a smartphone app designed to aid surgical recovery, she was able to send messages and photos to her care team, which included surgeon Dr. Claire Temple-Oberle.

Photos of her incision sites appeared normal, but Hamilton's responses to a series of questions about her recovery caused concern. Dr. Temple-Oberle advised Hamilton to come back to her clinic at Foothills Medical Centre for more evaluation. A CT scan subsequently showed Hamilton had a pulmonary embolism.

"That app — and Claire — potentially saved my life," says Hamilton. To read more, click [here](#).



New Research Hub Coming to Alberta Children's Hospital

Alberta Health Services announced plans on Wednesday to build a new research centre at the Alberta Children's Hospital in Calgary. The project is being developed by AHS alongside the province, the University of Calgary and the Alberta Children's Hospital Foundation.

It will aim to integrate patient care with new health research, said Margaret Fullerton, the senior operating officer of the hospital. "The reality is that children admitted to our hospital today are more acutely ill with conditions far more complex than even a decade or so ago. We need and want to do more to help them," Fullerton said.

The research at the centre will focus on pediatric health, a contrast to the majority of work that centres on adult patients, said Alberta Health Minister Jason Copping. "We know that children's health-care needs are unique," he said. "We also know that helping them achieve their best health in childhood sets them up to be healthier adults, which is good for the future of our province."

There's no timeline for when a business plan may be completed for the project.

RESTORE Network launch

AHS and the University of Calgary Cumming School of Medicine (CSM) launched the RESTORE Network, an initiative at the Foothills Medical Centre (FMC). [The RESTORE Network](#) was established and is supported by a generous bequest from the estate of Edith Rodie to the University of Calgary and the Calgary Health Foundation. After suffering a spinal cord injury, Rodie was impressed by the medical research undertaken at the CSM and chose to use her estate to benefit others.

RESTORE Network-funded initiatives at FMC include a virtual reality treadmill to enhance stroke recovery and a robotic-assisted walking device for children with mobility challenges at the Alberta Children's Hospital. All initiatives are aimed at developing and optimizing interventions to improve the quality of life for patients of all ages living with neurological conditions.

The network brings a highly specialized group of academic and clinical experts together to provide novel therapies, clinical trials, and technologies for people with spinal cord injury, stroke and movement impairments.

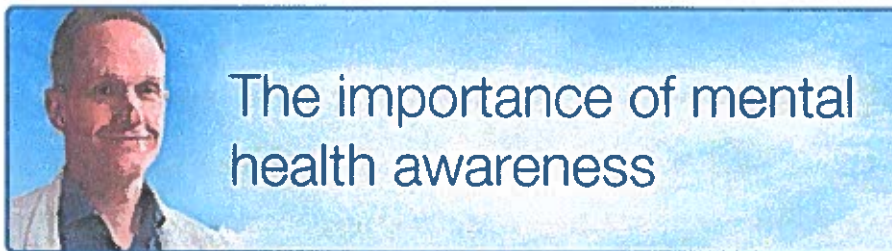
Enhance Your Health and Wellbeing

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

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

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

In this Mental Wellness Moment, Dr. Nicholas Mitchell — Provincial Medical Director for Addiction and Mental Health with Alberta Health Services — talks about how talking about your mental health is beneficial.



Watch Video 

Listen as a Podcast 

Online sessions help residents sleep better

Residents of central zone are invited to learn effective strategies to improve day to day health by attending an AHS healthy lifestyle program online.

[Sleep Well](#) is led by AHS health professionals who share their expertise and guide interactive online group sessions. This class will teach you tips to sleep better, help you discover reasons why you may have trouble falling asleep and discuss the important link between quality sleep and good health.

The session is an online version of AHS' Sleep Well workshops, which are offered regularly in communities across Central Zone. Sleep Well will be held via Zoom on the following dates:

- May 11 from 1 p.m. to 3:30 p.m.
- June 28 from 5:50 p.m. to 8 p.m.

Registration is required as date and time are subject to change. For more information and to register to attend, please call the Alberta Healthy Living Program at 1-877-314-6997. You will receive your Zoom link when you register.

Register for virtual chronic disease management workshop

Albertans living with chronic pain symptoms or support someone with a long-term health condition(s) have an opportunity to [join a free AHS](#) workshop designed to help them take control of their health. Better Choices, Better Health is a six-week series of workshops designed to support Albertans living with ongoing health conditions and explore ways to manage their health.

Call 825-404-7460 (press 3) to register as spots are limited. Interested participants should have access to a device (computer, tablet, or smartphone) that connects to the Internet, and has both a camera and microphone.

Get Heart Wise in Red Deer

Red Deer and area residents looking to manage their cholesterol and blood pressure are invited to an upcoming information online session to better understand their heart health. [Heart Wise: Managing Cholesterol and Blood Pressure](#) is a free, four-part group session offered by Alberta Health Services (AHS). Nutrition and Food Services professionals will share their expertise and guide interactive discussions that can help individuals manage their heart health.

Several sessions are set for May. For more information and to register to attend, please call the Alberta Healthy Living Program at 1-877-314-6997. You will receive your Zoom link when you register.

Mobile mammography service to visit Vermilion, Viking, Camrose, Consort, Coronation, Frog Lake and Fishing Lake

- Vermilion Senior's Centre, 5324 50 Avenue, on May 4-6, May 8-13 and May 15-17
- Viking Carena Complex, 5120 45 Street, on May 12 and May 15-18
- Camrose Recreation Centre, 4412 56 Street, on May 6, 8,9, 10 and 11
- Coronation Hospital and Care Centre, 5000 Municipal Rd, on May 1-3
- Consort Hospital and Care Centre, 5402 52 Avenue, on May 4-5
- Morningsky Health & Wellness Centre at Frog Lake First Nation on May 18
- Communiplex parking lot at Fishing Lake Metis Settlement on May 19

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

Find Your Stride program supports active, healthy living

Registration is now open for local and area residents who want to learn how to live a more active and healthier lifestyle. Offered by Alberta Health Services (AHS), the Find Your Stride program is a learn-to-walk-or-run program for people who use or have recently quit tobacco. The program helps people build skills and confidence to improve their overall health and quality of life. The program is suitable for all fitness levels.

Each group session is \$5 per person to cover the cost of the track rental. Sessions will be held once a week for two hours and will be led by a facilitator. Each session will include a combination of walking, running and stretching regimes, as well as an education component where participants can discuss topics such as the benefits of physical activity, goal-setting, healthy eating, injury prevention, tobacco cessation, and how to remain active.

Find Your Stride will be offered from 6 p.m. to 8 p.m. on eight consecutive Wednesdays, starting May 17, at the Big Marble Go Centre Walking Track in Medicine Hat, 2000 Division Ave. N.

To learn more or to register, call 403-502-8224.

Have your own reasons for healthier eating

Your reasons for healthy eating are really important. Don't do it just because your spouse, friend, or someone else wants you to eat healthier. What makes you want to change how you eat? Do you:

- Want to feel better and have more energy?
- Want to improve your health?
- Want to prevent or treat health problems, such as [high blood pressure](#), [high cholesterol](#), or [diabetes](#)?
- Have another reason for wanting to do it?

Learn more on how to set your healthier eating goals, [here](#).

Health Advisory: Blue-green algae bloom advisories issued for Muriel Lake, Shorncliffe Lake

Health advisories were issued advising that blue-green algae (cyanobacteria) blooms have been identified for Muriel Lake, near Bonnyville, and at Shorncliffe Lake, by Czar, Alberta. Residents living near the shores of these lakes, as well as visitors, are advised to take the following precautions:

- Avoid all contact with blue-green algae (cyanobacteria) blooms.
- If contact occurs, wash with tap water as soon as possible.
- Do not swim or wade (or allow your pets to swim or wade) in any areas where blue-green algae (cyanobacteria) is visible.
- Do not feed whole fish or fish trimmings from this lake to your pets.
- Consider limiting human consumption of [whole fish](#) and [fish trimmings](#) from this lake, as it is known that fish may store toxins in their liver. People can safely consume [fish fillets](#) from this lake.

Join the Conversation

will help to share the high-level strategic vision, direction and clinical service plan for the Zone for the next 10 to 15 years, and will be the roadmap to provide quality, accessible and sustainable healthcare services.

Thank you to everyone who took the time to share perspectives via the South Zone Healthcare Planning engagement sessions. We received great responses from all across the Zone – at nine in-person and virtual sessions, and via the online survey. We have summarized What We Heard from all of our engagement activities [here](#).

Informed by the priority areas that emerged from the engagement activities, the project team will now move to the next phase of the planning process. Learn more about what this entails in our [March update](#), and follow us on [Together4Health](#) for the latest information.

AHS Cancer Strategic Clinical Network (CSCN) is inviting you to participate in a study



Do you live in or near Taber, Mayerthorpe, Athabasca County, High Level, and Pincher Creek? And have you or a loved one/ friend has had a cancer diagnosis?

The Cancer Strategic Clinical Network (CSCN) is conducting a study to understand which factors can affect a person's cancer diagnosis. Understanding these factors can help improve access to healthcare resources by helping us find better ways to support people in these **rural communities** during their cancer diagnosis.

If you wish to learn more about the project and upcoming focus group conversations visit our [website](#), here, or contact: *Angela Torry, Senior Consultant, Cancer Strategic Clinical Network* at 587-774-7675 Angela.torry@albertahealthservices.ca. As token of appreciation participants will be offered a gift card in the amount of \$25/hour of participation.

Did you move to Canada in the last five years and live in Alberta? And have you or a loved one/friend ever experienced a cancer diagnosis in Alberta?

CSCN is inviting people aged 18 years and older within **newcomer communities across Alberta** to understand factors that affect the access of newcomers to cancer diagnosis resources. The conversations will be in-person or virtually, one-to-one, or group settings, dependent on participant preference. Participation is completely voluntary and their decision to participate or not will not affect current or future services.

If you wish to learn more about the project and upcoming focus group conversations visit our [website](#), here, or contact: *Adebola Odebode, Research Associate, Cancer Strategic Clinical Network* at 780-246-6202 Adebola.odebode@albertahealthservices.ca. As token of appreciation participants will be offered a gift card in the amount of \$25/hour of participation.

Pediatric Rehabilitation: Caregiver Connection Newsletter

May is Speech and Hearing Month in Alberta!

Parents and caregivers often have questions about children learning more than one language and wonder if it could cause confusion. Go to [Together4Health](#) to read this month's issue and get tips for children of all ages learning more than one language.

Each month we have a new survey question which relates to the topic of the next month's newsletter. This month we ask you, *what are your favourite ways to get outdoors with your child?* Tell us by taking our [survey](#).

AHS also offers [free webinars](#) that cover a range of developmental topics, from toilet training and tummy time to emotional regulation and speech development. You will build skills and gain confidence by learning

We're looking for families to take part in a survey to improve the MyHealth.Alberta.ca website for [Pediatric Rehabilitation](#).

We want to make sure the website is easy for families to use and that it gives the information they need to support their child. The survey will take between 5 to 10 minutes. You'll be given tasks to match a concern with a topic category. For example, you want to know when your child will walk. You'll be asked to click the link you think is best matched to help with that concern.

You don't need any special knowledge or experience to take part in the survey.

If you're interested in helping, please click the link below! We appreciate your time and willingness to help. To take part in the survey, click [here](#).

COVID-19 in Alberta

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

Be Well - Be Kind

Celebrating our 2023 CMA Award recipients

Congratulations to AHS physicians Dr. Esther Tailfeathers and Dr. Franco Rizzuti on receiving a 2023 Canadian Medical Association (CMA) Award.

Dr. Tailfeathers, Senior Medical Director, Indigenous Wellness Core, was awarded the F.N.G. Starr Award. This award is the highest CMA award available to its members and recognizes outstanding and inspiring lifetime achievement.

Dr. Rizzuti, Medical Officer of Health, Provincial Population & Public Health, received the CMA Award for Young Leaders (Early Career) in recognition of his exemplary creativity, initiative and commitment to making a difference at the local, provincial/territorial or national level.

Learn more about these awards on the [CMA website](#).

Meet Greater Edmonton Health Advisory Council Member, Pricilla Coker

Pricilla is passionate in playing a role towards promoting health solutions and enhancing its delivery to her community.

Seeing the opportunity to be a valuable resource by listening actively to the concerns, suggestions and ideas of her community helped Pricilla Coker decide to become a member of the Greater Edmonton Health Advisory Council (HAC). By playing a role towards promoting health solutions and enhancing its delivery to the community, Pricilla is passionate to bring about health equity and in reducing health disparity caused by inadequate education, racial, and gender barriers.

"My Council is very up to date with resources, which I find valuable, as it helps us to empower our communities. My council is also compassionate and seeks to the wellbeing of its members. We disseminate valuable resources from AHS to the community to educate and empower them."



Along with her passion in building healthier communities, and in allowing community members to feel heard and considered, Pricilla enjoys gardening, shopping, being outdoors, and chatting with her friends in her spare time.

With the high level of care offered through the Edmonton Zone Stroke Program, Accreditation Canada and Stroke Distinction recognized their clinical excellence and outstanding commitment to leadership in stroke care by presenting them with the [Distinction in Stroke Services](#) award, making the Edmonton Zone one of only 18 sites in Canada to receive this honour. "It's great news. It really speaks to the commitment of the team members to improving patient care across the zone," says Dr. Tom Jeerakathil, Lead, Edmonton Zone stroke program.

To hear from stroke patient Darren Anderson, click on 'watch video,' below:

Watch Video 

Emergency nurses bring comfort to young patients

Nursing staff at the Red Deer Regional Hospital Centre (RDRHC) are providing a new way of supporting pediatric patients while they receive care in the Emergency Department.

To ease the stress children may experience during an emergency visit, Registered Nurses Ronnie Biletsky, Nadita Dutt, Caitlyn DeBoer, Kendra Morrison and Ashley Scholten partnered with the Red Deer Regional Health Foundation to bring four tablets with child-friendly games to the Emergency Department.

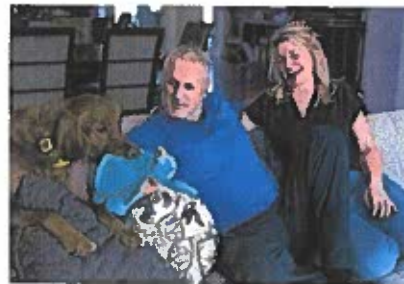
Three of the tablets are available throughout the department and are used to soothe children while they receive difficult tests or procedures, such as taking medications, an intravenous needle or stitches. The other tablet is being used by the Central Alberta Sexual Assault Response Team (CASART) when they work with children and families. Read more, [here](#).



Family caregivers valued as true partners in healthcare

Caregivers are critical to the support of our healthcare system and our communities. One of the ways they do this is by giving people of all ages who need care the choice to remain in their community homes.

Family Caregivers are also a critical support for family members within a health facility. A growing body of evidence shows that their presence improves patient safety, experience, outcomes and care across a range of institutional care settings. A family caregiver brings important psychosocial support in addition to sharing vital information about care needs and preferences. Family caregivers often enable successful transition to and from AHS facilities and take on many of their loved ones' essential ongoing care needs.



One in four Canadians is a family caregiver, like Erin. Learn more about Erin's story, [here](#).

Foundation Good News

AHS is proud to work alongside its foundation and auxiliary partners to support the care we provide our patients. Last year, our philanthropic partners raised \$363 million for healthcare. They also invested \$105 million in support of local and system-wide AHS priorities and \$29 million toward health research.

May is Health Philanthropy Month and, throughout the month, AHS will celebrate our philanthropic partners and their contributions throughout Alberta.

Stay tuned as AHS highlights our partners in our Faces of the Foundations story series on AHS.ca, Insite and social media. To learn more about our philanthropic partners, please visit [AHS.ca/give](#).

Faces of the Foundations: Meet Andrea Mitchell of the Sheep River Health Trust

in Black Diamond.

Andrea was born and raised just outside of Calgary and has worked with the Sheep River Health Trust since 2012. She originally joined the Trust in a fund development role before becoming executive director in 2014. Her career in non-profit reflects her lifelong commitment to give back to her community and her desire to role-model that commitment for her children.



The Trust most recently funded a ceiling lift for the Rising Sun Long-Term Care in the Hospital, as well as multisensory equipment for residents with dementia and new patio furniture for the residents. They also supported a telemetry-upgrade project and wall mounted vital signs monitors for the Hospital's emergency department.

Elements Dance-a-thon raises \$8,000 for Alberta Children's Hospital Foundation

Over 50 members of the Airdrie-based [Elements Dance Company](#) danced their way to raising more than \$8,000 for the Alberta Children's Hospital Foundation (ACHF) last month, during the studio's third annual Spread the Love dance-a-thon.



On Feb. 11, 55 dancers from the company in north Airdrie danced for six consecutive hours while accepting pledges for the ACHF. After six hours, the group of dancers – ranging in age from three to 17 years old – had raised \$8,105.50, with all proceeds going to the children's hospital foundation.

Glenrose Rehabilitation Hospital Foundation's 2023 Courage Gala

This year's [Courage Gala raised over \\$400,000](#) in support of the Glenrose Rehabilitation Hospital Foundation. All proceeds support technology, equipment and research that changes the lives of patients at the Glenrose Rehabilitation Hospital, the only free-standing rehabilitation hospital in Alberta.

Philanthropic partnership reduces pressure with minor surgery expansion

A [new minor surgery clinical space](#) at Peter Lougheed Centre was made possible in partnership with a donation from local philanthropist, Dr. Mark Zivot. The new minor surgery operating room is housed adjacent to the Zivot Limb Preservation Clinic, which received a \$1 million contribution from Dr. Zivot to develop the program further and has been a national leader in the field of podiatric care and limb preservation.



Minor surgery is a space that allows surgeons to perform procedures without general anesthesia or respiratory support. This makes it an important option in determining the best care path for their patients.

Philanthropist hailed for \$4M in donations to cancer centre

Local philanthropist and businessman Wayne Foo and his family were recognized on Wednesday for [\\$4 million worth of contributions to cancer and tumour research](#).

The Alberta Cancer Foundation held a celebration at the under-construction Calgary Cancer Centre on Wednesday morning to honour Foo and his family for their support. The \$4 million in donations were made through the OWN.CANCER campaign, which seeks to raise \$250 million for improved cancer research, treatment and care at the Calgary Cancer Centre when it opens in 2024.

Nursing being celebrated at upcoming dinner

The Grande Prairie nursing community [is hosting a dinner for National Nursing Week](#) to celebrate and acknowledge nurses' work in the community.

[Striving for Nursing Excellence Bursary](#). The program was founded to advance the education of nurses at the post-secondary and graduate level.

Grande Prairie & Area Nurses Committee Secretary, Kajal Patel says she was once a recipient of the bursary, so it is important to her to help put on the dinner to support other nursing students.

"I was so grateful for the bursary as it helped me cover my tuition expenses during the pandemic, so I joined the committee as a way to give back to my community and also pay it forward to the future generation of nurses."



[NICU Simulation Lab opening doors to a future full of possibilities](#)

Donor support to the Calgary Health Foundation ensures our medical teams are ready for the most routine to the most complex situations before they happen. The newly opened [NICU Simulation Lab](#) is a key training facility designed to support our NICU interprofessional team to care for the smallest and most critically ill newborns and their families. It's located in the NICU at Foothills Medical Centre, the only Level 3 NICU serving Southern Alberta.

More than 40 donor and stakeholder participants were on hand when the doors officially opened to the new space to understand the opportunities that will be available to the team.



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From: Public Library Services Branch <Libraries@gov.ab.ca>
Sent: April 25, 2023 3:20 PM
Subject: PLSB Update - April 25, 2023

Public Library Services Branch Update for April 2023

Hello Everyone,

We hope you are enjoying some spring weather and are looking forward to the days ahead. Here is some information about operating grant applications, emergency preparedness week in May, accessible training opportunities this fall, the 2023 Minister's Awards for Public Library Excellence and other information of interest.

Public Library Operating Grant Applications for 2023-2024

The [Library Operating Grant webpage](#) has been updated for the 2023-24 grant year and we are accepting grant applications. On the page, you can download the 2023 Application for Financial Assistance, and access the 2022 Statement of Receipts and Disbursements & 2023 Budget templates (plus the corresponding direct payments forms).

Some things of note for this grant year (April 2023-March 2024):

1. The new funding model is now in effect, which means all municipal and intermunicipal library boards now receive a base grant of \$9,000 plus a per capita rate of \$5.60 based on the [2019 Municipal Affairs Population List](#). To see the amount of funding your board is eligible for, please see the charts on [our website](#). Information on the new grant structure can be found in the *Public Library Grant Program Guidelines*, also available on our website.
 2. The deadline for grant applications is **June 15**. Applications will still be accepted after June 15, but processing and payment may be delayed.
 3. Library boards will be receiving one payment in full for the grant.
 4. If you wish to mail in your documents, remember that our address has changed:
Public Library Services Branch
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L4
1. For grant related questions, and to submit grant applications electronically, please email libgrants@gov.ab.ca.

Announcement of Rural Economic Development Skills Development Project Grant Recipients

The Public Library Services Branch is pleased to award 19 rural library boards with funds to carry out projects on digital literacy and job skill development. This new grant exists thanks to a partnership with Rural Economic Development in the Ministry of Agriculture and Irrigation. We had more than ninety applications for this new \$200,000 grant fund so we know that digital literacy is a crucial topic for Alberta's libraries. We are taking this information into consideration for future planning.

The successful library boards are:

1. Town of Banff Library Board for the "Banff Legal Access Initiative" addressing gaps in digital legal literacy;
2. Town of Barrhead Library Board for its programs on cybersecurity/fraud detection, resume writing/job interviews, and building a home-based business;
3. Town of Bashaw Library Board for its "Seniors' Digital Literacy Enhancement" project;
4. Village of Carmangay Library Board for its "Rural Entrepreneurship" project;
5. Town of Elk Point Library Board for "Get Connected to a Brighter Future" project;
6. Village of Empress Library Board for a series of programs on digital banking, resume writing for youth, cybersecurity;
7. Town of Hinton Library Board for its Professional Opportunities Development Space;
8. Village of Innisfree Library Board for its "Women in Business" program;
9. Village of Irma Library Board for its "Web Wednesday Workshops" program;
10. Town of Lamont Library Board for its pilot "Supporting Seniors as Digital Citizens";
11. Village of Paradise Valley Library Board for its "Digital Literacy Development" initiative;
12. Town of Ponoka Library Board for its "Career Launchpad" program;
13. Town of Raymond Library Board for its "Training Young Entrepreneurs" project;
14. Slave Lake Regional Library Board for its "Basic Skills Development Training" project;
15. Town of Valleyview Library Board for Workforce Skills Development Workshops;
16. Town of Vermillion Library Board for its sustainability & digital training project;
17. Village of Vilna Library Board for its "Youth of Tomorrow" digital literacy and job skills project;
18. Town of Wainwright Library Board for its "Digital Literacy and Technology Project"; and,
19. Westlock Intermunicipal Library Board for digital literacy programming in Westlock, Jarvie, and Fawcett.

Congratulations to all the successful project grant recipients. We look forward to working with you and hearing how your initiatives positively impact rural Alberta library patrons. You can also see the list of successful applicants at [the Public Library Grant for Skill development in rural Alberta Webpage](#).

Minister's Awards for Excellence in Public Library Excellence for 2023

Speaking of awards, as you may have already seen, Minister Schulz has emailed a letter to all municipalities and library boards announcing the launch of the 2023 **Minister's Awards for**

Municipal and Public Library Excellence. We're pleased to share this news with you again and invite your participation in the program.

This is the second year the ministry has brought together two of its longstanding recognition programs, allowing municipalities and library boards to be recognized alongside one another for their efforts to serve communities across the province. For more information on the Minister's Awards, including the program guidelines, award categories, and submission process, [please visit the awards program website \(https://www.alberta.ca/awards-for-public-library-boards-how-to-apply.aspx\)](https://www.alberta.ca/awards-for-public-library-boards-how-to-apply.aspx).

Submissions are being accepted now with a deadline to submit of **June 15, 2023**. We're excited for this opportunity to formally recognize the great work of Alberta public libraries and look forward to receiving your submissions.

Emergency Preparedness Week in May

Emergency Preparedness Week (EP Week) is a national event that has run for more than 25 years in Canada and takes place annually during the first full week of May (this year May 7 to 13). It focuses on increasing public awareness of how individuals can be ready when a disaster or emergency occurs.

How libraries can participate

Libraries are essential community hubs and a trusted source of information. Libraries can play an important role in encouraging people to reduce their risk by participating in the Emergency Preparedness Week campaign. Here are some ideas:

1. Create a display about the local hazards in your area
2. Share real-world experiences and stories
3. Display historical information about events that happened in the community or province
4. Invite a speaker from local Emergency Management Organizations to discuss community emergency plans
5. Invite a subject matter expert to host a preparedness workshop
6. Create a scavenger hunt with the Get Prepared: 60 Second Emergency Tips' video series

The [Be Prepared program](#) has a collection of resources available for public libraries to download, print, and share as handouts, display in public spaces, or through electronic channels such as emails, newsletters, bulletins, and social media.

A handful of these resources have been translated into 10 different languages to ensure this information is more accessible.

Resources to support your EP Week Campaign

To access all of the Be Prepared program resources, visit this page: [Alberta.ca/CommunityPrep](https://www.alberta.ca/CommunityPrep)

1. A dedicated Emergency Preparedness Week [webpage](#) featuring tools to help you participate
2. Emergency Preparedness Toolkit
3. Emergency kit checklist brochures for your vehicle, household, and pets

4. Factsheets ranging from hazard specific topics to what to do before, during, and after an emergency
5. Infographics featuring a Disaster History Timeline of Alberta
6. Scan to Prepare QR posters are a touch-free way to share preparedness information to community members through their smartphone.
7. Get Prepared: 60 Second Emergency Tips' video series deliver simple steps that anyone can take to become better prepared for an emergency or disaster.

We all have a role to play

Disasters affect us all. As an essential community hub (before, during and after a disaster) libraries can play an important role in building resilience in the community that you serve. Participating in the Emergency Preparedness Week campaign is one small step towards increasing your communities risk literacy and inspiring them to take actions to reduce their risk which will help your community be stronger and more resilient.

You can share your Emergency Preparedness Week campaigns on social media by using the hashtag #BePrepared

Accessibility Training Opportunities

PLSB is undertaking an accessibility project in government. We have an accessibility team of accessibility experts—including staff with lived experience of a print disability and expertise in assistive technology—and they train GoA staff on how to create accessible internal and public-facing documents and information. Kim, Camelia, and Kel also review and remediate government documents (make inaccessible documents accessible). They are well versed in many formats and platforms.

We would like to offer accessible document training to your staff, board, and/or your member libraries. We are happy to visit as part of conferences and/or regularly-scheduled PD sessions, regular meetings (library manager or board meetings), or to come at a time that works for everyone.

1. The accessibility team is available to do a meet and greet (1hr),
2. accessible documents training (2hrs),
3. a half-day workshop on accessible documents (in many formats incl. PowerPoint), communications, and social media (5hrs).

We are also happy to chat about tailoring our presentations and workshops to your needs.

It is crucial that information is made accessible and available to everyone in our communities and we all know that libraries are key in this work. We know that you all already promote the services of CELA and NNELS to your library patrons for their reading needs. The information we are offering here will help empower your staff to create a more accessible work environment and communication strategy for and within your library/library system.

Please email kimberly.johnson@gov.ab.ca if you are interested in any of these options.

Did you know? – Policies Guide

Did you know...that all library boards in Alberta must have policies in place required by section 7 of the Libraries Regulation?

PLSB has a great resource to help library boards create these required policies. [Policies and Bylaws - A Guide for Public Library Boards in Alberta](#) includes information on how to create and update policies. It also includes samples of all 10 policies required for municipal and intermunicipal library boards that you can use to start developing policies that fit your local needs.

As always, if you have any other questions for PLSB staff, you can email us directly at libraries@gov.ab.ca.

-PLSB

Classification: Protected A